

REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

SERVICES DU PREMIER MINISTRE

COMITE DE PILOTAGE DU PLAN PRESIDENTIEL DE
RECONSTRUCTION ET DE DEVELOPPEMENT DES REGIONS DU
NORD-OUEST ET DU SUD-OUEST

UNITE DE COORDINATION



REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

PRIME MINISTER'S OFFICE

STEERING COMMITTEE OF THE PRESIDENTIAL PLAN FOR THE
RECONSTRUCTION AND DEVELOPMENT OF THE NORTH-WEST
AND SOUTH-WEST REGIONS

COORDINATION UNIT

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY
PROCEDURE) N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR
THE MAINTENANCE OF THE MUNICIPAL ROAD GOM – NKOT
(6KM), NWA SUBDIVISION, DONGA MANTUNG DIVISION,
NORTH WEST REGION.**

PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

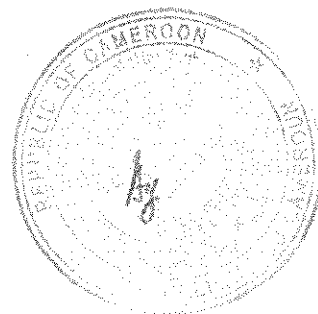
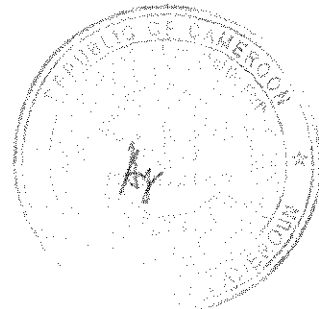
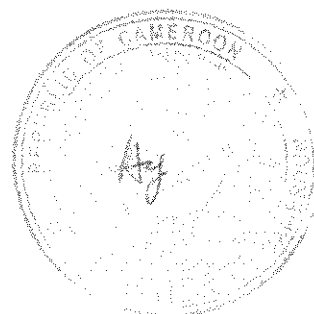


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DOCUMENT NO 1: TENDER NOTICE





TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE) N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION.

1) SUBJECT OF THE INVITATION TO TENDER:

Within the framework of the execution of the Presidential Plan for the Reconstruction and Development of the North-West and South-West Regions in 2026, the President of the Steering Committee hereby launches an open national invitation to tender (emergency procedure) N°018/ONIT/PPRD/STB/2026 of 18/03/2026 for the maintenance of the Municipal Road Gom – Nkot (6km), Nwa Subdivision, Donga Mantung Division, North West Region.

2) NATURE OF WORKS:

The consistency of the works, which form the subject of this invitation to tender, consists of the following:

- Site Installation
- Procurement of materials and equipment
- Cleaning and Earth movement
- Drainage
- Engineering structures
- Electrical works

The detailed description is mentioned in the respective technical specifications, bills of quantities and cost estimates.

3) ALLOTMENT:

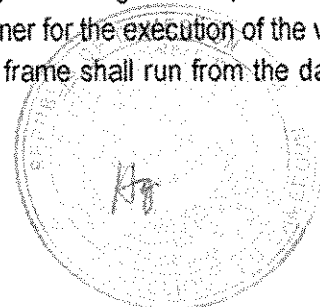
The works subject of this invitation to tender is not in lots.

4) ESTIMATED COST:

The estimated cost of the works stands at an amount of **CFAF One hundred million (100,000,000)**.

5) PLACE AND EXECUTION DEADLINE:

The works shall be executed in Gom – Nkot in Nwa sub division, Donga Mantung Division, North West Region. The maximum execution deadline provided for by the Project Owner for the execution of the works subject of this invitation to tender shall be **four (04) months**. This time frame shall run from the date of notification of the administrative order to commence the works.



6) PARTICIPATION AND ORIGIN:

Participation to this invitation to tender is open to all registered and qualified companies or groups of companies based in the Republic of Cameroon with the required technical and professional expertise in the domain of road construction.

7) FINANCING:

The works which form the subject of this invitation to tender shall be financed by the 2026 budget of the Presidential Plan for the Reconstruction and Development of the North-West and South-West Regions.

8) METHOD OF SUBMISSION:

The submission method retained is offline.

9) BID BONDS:

Each bidder must include in his administrative documents, a hand-endorsed bid bond, issued by a bank or any financial institution approved by the Minister in charge of finance to issue bonds for public contracts and whose list appears in document 10 of the Tender File (TF), of an amount of **CFAF One million (1,000,000)**.

This bond, accompanied by the deposit receipt issued by the Deposits and Consignments Fund (CDEC), must be valid for up to thirty (30) days beyond the initial validity date of the tenders. The absence of a bid bond issued by a bank or financial institution authorised by the Ministry of Finance to issue bonds in the context of public contracts will result in the outright rejection of the tender. A bid bond produced but unrelated to the relevant consultation is considered absent. A bid bond presented by a bidder during the bid-opening session is inadmissible.

10) CONSULTATION OF TENDER FILE:

The Tender documents may be consulted and obtained immediately after publication of this invitation to tender from the Services of the Contracting Authority (Service in charge of the award of contracts) during working hours at the PPRD Head Office in Bastos, Yaoundé from Mondays to Fridays (7:30 am to 3:30 pm) or contact (Tel: 679496768/699259787), email: procurementmanager@pprdnsw.org).

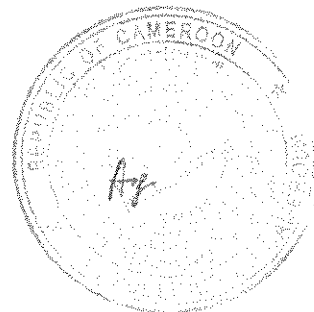
11) ACQUISITION OF TENDER FILE:

Bidders can collect complete tender documents from the PPRD Head Office in Bastos Yaounde during working hours (7:30 am to 3:30 pm) Mondays to Fridays after the presentation of a receipt of the payment of a non-refundable sum of **CFAF 75,000 (Seventy-five thousand)**, payable into the Account of the Public Contracts Regulatory Agency (PCRA) at BICEC Bank.

12) SUBMISSION OF OFFERS:

Each bid written in English or French shall be signed by the bidder or by a duly authorized representative and presented in Seven (7) copies, that is one (01) original and six (06) copies labelled as such. These shall be submitted in one sealed pack containing three (3) envelopes, which is:

- Envelope A: Administrative file;
- Envelope B: Technical file;



- Envelope C: Financial file.

The sealed pack or envelop shall bear no information about the company and shall reach the Procurement Office of the PPRD NW-SW, Head Office in Bastos, Yaounde, not later than the **14/4/2026 at 1 pm** local time and note should be taken that in case of any ambiguities or differences during opening, only the original shall be considered authentic. The sealed pack shall bear the following inscriptions:

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE MUNICIPAL
ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA MANTUNG DIVISION,
NORTH WEST REGION.**

(To be opened only during bids opening session)

NB: A back-up copy of the financial bid, saved on a USB key or CD/DVD, must be submitted in a sealed envelope. The USB key should be clearly marked "Back-up Copy" and submitted by the deadline mentioned above.

13) ADMISSIBILITY OF BIDS:

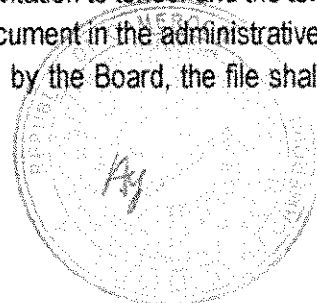
Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months preceding the date of submission of bids. They may be established after the signature of the tender notice. Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond and receipt from Deposits and Consignments Fund (CDEC) issued by a bank establishment or any financial institution approved by the Minister in charge of Finance. A bid bond presented by a bidder during the bid opening session shall not be accepted.

The administrative documents, the technical offer and the financial offer must be placed in separate envelopes and submitted in a sealed envelope. The Project Owner shall not accept:

- Bids bearing information on the identity of the tenderers;
- Bids submitted after the closing date and time for submission of bids;
- Envelopes without indication on the identity of the Invitation to Tender;
- Bids non-compliant with the bidding mode;
- Failure to comply with the number of copies specified in the RPAO or offer in copies only.

14) OPENING OF BIDS:

The offers shall be opened in a single phase, in the PPRD Conference Hall, located at Bastos Yaoundé on the **14/04/2026 at 2 pm**. Only bidders or their authorized representatives having a perfect knowledge of the file may attend the bid opening session. Bids that do not conform with this invitation to tender and the tender documents shall be rejected. In case of absence or non-conformity of a document in the administrative file during the opening of bids, after a 48 (forty-eight) hours deadline granted by the Board, the file shall be rejected.



15) EVALUATION CRITERIA:

The bids shall be evaluated according to the following criteria:

A. Eliminatory criteria

N°	DESCRIPTION	CRITERIA
		YES/NO
1.	Failure to produce, after the deadline of 48 hours following the opening of bids, a document in the administrative file that is deemed to be non-compliant or missing (except the bid bond)	
2.	Absence or non-compliance of a stamped Bid bond with the handwritten note, accompanied by the receipt from the Deposits and Consignments Fund (CDEC) (these documents should be submitted as one file)	
3.	False declaration, fraudulent manoeuvres or falsified documents	
4.	Incomplete financial file (Absence of a detailed BOQ, Unit Price and Detailed Unit Price Schedule)	
5.	Omission in the unit price of a quantified unit price	
6.	Non-respect of 80% of the essential criteria	
7.	Absence of the sworn statement for not having abandoned contracts during the last three years	
8.	Absence of a quantified unit price in the financial offer	
9.	Absence of a signed and dated integrity charter	
10.	Absence of a dated and signed commitment statement to comply with environmental and social clauses	
11.	Absence of signed site visit attestation from the bidder, accompanied by visit report, in accordance with the attached model, illustrated by colour photos.	
12.	Absence of a certificate of categorisation from MINMAP.	

B. Essential Criteria:

The criteria relating to the qualification of a bidder are as follows:

CRITERIA
a. General presentation of the bids.
b. Experience of the company and references.
c. Minimum Equipment.
d. Experience of personnel.
e. Methodology for the execution of works.
f. Financial capacity.
g. Acceptance of conditions of execution of the project.

16) AWARD OF THE CONTRACT:

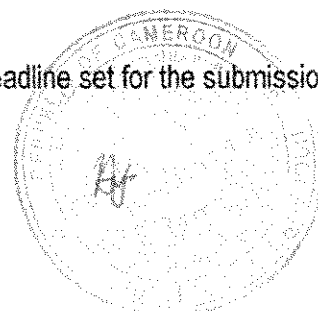
The Project Owner shall award the contract to the bidder who meets the required technical and financial qualification criteria and whose bid is evaluated as the lowest bid.

17) MAXIMUM NUMBER OF LOTS WHICH A BIDDER CAN WIN:

This tender is not in lots.

18) VALIDITY PERIOD OF OFFERS:

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



19) COMPLEMENTARY INFORMATION:

Additional (supplementary) technical information may be obtained during working hours from the Procurement Service at the PPRD, Bastos Yaounde. (Tel: 679496768/699259787, email: procurementmanager@pprdnsw.org) during working hours (7:30 am to 3:30 pm) Mondays to Fridays.

20) CORRUPTION AND MAL PRACTICE:

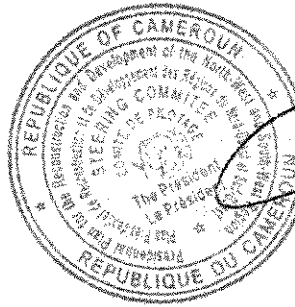
Kindly report any corrupt practices noticed, facts or acts to CONAC on 1517 or to the Authority in Charge of Public Contracts (MINMAP).

Yaounde,  8 MARS 2026

**THE PRESIDENT OF THE STEERING COMMITTEE
OF THE PPRD NW-SW (PROJECT OWNER)**

Copies:

- MINMAP
- ARMP
- Chairperson of STB
- Notice Board/file



Paul Essong



AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT (PROCEDURE D'URGENCE) N°018/AONO/PPRD/CSPM/2026 DU 18/03/2026 POUR LES TRAVAUX DE MAINTENANCE DE LA ROUTE MUNICIPALE GOM - NKOT (6 KM) DANS L'ARRONDISSEMENT DE NWA, DÉPARTEMENT DU DONGA MANTUNG, RÉGION DU NORD-OUEST.

1) OBJET DE L'APPEL D'OFFRES :

Dans le cadre de l'exécution du Plan Présidentiel de Reconstruction et de Développement des Régions du Nord-Ouest et du Sud-Ouest en 2026, le Président du Comité de Pilotage lance un Appel d'Offres National Ouvert (procédure d'urgence) pour les travaux de maintenance de la route Municipale Gom - Nkot (6 Km) dans l'arrondissement de Nwa, Département du Donga Mantung, Région du Nord-Ouest.

2) CONSISTANCE DES TRAVAUX:

Les travaux objets dudit projet comprennent :

- Site Installation
- Approvisionnement en matériaux et équipements
- Nettoyage et mouvement de la terre
- Drainage
- Structures d'ingénierie
- Installations électriques

Les travaux requis sont détaillés et mentionnés dans les spécifications techniques (RPAO) et le devis estimatif.

3) ALLOTISSEMENT :

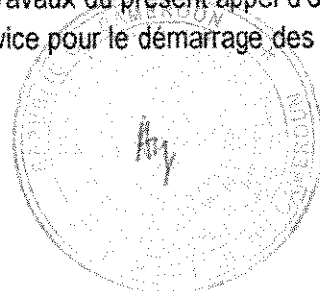
Cet appel d'offres n'est pas divisé en lots.

4) COUT PREVISIONNEL :

Le coût prévisionnel de l'opération à l'issue des études préalables est de **Cent millions (100 000 000) F CFA**.

5) DELAI ET LIEU D'EXECUTION :

Le délai maximum prévu par le Maître d'Ouvrage pour l'exécution des travaux du présent appel d'offres est de **quatre (04) mois** à partir du jour de la notification de l'ordre de service pour le démarrage des travaux.



Les travaux objets de cet Appel d'Offres se dérouleront à Gom - Nkot (6 Km) dans l'arrondissement de Nwa, Département du Donga Mantung, Région du Nord-Ouest.

6) PARTICIPATION ET ORIGINE :

La participation à cet appel d'offres est ouverte à toutes les entreprises ou groupements d'entreprises enregistrés et qualifiés, établis en République du Cameroun, disposant de l'expertise technique et professionnelle requise dans le domaine des travaux de réhabilitation de construction et de réhabilitation des routes ainsi que de la capacité financière nécessaire.

7) FINANCEMENT:

Les travaux sont financés par le budget 2026 du Plan Présidentiel de Reconstruction et de Développement des Régions du Nord-Ouest et Sud-Ouest.

8) MODE DE SOUMISSION :

Le mode de soumission retenu pour cette consultation est hors ligne.

9) CAUTIONNEMENT DE SOUMISSION (GARANTIES DE SOUMISSION) :

Chaque soumissionnaire doit joindre à ses pièces administratives un cautionnement de soumission, acquitté à la main, délivré par un organisme ou une institution financière agréée par le Ministre chargé des finances pour émettre les cautions dans le domaine des marchés publics et dont la liste figure dans la pièce 10 du DAO dont le montant s'élève à **Un million (1 000 000) F CFA**.

Cette caution, accompagnée du récépissé de consignation délivré par la Caisse des Dépôts et Consignations (CDEC), doit être valable jusqu'à trente (30) jours au-delà de la date initiale de validité des offres. L'absence de la caution de soumission délivrée par une banque de premier ordre ou un organisme financier de première catégorie autorisé par le Ministre chargé des Finances à émettre des cautions dans le cadre des marchés publics, entraînera le rejet pur et simple de l'offre. Une caution de soumission produite, mais n'ayant aucun rapport avec la consultation concernée, est considérée absente. Une caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des offres est irrecevable.

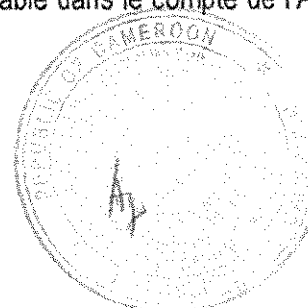
10) CONSULTATION DU DOSSIER D'APPEL D'OFFRES :

Le dossier peut être consulté et retiré après publication du présent avis auprès des Services du Maître d'Ouvrage (Service en charge de la passation des marchés), au siège du PPRD à Bastos, Yaoundé, durant les heures ouvrables de Lundi à vendredi entre 7h30 et 15h30. (Tél: 679496768/699259787, email: procurementmanager@pprdnsw.org).

11) ACQUISITION DU DOSSIER D'APPEL D'OFFRES :

Le dossier complet peut être retiré au siège du PPRD à Bastos, Yaoundé, contre paiement d'une somme non remboursable de **75,000 FCFA (Soixante-quinze mille francs CFA)**, payable dans le compte de l'ARMP ouvert à la Banque BICEC.

12) REMISE DES OFFRES :



Chaque offre, rédigée en français ou en anglais, doit être signée par le soumissionnaire ou son représentant dûment mandaté et présentée en sept (07) exemplaires (un original et six copies marquées comme telles). L'offre doit être placée dans une enveloppe scellée contenant trois (3) sous-enveloppes :

- Enveloppe A : Offre administrative
- Enveloppe B : Offre technique
- Enveloppe C : Offre financière

**AVIS D'APPEL D'OFFRES NATIONAL OUVERT (PROCEDURE D'URGENCE)
N°018/AONO/PPRD/CSPM/2026 DU 18/03/2026 POUR LES TRAVAUX DE MAINTENANCE DE LA
ROUTE MUNICIPALE GOM - NKOT (6 KM) DANS L'ARRONDISSEMENT DE NWA,
DÉPARTEMENT DU DONGA MANTUNG, RÉGION DU NORD-OUEST.**

(À N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT)

Les offres doivent être déposées au service des marchés du PPRD NO-SO situé à Bastos, Yaoundé, au plus tard le **14/04/2026 à 13h (heure locale)**. L'enveloppe extérieure ne devra porter aucune indication sur l'entreprise.

NB : Une copie de sauvegarde de l'offre (Offre financière) enregistré sur clé USB ou CD/DVD devra être transmise sous pli scelle avec l'indication claire et lisible "copie de sauvegarde", en plus de la mention ci-dessus dans les délais impartis.

13) RECEVABILITÉ DES OFFRES :

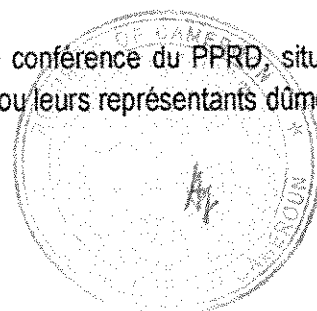
Sous peine de rejet, seuls les originaux ou les copies certifiées conformes par le service émetteur ou par une autorité administrative doivent impérativement être produits, conformément au Règlement Particulier de l'Appel d'Offres. Ils doivent obligatoirement dater de moins de trois (3) mois avant la date de dépôt des offres ou être établis après la signature de l'avis d'appel d'offres. Toute offre non conforme aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Cela concerne notamment l'absence d'une caution de soumission délivrée par un organisme ou institution financière agréée par le Ministre chargé des Finances pour émettre les cautions dans le domaine des marchés publics. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

Les pièces administratives, l'offre technique et l'offre financière doivent être placées dans des enveloppes différentes séparées et remises sous pli scellé. Seront irrecevables par le Maître d'Ouvrage:

- Les plis portant les indications sur l'identité du soumissionnaire ;
- Les plis parvenus postérieurement aux dates et heures limites de dépôt ;
- Les plis non-conformes au mode de soumission ;
- les plis sans indication de l'identité de l'Appel d'Offres ;
- Le non-respect du nombre d'exemplaires indiqué dans le RPAO ou offre uniquement en copies.

14) OUVERTURE DES PLIS :

Les offres seront ouvertes en une seule phase, dans la salle de conférence du PPRD, située à Bastos, Yaoundé, le **14/04/2026 à 14 heures**. Seuls les soumissionnaires ou leurs représentants dûment mandatés



et ayant une parfaite connaissance du dossier pourront assister à la séance d'ouverture des plis. Les offres non conformes à la présente lettre d'invitation à soumissionner et au Dossier d'Appel d'Offres seront rejetées. En cas d'absence ou de non-conformité d'un document dans le dossier administratif lors de l'ouverture des offres, après un délai de quarante-huit (48) heures accordées par la Commission, le dossier sera rejeté.

15) CRITERES D'EVALUATION:

Les offres seront évaluées selon les critères ci-après :

A - Critères éliminatoires

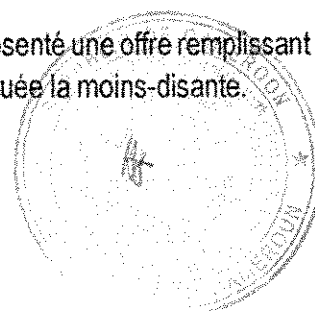
N°	DESCRIPTION	CRITERES	
		OUI	NON
1.	Non-production, après le délai de 48 heures suivant l'ouverture des plis, d'une pièce du dossier administratif jugée non conforme ou absente (à l'exception de la caution de soumission)		
2.	Absence ou non-conformité d'une caution de soumission timbrée avec mention manuscrite, accompagnée du récépissé de la Caisse des Dépôts et Consignations (CDEC) (ces documents doivent constituer un seul dossier)		
3.	Fausse déclaration, manœuvres frauduleuses ou documents falsifiés		
4.	Dossier financier incomplet (Absence du Bordereau des Prix Unitaires - BPU, du Détail Estimatif - DE ou du Sous-détail des Prix Unitaires)		
5.	Omission dans le bordereau des prix d'un prix unitaire quantifié		
6.	Non-respect de 80%des critères essentiels		
7.	Absence de l'attestation sur l'honneur de non-abandon de chantier au cours des trois dernières années		
8.	Absence d'un prix unitaire quantifié dans l'offre financière		
9.	Absence de la charte d'intégrité signée et datée		
10.	Absence d'une déclaration d'engagement datée et signée de respecter les clauses environnementales et sociales		
11.	Absence de l'attestation de visite de site signée sur le l'honneur par le soumissionnaire, accompagnée d'un rapport de visite conforme au modèle joint, illustrés de photos couleur.		
12.	Absence du certificat de catégorisation du MINMAP.		

B - Critères essentiels

CRITERES
a. Présentation générale des offres
b. Expérience de l'entreprise dans la réalisation de travaux similaires.
c. Matériels et équipements minimum en propre ou en location
d. Qualification et l'expérience du personnel
e. Méthodologie d'exécution des travaux
f. Capacité financière
g. Acceptation des conditions d'exécution du projet

16) ATTRIBUTION :

Le Maitre d'Ouvrage attribuera le marché au soumissionnaire ayant présenté une offre remplissant les critères de qualification technique et financière requises et dont l'offre est évaluée la moins-disante.



17) NOMBRE MAXIMUM DES LOTS :

Cet appel d'offres n'est pas divisé en lots.

18) DUREE DE VALIDITE DES OFFRES :

Les soumissionnaires restent engagés par leurs offres pendant 90 jours à compter de la date d'ouverture des plis.

19) RENSEIGNEMENTS COMPLEMENTAIRES :

Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables au Service des Marchés situé à l'Unité de Coordination du PPRD NO/SO à Bastos, Yaoundé. (Tel: 679496768/699259787, email: procurementmanager@pprdnsw.org)

20) LUTTE CONTRE LA CORRUPTION ET LES MAUVAISES PRATIQUES :

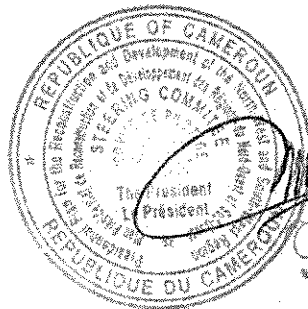
Pour toute dénonciation des pratiques, faits ou actes de corruption, bien vouloir appeler la CONAC au numéro 1517, ou contacter l'Autorité chargée des Marchés Publics (MINMAP).

Yaoundé, le **18 MARS 2026**

**LE PRÉSIDENT DU COMITÉ DE PILOTAGE DU PPRD NO-SO
(MAITRE D'OUVRAGE)**

Copies :

- MINMAP
- ARMP
- Président CSPM
- Affichage.



Paul Easong

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PAIX - TRAVAIL - PATRIE

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MANTUNG DIVISION,
NORTH WEST REGION.**

PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

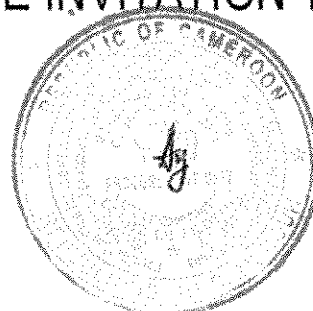
FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

DOCUMENT No 2:

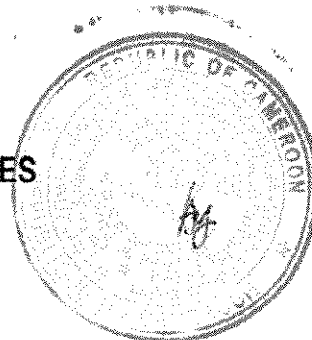
GENERAL REGULATIONS OF THE INVITATION TO TENDER



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A. GENERALITIES



Article 1: SCOPE OF THE TENDER:

1.1 . The Contracting Authority as defined in the Special Regulations of the invitation to tender hereby launches an open national invitation to tender for the execution of the works described in this Tender Document and briefly defined in the RPAO.

The name, the number of identification and the number of the lots related to this Invitation to Tender, are precised in the Special Regulations.

1.2 The bidder retained or the preferred bidder must complete the works within the time- limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order or that indicated in the said Administrative Order.

1.3 In this Tender File, the term "day" means a calendar day.

Article 2: FINANCING:

The source of financing of the works forming the subject of this invitation to tender is the 2026 budget of the PPRD NW-SW.

Article 3: FRAUD AND CORRUPTION

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

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

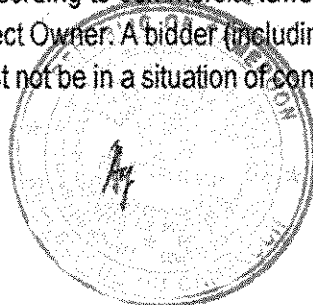
- i. Shall be guilty of "corruption" whoever offers, gives, requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a contract.
- ii. Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a contract.
- iii. "Collusive practices" shall mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding to those resulting from competition.
- iv. And Coercive practices" shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.

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

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

Article 4: CONDITIONS FOR CANDIDATES TO BE ADMITTED TO COMPETE

Participation in this invitation to tender is open to all registered and qualified enterprises, group of enterprises and Sub-Contractors of the Republic of Cameroon, with the required technical and professional expertise in construction works accompanied by the necessary legal and financial autonomy and must not have been excluded from bidding for public contracts as well as managed according to commercial laws and not under the direct supervisory authority of the Contracting Authority or Project Owner. A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest,



subject to disqualification. A potential bidder shall be judged to be in a situation of conflict of interest and considered not eligible if he:-

- (a) is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this Invitation To Tender.
- (b) presents more than one bid within the context of Invitation To Tender, except authorised variants, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one bid.
- (c) and the Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of public contracts.

Article 5: ORIGINS OF MATERIAL, SUPPLIES, EQUIPMENT AND AUTHORIZED SERVICES

5.1 The origin for these resources must be in countries fulfilling the criteria defined in the Special Regulations of the invitation to tender. Origin in this invitation to tender means the place from where the resource is extracted, cultivated, produced or fabricated and from where comes the services.

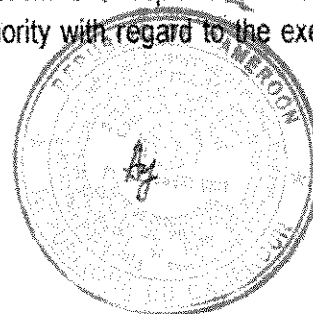
5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originates.

Article 6: QUALIFICATION OF BIDDERS

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

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

- The production of certified balance sheets and recent turnovers
 - Access to a line of credit or availability of other financial resources
 - Orders acquired and contracts awarded
 - Pending litigations
 - Availability of indispensable equipment
- (b) Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:-
 - The bid must include all the information listed in paragraph 1 above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group
 - The bid and the contract must be signed in a way that is binding on all members of the group
 - The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form
 - The member of the group designated as the representative will represent all the undertakings vis à vis the Project Owner and Contracting Authority with regard to the execution of the contract



- In case of joint co-contracting, the co-contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-contracting.
- (c) Bidders must equally present sufficiently detailed proposals to demonstrate that they comply with the technical specifications and execution time-limits set in the Special Regulations of the invitation to tender.
- (d) Bidders requesting to benefit from the margin of preference must furnish all the necessary information to prove that they satisfy the eligibility criteria set in article 33 of the General Regulations of the invitation to tender.

Article 7: SITE VISIT

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

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

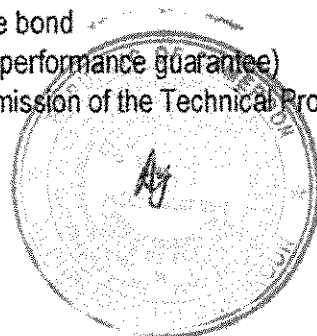
7.3 The Project Owner may organize a visit of the site of the project during the preparatory meeting to establish the bids mentioned in article 19 of the General Regulations of the invitation to tender.

B-TENDERS FILE

Article 8: CONTENT OF THE TENDER FILE

8.1 The Tender File describes the working 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:

- a) Document N°1 : Tender Notice ("AAO")
- b) Document N°2 : General Regulations of the invitation to tender ("RGAO")
- c) Document N°3 : Special Regulations of the invitation to tender ("RPAO")
- d) Document N°4 : The special administrative conditions ("CCAP")
- e) Document N°5 : The special technical conditions ("CCTP")
- f) Document N°6 : The Schedule of Unit Prices (Price Elaboration Schedule=PES)
- g) Document N°7 : The Bill of quantities and cost estimates (BQCE)
- h) Document N°8 : Framework of Sub-detail of prices
- i) Document N°9 : Model Contract
- j) Document N°10 : Model forms to be used by bidders
 - Annex No. 1: Model Declaration of Intention tender
 - Annex No. 2: Model for Tender Submission
 - Annex No. 3: Model bid bond
 - Annex No. 4: Model performance/final bond
 - Annex No. 5: Model start-off advance bond
 - Annex No. 6: Model Retention fund (performance guarantee)
 - Annex No. 7: Model of Letter of Submission of the Technical Proposal



- Annex No. 8: Model for Planning Framework
- Annex No. 9: Model for List of Personnel to be Mobilised
- Annex No. 10: Model for List of Services Likely to be Subcontracted
- Annex No. 11: Model for CV of Personnel to be Mobilised
- Annex No. 12: Model for Candidate's Reference Tables
- Annex No. 13: Model for Description of Methodology and Work Plan
- Annex No. 14: Model for Information Sheet on Essential Equipment
- Annex No. 15: Model for Site Visit Declaration
- k) Document N°11 : Integrity charter
- l) Document N°12 : Social and environmental commitment
- m) Document N°13: List of banking establishments and financial bodies authorised to issue bonds for public contracts

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. Any inadequacy may lead to a rejection of his offer.

Article 9: CLARIFICATIONS ON THE TENDER FILE

9.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Contracting Authority in writing or by electronic mail (fax or e-mail) at the Contracting Authority's address indicated in the Special Regulations of the invitation to tender and send a copy to the Project Owner. The Contracting Authority replies in writing to any request for clarification received at least fourteen (14) days for National Invitations and at least twenty-one (21) days for International Invitations before the day of opening, copying all the companies that purchased the tender's file. A copy of the Contracting Authority's response, indicating the question posed but not mentioning the author, is addressed to all bidders who bought the Tender File.

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

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

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

Article 10: AMENDMENT OF THE TENDERS FILE (ADDENDUM TO THE TENDER FILE)

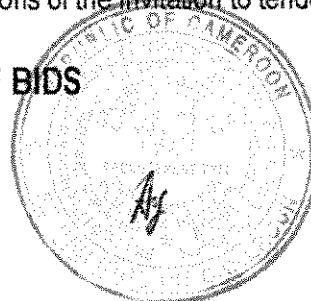
10.1 The Contracting Authority may at any moment, prior to the deadline for the submission of bids and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

10.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 8.1 of the General Regulations of the invitation to tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File. The latter must acknowledge receipt of the addenda in writing to the Contracting Authority.

10.3 In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 22 of the General Regulations of the invitation to tender.

C-PREPARATION OF BIDS

Article 11: COST OF TENDER



Each bidder shall be responsible for all charges related to the preparation and presentation of offers. The Contracting Authority and the Project Owner shall in no way be responsible for these charges or try to regularise a situation involved in the preparation of offers by a bidder.

Article 12: LANGUAGE OF THE BIDS

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

Article 13: PRESENTATION AND CONTENT OF BIDS

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. Each bid shall include three envelopes, A, B and C labelled as follows: -

ENVELOPE«..... DOCUMENTS»

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE MUNICIPAL ROAD
GOM – NKOT (6KM), NWA SUBDIVISION, DONGA MANTUNG DIVISION,
NORTH WEST REGION.**

“To be opened only during the bid opening session of the Tenders Board”

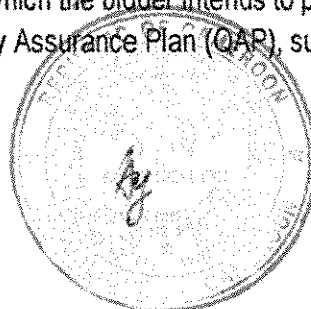
Hence, bid presented by the bidder shall include the documents detailed in the Special Regulations of the invitation to tender, duly filled and put together in three envelopes:-

a. Envelop A: Administrative file shall include:-

- 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 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 the General Regulations of invitation to tender.

b. Envelop B: Technical bid shall include:-

- (i) **Information on qualification-** The Special Regulations list the documents to be furnished by bidders to justify the qualification criteria mentioned in the Special Regulations of the invitation to tender
- (ii) **Methodology-** The Special Conditions of the invitation to tender specify 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



(iii) *Proof of acceptance of conditions of the contract*- The bidder shall submit duly initialled copies of the Special Administrative Conditions (SAC) and Special Technical Conditions (STC) relating to the contract.

(iv) *Commentaries (optional)*- commentary on the technical choices of the project and possible proposals

c. Envelop C: Financial bid:

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

- (i) The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate.
- (ii) The duly filled Unit Price schedule
- (iii) The duly filled detailed estimates
- (iv) The sub-details of prices and/or breakdown of all-in prices
- (v) 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 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.

The three envelopes (A, B & C) shall be sealed in a large anonymous external envelope addressed to the Contracting Authority as follows:

Article 14: AMOUNT OF THE BID

14.1. Except otherwise stated in the Tender File, the amount of the contract shall cover all the tasks described in 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 .

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

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

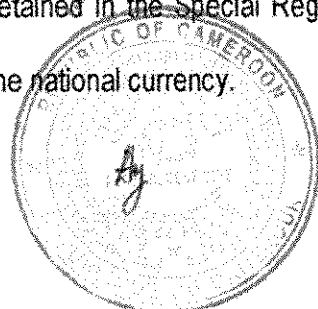
14.4 If a price revision/updating clause is provided for in the contract, the date of establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. This is with the understanding that any contract of duration less than one (1) year shall not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

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

Article 15: CURRENCY OF BID AND PAYMENT

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

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



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

- a. Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the contract.
- b. The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an annex to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment within the framework of the contract so that the retained bidder does not bear any change in the exchange rate.

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

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

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

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

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

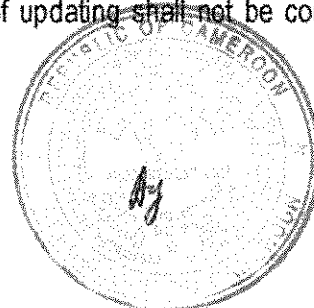
Article 16: VALIDITY OF BID

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

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

16.3 Where the contract does not include a price revision clause and that the period of validity of bids is extended by more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Contracting Authority addressed to bidders. The updating period shall run from the date of overrun of sixty (60) days to the date of notification of the contract or the Administrative Order for start of execution of works by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be considered 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 authorized subject to the prior approval of the Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.

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

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

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

17.6 The bid bond may be seized:

(a) if the bidder withdraws his bid during the period of validity.

(b) if the retained bidder:

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

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

b.3 Refuses to receive notification of the Administrative Order to commence execution.

Article 18: VARYING PROPOSALS BY BIDDERS

Where the tasks 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.

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

When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the tasks, these parts of the tasks must be described in the technical specifications. Such variants shall be evaluated on their own merit in accordance with the provisions of the General Regulations.

Article 19: PREPARATORY MEETING TO THE ESTABLISHMENT

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. The subject of the



preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.

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

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 the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Contracting Authority by publishing an addendum in accordance with the provisions of the General Regulations and not through the minutes of the preparatory meeting.

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 BIDS

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 (i.e.) of the bid.

D-SUBMISSION OF BIDS

Article 21: SEALING AND MARKING OF BIDS

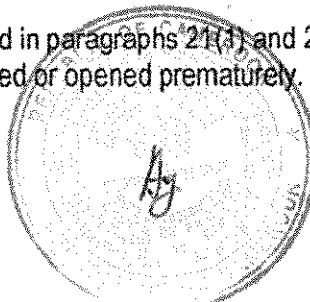
21.1 The bidder shall seal the original and each copy of the bid in separate envelopes (internal envelopes) by marking on these envelopes "ORIGINAL" and "COPY", as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication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

21.2 The external and internal envelopes:

- a) Should be addressed to the Contracting Authority at the address indicated in the Special Regulations.
- b) should bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "TO BE OPENED ONLY DURING THE BID-OPENING SESSION" as specified in the Special Regulations.

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

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



Article 22: DATE AND TIME LIMIT FOR SUBMISSION OF BIDS

Bids bearing the specified address shall be submitted to the Contracting Authority or to the Service of Award of Contracts at the PPRD Head Office Bastos Yaounde against a duly signed receipt bearing the date and time specified in the Special Tender Regulations. Each bidder after submission shall before departure, ensure that the external envelope (*enclosing envelopes A, B and C*) is stamped and dated.

After submission no bid (regularly submitted) shall be withdrawn, supplemented or modified. Hence, in the case where the envelope shall not be sealed or without the appropriate inscriptions on it, the administration shall decline all responsibilities for misdirection or premature opening. Any bid opened prematurely shall be rejected and returned to the bidder. Hence all documents submitted by a bidder in any capacity, following this open national invitation to tender, must be established exclusively:

In English or French language,

- Using the metric system for quantities,
- Expressing all costs (prices) in francs FCFA.

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

Article 23: OUT OF TIME-LIMIT OF BIDS

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

Article 24: MODIFICATION, SUBSTITUTION AND WITHDRAWAL OF BIDS

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

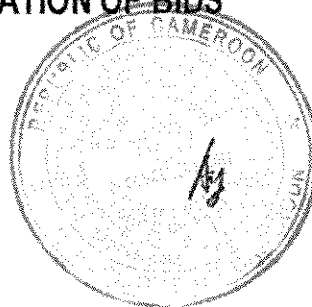
24.2 Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly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

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

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

E- OPENING AND EVALUATION OF BIDS

Article 25: OPENING OF BIDS AND PETITIONS



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

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

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

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

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

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

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

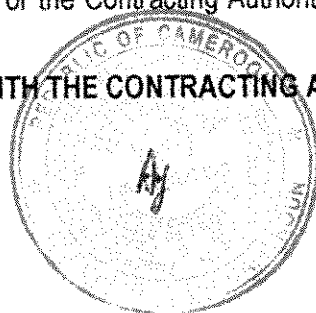
It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

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

No information relating to the examination, clarification, evaluation and comparison of offers and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders nor to any person concerned with the said procedure before the announcement of the results. Hence, any attempt by a bidder to influence the committee in charge of evaluation of bids or the Contracting Authority in his award decision may cause the rejection of his offer.

Article 27: CLARIFICATIONS ON THE BIDS AND CONTACT WITH THE CONTRACTING AUTHORITY



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

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

Article 28: DETERMINATION OF COMPLIANCE OF BIDS

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

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

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

- i. Which substantially limits the scope, quality or realization of the works.
- ii. which substantially limits, contrary to the Tender File, the rights of the 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 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 committee in charge of evaluation 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 the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

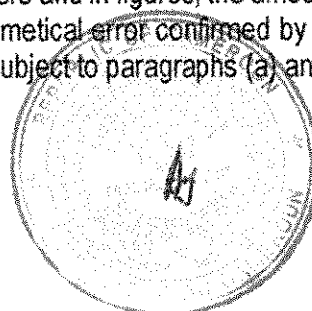
Article 30: CORRECTION OF ERRORS

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 bod may be seized.

Article 31: CONVERSION INTO A SINGLE CURRENCY

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

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

Article 32: EVALUATION AND COMPARISON OF FINANCIAL BIDS

32.1 Only bids considered as complying, 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.

d. By taking into consideration the various execution time-limits proposed by the bidders, if they are authorized by the Special Regulations.

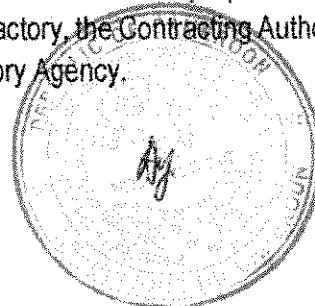
f. If need be, in accordance with the provisions of article 13(2) of the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this invitation to tender is launched simultaneously for several lots.

g. If need be, in accordance with the provisions of article 18(3) of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated on their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Contracting Authority in the Special Regulations.

32.4 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.

The Contracting authority reserves the right to accept or reject any modification, difference or reservation. The modifications, differences, variants or other factors which exceed the requirements of the tender file are not taken into account during the evaluation of offers.

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



Article 33: CONDITIONS OF APPLYING NATIONAL PREFERENCE

33.1 When awarding a contract as part of an international competitive bidding process, a preference margin is granted, for bids deemed equivalent and in order of priority, to bids submitted by:

- a) A natural person of Cameroonian nationality or a legal entity governed by Cameroonian law;
- b) A company whose capital is wholly or majority-owned by persons of Cameroonian nationality;
- c) A natural person or legal entity justifying economic activity within the territory of Cameroon;
- d) A consortium of companies including Cameroonian enterprises.

33.2 Bids are considered equivalent when they meet the required technical conditions.

33.3 For works contracts, the national preference margin is ten percent (10%).

33.4 National preference can only be applied if it is provided for in the tender documents.

F. AWARD OF CONTRACT

Article 34: AWARD

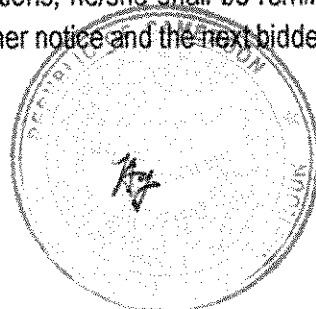
Within three (3) days maximum as from the date of reception of the award proposal, the Contracting Authority shall decide either to publish the results or request for re-examination. If the Contracting Authority decides to publish the results, he shall award the contract to the bidder whose bid was judged 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, that is, in function of the provisions of the Special Regulations of the invitation to tender.

If 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. In this case, the lowest bid shall be determined by evaluating the offers 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. Hence, 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. This is carried out by careful study on the unit prices, the bill of quantities and cost estimates and the sub detail of prices presented to make sure the bidder did study the prices and has not made an arithmetic error to arrive at his final contract amount. As concern the procedure for the award, it shall consist of:-

- * The preparation, thorough verification and awarding of the contract according to the rules and procedures defined by the legislation in force for public contracts to enable effective execution.
- * The winner shall be notified through his official address or public media. He/she shall in two (02) days fulfil the formalities related to the awards, especially to submit at least five (05) copies of the proposed contract to the office of the Contracting Authority for transmission to the tenders Board for study and observations in order for the final version to be established, into which the winner shall enter and be signed by the Contracting Authority after the finance visa.

NB:

- In the case where the company does not fulfil these conditions, he/she shall be reminded of his/her chance which shall later on be simply annulled without further notice and the next bidder in the ranking shall be called in for replacement.



- Once the Contracting Authority has signed the contract (Jobbing Order), the contractor shall be notified. The contractor shall ensure that he contacts the Project Engineer as soon as possible for the beginning of execution of works within three (03) days to following notification of the Service Order to start work by the Project Owner. Failure to respect the duration shall be considered withdrawal and eventual cancellation of contract. The contract may be cancelled outright in the cases provided for by Decree N^o: 2018/366 of 20th June 2018 instituting the Public Contracts Code.

ARTICLE 35: THE RIGHT BY THE CONTRACTING AUTHORITY TO DECLARE AN INVITATION TO TENDER UNSUCCESSFUL OR CANCEL A PROCEDURE

The Contracting Authority reserves the right to cancel a procedure of invitation to tender after the authorisation of the Minister Delegate at the Presidency in charge of Public Contracts when 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 AND AWARD OF CONTRACT

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

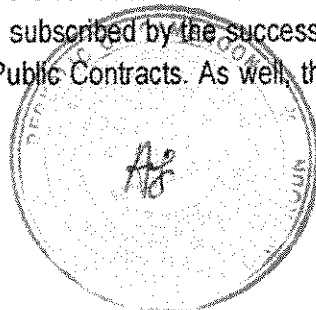
Article 37: PUBLICATION OF RESULTS OF AWARD AND PETITIONS

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

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

Article 38: SIGNING OF THE CONTRACT

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

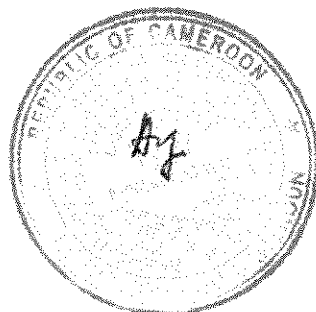


Authority must be notified the successful bidder of the signed contract within five (5) days of its date of signature.

Article 39: FINAL BOND

Within twenty (20) days from the date of notification of signed contract by the Contracting Authority, the contractor shall furnish him with a final bond, to guarantee the complete execution of the works.

- (a) Bid bond to be released to the Contractor upon a written request addressed to the Contracting Authority can only take place after when the contractor must have proven with attestation for having furnished the Project Owner with a final bond and/or after the start-off advance is refunded.
- (b) The final 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 or any financial institution approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.
- (c) 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 financial institution approved in accordance with the instruments in force.
- (d) Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the contract under the terms laid down in the General Administrative Conditions.



REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

SERVICES DU PREMIER MINISTRE

COMITE DE PILOTAGE DU PLAN PRESIDENTIEL DE
RECONSTRUCTION ET DE DEVELOPPEMENT DES REGIONS DU
NORD-OUEST ET DU SUD-OUEST

UNITE DE COORDINATION



REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

PRIME MINISTER'S OFFICE

STEERING COMMITTEE OF THE PRESIDENTIAL PLAN FOR THE
RECONSTRUCTION AND DEVELOPMENT OF THE NORTH-WEST
AND SOUTH-WEST REGIONS

COORDINATION UNIT

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF
THE MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA
MANTUNG DIVISION,
NORTH WEST REGION.**

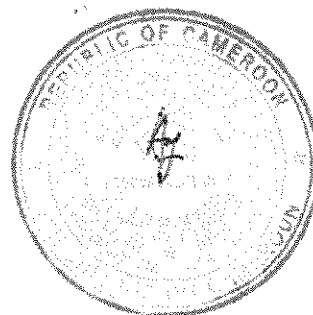
PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

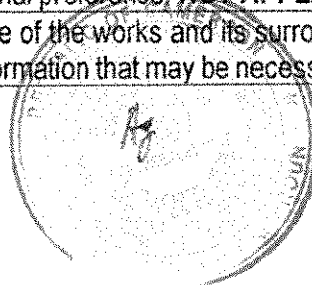
BUDGET HEAD:

2026 FINANCIAL YEAR

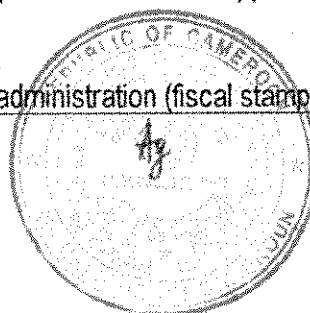
**DOCUMENT No. 3:
SPECIAL REGULATIONS OF THE INVITATION TO TENDER**



GENERAL	
A	GENERAL INFORMATION
1	Main information
1.1	<p>Name and address of the Contracting Authority: President of Steering Committee of the PPRD NW-SW. The project component for the completion of the works include:</p> <p>Reference of Invitation to tender: Open National Invitation to Tender (emergency procedure) N°018/ONIT/PPRD/STB/2026 of 18/03/2026 for the maintenance of the Municipal Road Gom – Nkot (6km), Nwa Subdivision, Donga Mantung Division.</p> <p>NORTH WEST REGION.</p> <p>Number of lots: <i>NOT APPLICABLE</i></p> <p>Definition of works: The consistency of the works, which form the subject of this invitation to tender, consists of the following:</p> <ul style="list-style-type: none"> - Site Installation - Procurement of materials and equipment - Cleaning and Earth movement - Drainage - Engineering structures - Electrical works <p>The detailed description is mentioned in the respective technical specifications, bills of quantities and cost estimates.</p>
1.2	<p>Execution deadline: Four (04) months This deadline begins from the date of notification of the service order to commence execution of the works.</p>
1.4	<p>Subject of the works: Maintenance of the Municipal Road Gom – Nkot (6km), Nwa Subdivision, Donga Mantung Division.</p>
2.	<p>Source of financing:</p> <p>The works which form the subject of this tender file shall be financed by: 2026 Public Investment Budget of the PPRD NW-SW Chapter.2026 financial year, Budget head:</p>
4.2	<p>Type of tender: The Tender is an Open National Tender. Participation to this invitation to tender is open to all registered and qualified companies or groups of companies based in the Republic of Cameroon with the required technical and professional expertise in the domain of road construction.</p>
	List of pre-qualified candidates, not applicable
	<p>Origin of, works and equipment: The material to be used in the execution of the works must not be gotten from the following sources: NOT APPLICABLE</p>
	In the case of a consortium of companies, each member of the consortium must submit a complete administrative file, with the documents "Bank domiciliation certificate (except in the case of a joint venture), Receipt of purchase of the Tender Document, and Bid bond" referred to in point 10.
	Additional information to justify the eligibility criteria for national preference, NOT APPLICABLE
	<p>Site visit: Each bidder is advised to visit and inspect the site of the works and its surroundings, and to obtain for themselves, and under their own responsibility, all the information that may be necessary for the preparation</p>



	of the bid and the execution of the studies and/or works. The costs related to the site visit shall be borne by the Bidder. Provide a site visit report containing coloured picture(s) of the Representative of the company conspicuously seen on site.
	Additional information: Additional information may be obtained during working hours PPRD Head Office Bastos Yaounde, or through any other electronic communication means indicated by the Contracting Authority. Requests for clarification may be made no later than 5 days before the deadline for submission of tenders. Clarification requests must include the name and full address of the bidder and be sent to the following address: PPRD, Bastos Yaounde. (procurementmanager@pprdnsw.org)
B	PREPARATION OF TENDER FILES
4	Language of submission of tender is English or French.
5	<p>The bids prepared in English or French and in seven (07) copies with one (01) original and six (06) copies marked thus, shall be presented in three (03) volumes as follows:</p> <p>A) Administrative Documents B) Technical Documents C) Financial Documents</p> <p>10.1 External envelope: Each bidder shall seal these three (03) envelopes (A, B and C) in one common envelope on which shall be written.</p> <p style="text-align: center;">OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE) N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION. <i>(To be opened only during bids opening session)</i></p> <p>N.B: The external envelope should not carry any mark or sign that can lead to the identification of the bidder.</p> <p>10.2 Internal envelopes Three (03) internal envelopes must be sealed in an external envelope. The first internal envelope shall be labelled.</p> <p>1) <<ENVELOPE A: ADMINISTRATIVE DOCUMENTS>> AND SHALL CONTAIN THE ADMINISTRATIVE DOCUMENTS OF THE ENTERPRISE. THESE DOCUMENTS SHALL BE ORIGINAL, OR COPIES CERTIFIED BY COMPETENT AUTHORITIES NOT MORE THAN THREE MONTHS.</p> <p>ADMINISTRATIVE DOCUMENTS: They include the following files:</p> <p>A.1 Declaration of intention to tender stamped with the tariff in force (written by the bidder). A.2 A bid bond issued by a bank establishment or any financial institution approved by the Minister in charge of Finance accompanied with the receipt from Deposits and Consignments Fund (CDEC) of an amount of CFA F One million (1,000,000).</p> <p>NB: A bid bond presented by a bidder during the bid opening session shall not be accepted. It must be valid for up to thirty (30) days beyond the initial validity date of the tenders.</p> <p>A.3 Certified Copy of the Business Registration, not more than three months old (fiscal stamp). A.4 A notarised protocol of agreement specifying the representative where applicable. (Joint and several liability groupings will be given preference). A.5 Power of Attorney where applicable (fiscal stamp). A.6. Attestation of fiscal conformity issued by the Tax administration (fiscal stamp).</p>



- A.7** Certificate of non-bankruptcy established by the Court, not more than three (03) months.
- A.8** Attestation of bank account of the bidder, issued by a banking establishment or financial institution approved by the Ministry in charge of Finance or by a foreign bank of the first order not more than three months.
- A.9** Receipt of purchase of the tender file issued by BICEC Bank at the sum of **CFAF 75 000**.
- A.10** An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP).
- A.11** An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.
- A.12** Attestation of Tax Payers registration of the enterprise (fiscal stamp).

NB: In the case of a joint-bid, each member of the association must submit a complete administrative file, with documents A1, A2, A8, and A9 submitted only by the representative of the association.

Failure to comply with the requirements will result in rejection. The required documents in the administrative file must be submitted in their original form or as certified true copies issued by the originating service or the competent administrative authority, in accordance with the provisions of the Special Regulations of the Invitation to Tender. They must be valid as of the original deadline for submission of bids.

The administrative files should be separated by colour sheets. The absence or the nonconformity of one of these documents will result to the elimination of the offer.

2) THE SECOND INTERNAL ENVELOPE SHALL BE LABELLED <<ENVELOPE B: TECHNICAL DOCUMENT>> AND SHALL CONTAIN THE FOLLOWING:

TECHNICAL DOCUMENTS:

They include the following files:

B.1: General presentation of the tender files

- Letter of submission of technical offer
- Document spirally bound
- Table of content page
- Colour sheets separation
- Presentation of documents in the order given in this tender

B.2: List of references of the enterprise in the similar jobs

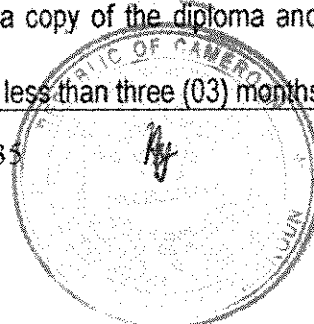
List of references of the enterprise in similar achievements in the execution of road construction works (First page and last page of previous contracts, acceptance report justified by signed contracts and minutes of final reception for works executed up to 2025). Minimum acceptable: 02 Contracts realised in the road construction over the last 5 years.

- 1st Reference
- 2nd Reference

B.3: List of qualified personnel for the execution of the works as per the model annexed to the tender file.

NB: Please attach, for the proposed personnel, a copy of the diploma and supporting documents for the experience, namely:

- A certified true copy of the diploma issued less than three (03) months old;



- Proof of registration with the relevant national professional bodies, where applicable;
- A curriculum vitae signed and dated by the expert;
- A signed and dated declaration of availability from the expert;
- A certificate, employment contract, or site logbook justifying the expert's experience.

NB: All the above-mentioned documents must be in compliant, signed, and dated within three months prior to the original deadline for submission of tenders.

Key personnel:

- **Work Supervisor:** Must be a Civil Engineer with at least 5 years' experience in road work. Must present a certified Bachelor Degree in Civil Engineering. Must have taken part in the execution of one (01) similar road projects as Works Supervisor;
- **Site Foreman:** Must be a Civil Engineer with at least 5 years' experience in road work. Must present a certified Bachelor Degree in Civil Engineering;
- **Technician:** Must be an Electrical Engineer with at least 5 years' experience in electrical work. Must present a certified Bachelor Degree in Electrical Engineering;

Other personnel:

- **Skill Workers:** They shall include: masons, Carpenter and machine Operators according to need and time frame.
- **Unskilled labour.** Drivers, Labourers, etc.

NB: Attach for each person:

- A signed and dated CV and photocopy of ID card.
- An attestation of certificate of registration with the National Order for the **key personnel**.
- A commitment of availability duly signed & certified by the manager of the Enterprise.
- A certified copy of highest diploma of each person concerned not more than three (03) months.

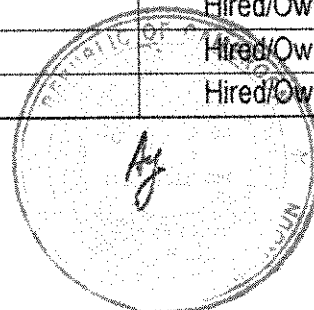
B.4.1. Material to be mobilized to execute the works:

- Provide the list of equipment to be used in the execution of the project.
- Proof of ownership for the equipment and tools, i.e. registration certificates or performance invoices for equipment that are to be hired and purchase receipts for tools and carte grise of vehicles, proof of renting.
- Description of equipment (giving mark, registration, etc)
- Evidence of normal functioning of equipment.
- A statement of present location of equipment.

The Bidder must provide proof that they own or lease the following equipment:

I. Heavy Equipment (Mobilization & Civil Works)

No.	DESIGNATION	Number available.	Owned or hired
1	Grader	1.	Hired/Owned
2	Compactor	1	Hired/Owned
3	Truck	3	Hired/Owned
4	Backhoe loader.	1	Hired/Owned
5	Pick up.	1	Hired/Owned
6	Heavy compactor	1	Hired/Owned
7	Motor pump	1	Hired/Owned
8	Submerged water pump	1	Hired/Owned



II. Other tools

No.	DESIGNATION	Number available.	Owned or hired
1	Manual compactor	1	Hired/Owned
2	Motor pump	1	Hired/Owned
3	Submerged water pump	1	Hired/Owned
4	Generator	2	Hired/Owned
5	Densitometer	1	Hired/Owned
6	Proctor apparatus	1	Hired/Owned
7	Concrete mixer	1	Hired/Owned
8	Chain saw	1	Hired/Owned
9	Machete	20	Hired/Owned
10	Spade	5	Hired/Owned
11	Round shovel	5	Hired/Owned
12	Wheel barrows	5	Hired/Owned
13	Pair of gloves	20	Hired/Owned

NB: The strict compliance with the technical specifications of the tender file as well as equipment and tools vital for the execution of the works is mandatory.

B.4. 2. The bidder shall provide a descriptive or methodological note presenting in detail the components of their technical proposal, notably:

- a. The organisation and schedule they intend to implement to effectively carry out the works, to which must be attached the site visit report or a sworn statement of visit, as applicable;
- b. The timeline, schedule, and delivery period for the works;
- c. The measures planned for the use of local labour (Labour Intensive Method – HIMO);
- d. The measures related to compliance with environmental safeguards, where applicable;
- e. The works the bidder intends to subcontract. Date and signature of sub-contractor (only 30% of the contract can be subcontracted)
- f. Security measures on project site (the bidder shall ensure the security of all the workers and the project site).

NB: Date, signature and stamp of bidder at the end of the documents.

B.4. 3. The bidder shall complete and sign the following forms:

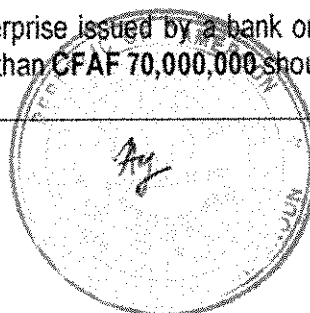
- The Integrity Charter.
- The Declaration of Commitment to comply with social and environmental clauses.

B.5: Duration of execution in respect with the tender file

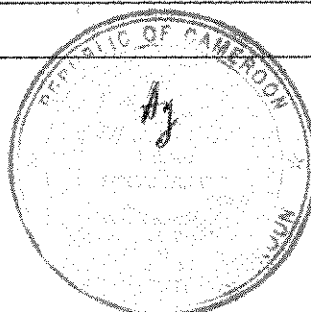
The bidder has **four (04) months** to execute the contract.

B.6: Financial capacity

An attestation of financial capacity (solvency) of the enterprise issued by a bank or any financial institution approved by the Ministry of Finance. A turnover of not less than **CFAF 70,000,000** should be submitted showing the financial readiness of the bidder to execute the works.



	<p>NB: In case of groupings, each member will have to contribute 20 or 30% of the amount required and the representative will have to meet up with 50% or 60% of the total amount.</p> <p>B.7: Special Technical Clauses initialled in all the pages and last page dated and signed (with mention "read and approved")</p> <p>B.8: Special Administrative Clauses filled, each page initialled and last page dated and signed (with mention "read and approved").</p> <p>NB: Failure to accept the contract clauses will result in the elimination of the bidder.</p> <p>3) THE LAST ENVELOPE SHALL BE LABELLED <<ENVELOPE C: FINANCIAL DOCUMENT>> AND SHALL CONTAIN THE FOLLOWING:</p> <p>FINANCIAL DOCUMENTS</p> <p>C.1: A submission letter, signed, dated and stamped. (see ANNEXURE)</p> <p>C.2: Completed and signed framework of unit prices.</p> <p>C.3: Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)</p> <p>C.4: Sub details of unit prices: To this effect, bidders should use the documents and models provided for in the Tender File, subject to the provisions of article 19(2) of the General Regulations concerning the other possible forms of bid bond.</p> <p>N.B The various parts of the same file must obligatorily be separated by colour dividers both in the original and in the copies in a way as to facilitate examination.</p> <p>The bidder must submit the electronic or digital copy of the financial offer in three copies: one to the Chairperson of the Tenders Board, one to the Subcommittee for Analysis, and one to the ARMP. In the event of any discrepancies between the electronic version and the hard copies, the physical (hard) copies shall prevail.</p>
6	<p>Taxes and custom duties: The prices proposed have to be labelled as inclusive of all Taxes.</p> <p>The prices shall not be revisable.</p>
	<p>The Currency of payment: This National Invitation to tender is awarded on total and contractual price, inclusive of all taxes, firm and non-revisable for the works in the present Invitation to tender. The corresponding amount will be calculated inclusive of all taxes and the prices will be obligatorily expressed in francs CFA. The unit Schedule price expressed out in figures and letters and in seven (07) copies will be joined to the offer. In the event of error between the prices in figures and letters, the latter will precede and be used as a basis of calculation of the amount of the offer. The establishment of the prices will be done on the basis of economic condition in force in the Republic of Cameroon at the handover date of the offers</p>
	<p>Currency of the offer: The currency of the offer shall be in CFAF.</p>
	<p>Period of validity of the offers: The bidder will remain committed to his offer for ninety (90) days as from the handover date of the offers. If at the end of this period, the contract was not notified to him, the bidder will be able, either to cancel his offer, or to ask for a new negotiation of the unit prices.</p>
	<p>Bid Bond: The amount of the bid bond is set at the tune of CFAF 1,000,000</p>
C	<p>SUBMISSION OF OFFERS</p>
	<p>Method of submission of offers: The method of submission of the offers retained is offline.</p>
D	<p>OPENING OF BIDS AND EVALUATION OF OFFERS</p>



The bid opening shall be done in a single phase.

Date and latest time of deposit of offers: The offers will have to arrive under closed fold and sealed latest **14/04/2026** at **1 pm**, by mail registered with acknowledgement of delivery or by deposit against receipt to the following address: **PRESIDENT OF THE STEERING COMMITTEE OF THE PPRD NW-SW, HEAD OFFICE BASTOS YAOUNDE**. Beyond this time no offer will be received nor accepted. Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily be not older than three (3) months preceding the date of submission of bids. They may be established after the signature of the tender notice. Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond and receipt from Deposits and Consignments Fund (CDEC) issued by a bank establishment or any financial institution approved by the Minister in charge of Finance. A bid bond presented by a bidder during the bid opening session shall not be accepted.

The administrative documents, the technical offer and the financial offer must be placed in separate envelopes and submitted in a sealed envelope. The Project Owner shall not accept:

- Bids bearing information on the identity of the tenderers;
- Bids submitted after the closing date and time for submission of bids;
- Envelopes without indication on the identity of the Invitation to Tender;
- Bids non-compliant with the bidding mode;
- Failure to comply with the number of copies specified in the RPAO or offer in copies only.
- Absence of a bid bond of the amount CFAF 1,000,000
- A bid bond presented by a bidder during the bid opening session shall not be accepted.

A number of copies of the offer which must be filled and sent: The tender and all the parts accompanying it will have to be given in seven (07) copies, including one (01) original and six (06) copies. The bidder will present his file inside a sealed outer jacket being marked:

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE) N°018/O
NIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE MUNICIPAL ROAD GOM
– NKOT (6KM), NWA SUBDIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION**

(TO BE OPENED ONLY DURING THE BID OPENING SESSION)

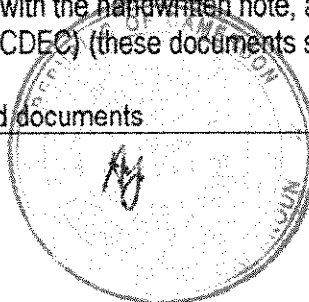
Opening of the tenders: The opening of the Bids will be carried out in the conference room of the PPRD at Bastos Yaounde on **14/04/2026 as from 2pm**, by the Special Tenders Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

EVALUATION OF OFFERS

A. Eliminatory criteria

The evaluation of offers will be done based on the following points:

- Failure to produce, after the deadline of 48 hours following the opening of bids, a document in the administrative file that is deemed to be non-compliant or missing (except the bid bond)
- Absence or non-compliance of a stamped Bid bond with the handwritten note, accompanied by the receipt from the Deposits and Consignments Fund (CDEC) (these documents should be submitted as one file)
- False declaration, fraudulent manoeuvres or falsified documents



- Incomplete financial file (Absence of a detailed BOQ, Unit Price and Detailed Unit Price Schedule)
- Omission in the unit price of a quantified unit price
- Non-respect of 80% of the essential criteria
- Absence of the sworn statement for not having abandoned contracts during the last three years
- Absence of a quantified unit price in the financial offer
- Absence of a signed and dated integrity charter
- Absence of a dated and signed commitment statement to comply with environmental and social clauses
- Absence of attestation of site visit signed on the honour by the bidder and report in accordance with the attached model, accompanied by colour photos.
- Absence of a certificate of categorisation from MINMAP.

B. Essential criteria:

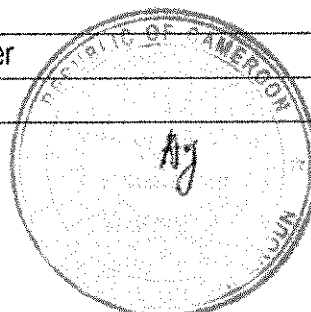
- a) General presentation of the bids.
- b) Experience of the company and references.
- c) Minimum Equipment.
- d) Experience of personnel.
- e) Methodology for the execution of works.
- f) Financial capacity.
- g) Acceptance of conditions of execution of the project.

E. CRITERIA AND SUB CRITERIA FOR THE EVALUATION OF OFFERS

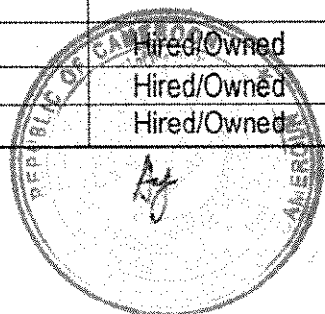
I- MAIN ELIMINATION CRITERIA

Bidders shall be eliminated following the criteria below:

Description	YES	NO
I. Eliminary criteria regarding the administrative file		
1. Failure to produce, after the deadline of 48 hours following the opening of bids, a document in the administrative file that is deemed to be non-compliant or missing (except the bid bond)		
2. Absence or non-compliance of a stamped Bid bond at the tune of CFAF 1,000,000 with the handwritten note, accompanied by the receipt from the Deposits and Consignments Fund (CDEC) (these documents should be submitted as one file). NB: A caution produced which does not have a link with the tender file is considered as absent.		
II. Eliminary criteria regarding the technical file		
3. Absence of the sworn statement for not having abandoned contracts during the last three year.		
4. Absence of a dated and signed commitment statement to comply with environmental and social clauses.		
5. Absence of signed site visit attestation from the bidder, accompanied by visit report, in accordance with the attached model, illustrated by colour photos.		
6. Non-respect of 80% of the essential criteria		
7. Absence of a signed and dated integrity charter		
8. Absence of own or hired minimum equipment		



	9. Absence of a certificate of categorisation from MINMAP.		
III. Eliminary criteria regarding the Financial file			
	10. Incomplete financial file (Absence of a detailed BOQ, Unit Price and Detailed Unit Price Schedule)		
	11. Omission in the unit price of a quantified unit price		
IV. Eliminary criteria regarding the administrative file			
	12. False declaration, fraudulent manoeuvres or falsified documents		
II- EVALUATION GRILL			Yes No
GENERAL PRESENTATION OF THE OFFERS			
1.	<ul style="list-style-type: none"> • Table of Sections separated using colour dividers (not white) contents • Coloured interleaf • Arrangement of parts according to the order of the Tender • Spiral binding 		
EXPERIENCE OF THE COMPANY AND REFERENCES			
2.	General experience: Must have at least two references of the company in similar works for the last 5 years concerning road construction projects. (first page and last page of previous contracts + minutes of acceptance signed).		
3.	Specific experience: Must have executed at least one project of the construction or rehabilitation of the roads in the last 5 years (first page and last page of previous contracts + minutes of acceptance signed).		
4.	Specific experience: Must have satisfactory executed similar projects with a minimum cumulative amount of CFAF 70,000,000 per year in the last five years (first page and last page of previous contracts + minutes of acceptance signed).		
OWN OR HIRED MINIMUM EQUIPMENT			
5.	Heavy Equipment (Mobilization & Civil Works)		
	No.	DESIGNATION	Number available.
	1	Grader	1.
	2	Compactor	1
	3	Truck	3
	4	Backhoe loader.	1
	5	Pick up.	1
	6	Heavy compactor	1
	7	Motor pump	1
	8	Submerged water pump	1
6.	Other tools		
	No.	DESIGNATION	Number available.
	1	Manual compactor	1
	2	Motor pump	1
	3	Submerged water pump	1



4	Generator	2	Hired/Owned
5	Densitometer	1	Hired/Owned
6	Proctor apparatus	1	Hired/Owned
7	Concrete mixer	1	Hired/Owned
8	Chain saw	1	Hired/Owned
9	Machete	20	Hired/Owned
10	Spade	5	Hired/Owned
11	Round shovel	5	Hired/Owned
12	Wheel barrows	5	Hired/Owned
13	Pair of gloves	20	Hired/Owned

EXPERIENCE OF PERSONNEL

Key personnel:

Works Supervisor:

7. Must be a Civil Engineer with at least 5 years' experience in road construction work. Must present a certified Bachelor Degree in Civil Engineering.
8. Must have taken part in the execution of one (01) similar road projects as Works Supervisor.

Site Foreman:

9. Must be at least a Civil Engineer with at least 5 years' experience in road construction projects with Bachelor Degree in Civil Engineering.
10. Must have taken part in the execution of one (01) similar road projects as Site Engineer or Controller.

Technician:

11. Must be an Electrical Engineer with at least 5 years' experience in electrical work.
12. Must present a certified Bachelor Degree in Electrical Engineering;

Other personnel:

13. **Site clerk:** At least a 5 years' experience in road works. Must hold at least an Advanced Level or equivalent. Reference of personnel to be utilized (CV) and certified certificate (s).
14. **Unskilled labour.** Drivers, Labourers, etc.

METHODOLOGY FOR THE EXECUTION OF WORKS.

15. Detailed execution plan as per the timeframe in the tender file
16. Review of works to be executed
17. **Proof of mastery of the zone of execution of the works** (references of the work contract executed in this zone).

FINANCIAL CAPACITY OF AT LEAST

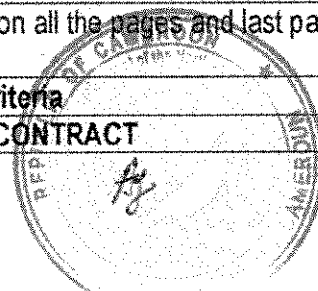
18. Provide proof of ability to pre-finance from a recognized financial or banking institution approved by the Ministry in charge of Finance.

ACCEPTANCE OF THE CONDITIONS OF EXECUTION OF THE PROJECT

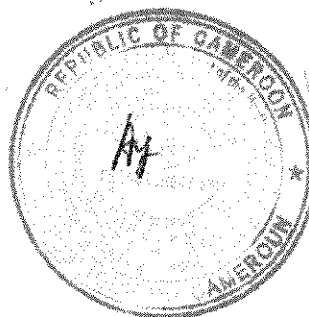
19. Special technical clauses **initialled** on all the pages and signed with annotation "**read and approved**".
20. Special administrative clauses **filled and initialled** on all the pages and last page signed with annotation "**read and approved**".

Total: 18 essential criteria

F. AWARD OF THE CONTRACT



	<p>Award of the contract: The Tenders Board will propose to the Contracting Authority to award the contract to the bidder who will have presented the bid with the lowest offer, essentially conforming to the regulations of the Tender File, having satisfied to 100% of all the eliminatory criteria and at least 14/18 of the essential criteria. The decision of award of the contract will be published by press release or any other means of publication as per the public contracts code. If the contract passed on the basis of technical alternative suggested by the bidder, the contracting authority reserves the right to introduce all the provisions there allowing him to guarantee itself against the real overrun costs of the alternative compared to his estimate of origin. In the absence of these last precise details, any additional charge due to an alternative will be inadmissible. To this end, it is specified that a bidder cannot claim to be compensated, if action is not taken on his offer. The contracting authority reserves the right not to act on an Invitation to tender, if it did not obtain a proposal which appears acceptable to him.</p>
	<p>Ethical Principles: The Presidents and Members of the committee, the Bidders, and all other participants in the procedure must observe at all times the highest standards of professional ethics. They must, in particular, refrain from any form of corruption or other fraudulent practices. Under this principle, the above terms are defined as follows:</p> <ul style="list-style-type: none"> (i) A person is guilty of "corruption" if they offer, give, solicit, or accept, directly or indirectly, any kind of benefit with the aim of influencing the actions of a public official during the awarding or execution of a contract or purchase order; (ii) A person is also guilty of "corruption" if they provide, solicit, or accept multiple bids submitted by the same bidder under different company names and/or registration numbers; (iii) A person engages in "fraudulent practices" if they distort or misrepresent facts in order to influence the awarding or execution of a contract or purchase order to the detriment of the Contracting Authority or the Delegated Contracting Authority. Fraudulent practices notably include any collusion or arrangement between bidders (before or after the bid submission) aimed at artificially maintaining quotation prices at levels that do not reflect those resulting from free and open competition, thereby depriving the Contracting Authority or the Delegated Contracting Authority of the benefits of such competition.
21	<p>Guarantee: The works have a guarantee period of one year (12 months) as per the Special Administrative Conditions. The performance bond shall be set at 6% of the initial contract amount.</p>



REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

SERVICES DU PREMIER MINISTRE

COMITE DE PILOTAGE DU PLAN PRESIDENTIEL DE
RECONSTRUCTION ET DE DEVELOPPEMENT DES REGIONS DU
NORD-OUEST ET DU SUD-OUEST

UNITE DE COORDINATION



REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

PRIME MINISTER'S OFFICE

STEERING COMMITTEE OF THE PRESIDENTIAL PLAN FOR THE
RECONSTRUCTION AND DEVELOPMENT OF THE NORTH-WEST
AND SOUTH-WEST REGIONS

COORDINATION UNIT

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE
MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA
MANTUNG DIVISION, NORTH WEST REGION.**

PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

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

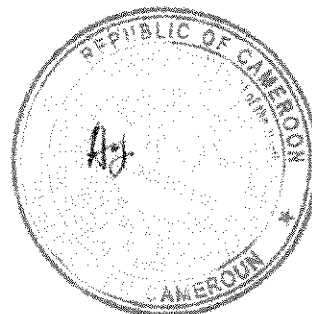
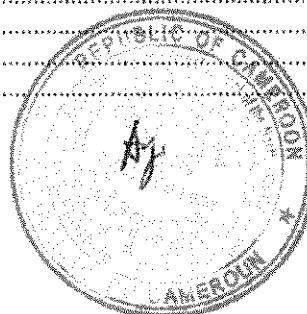


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CHAPTER I: GENERAL PROVISION

ARTICLE 1: SUBJECT OF CONTRACT

The subject of this contract is the maintenance of the municipal road Gom – Nkot (6km), Nwa Subdivision, Donga Mantung Division, North West Region.

ARTICLE 2: AWARD PROCEDURE

The contract shall be awarded following an Open National Invitation to Tender in accordance with Decree N°: 2018/366 of 20th June 2018 instituting the Public Contracts Code.

ARTICLE 3: DEFINITION AND DUTIES

3.1 General definitions (cf. Code)

- **The Contracting Authority:** shall be the **President of the Steering Committee of the PPRD NW-SW**. He awards the contract, ensures the preservation of originals of said contract documents and the transmission of copies to the Ministry in charge of Public Contracts and to the body in charge of regulation.
- **The Contract Engineer:** shall be the **Divisional Delegate of the Ministry of Public Works, Donga-Mantung**, hereinafter referred to as the Engineer. He/she shall be in charge of approbation of execution documents, supervising and controlling the technical execution of the works. He shall as well ensure he plays his roles spelled out in Article 26 of these Administrative Conditions and prepare documents for payments.
- **The Contract Manager, the Regional Representative of PPRD North West.** The latter shall provide a report detailing the effectiveness of the works carried out, as well as their rate and quality of execution of the infrastructure project.
- The authority in charge of the External Control of the execution of the works: shall be the **Ministry in charge of Public Contracts**.
- **The Contractor** shall be *[to be specified]*, he ensures the execution of the contract as per the technical specifications.

3.2 Security: This contract may be used as security subject to any form of transfer of debt.
In this case:

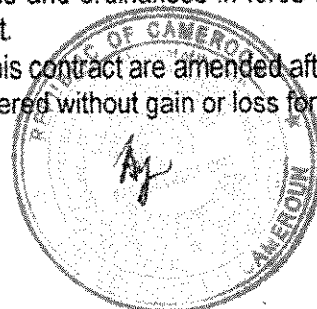
- The authority in charge of ordering payment shall be the **President of the Steering Committee of the PPRD NW-SW**.
- The authority in charge of the clearance of expenditures shall be the **Finance Controller of the PPRD**.
- The body or official in charge of payment shall be the **Specialised Treasury of the PPRD**.
- The Project Officer shall be responsible to furnish information within the context of execution of this contract.

ARTICLE 4: LANGUAGE(S) TO BE APPLICABLE IN THE CONTRACT

4.1 The language to be used shall be English and French.

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

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



ARTICLE 5: STANDARDS

5.1 The works carried out under this contract shall comply with the standards set out in the Special Technical Specifications, and where no applicable standard is mentioned, with the authoritative standard in the field applicable in Cameroon. This shall be the most recently approved standard by the competent authority.

5.2 The co-contractor shall study, execute, and guarantee the works under this contract, taking into account the best practices for similar technological operations in Cameroon.

ARTICLE 6: CONSTITUENT DOCUMENTS OF THE CONTRACT

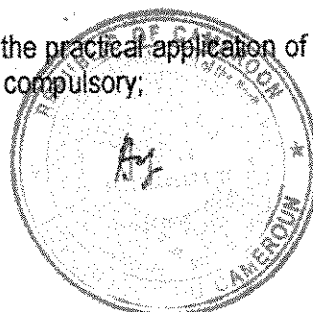
The constituent contractual documents of this contract are in order of priority:

- a) the tender or commitment document;
- b) the contractors offer duly signed by the service provider and its annexes, in all provisions not contrary to the Special Administrative Clauses (CCAP), the Technical Specifications, where applicable;
- c) the Special Administrative Clauses (CCAP);
- d) the technical clauses;
- e) The Bill of quantities and cost estimates;
- f) The Unit Prices Schedules;
- g) The sub-detail of prices;
- h) The General Administrative Conditions applicable on Work contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- i) The project/program of execution;
- j) any other relevant documents: negotiation minutes, plans, management strategies and Environmental, Social, Health and Safety (ESHS) implementation plans, the ESHS Code of Conduct, the project value analysis (if applicable), etc.
- k) the integrity charter;
- l) the social and environmental commitment statement.

ARTICLE 7: GENERAL INSTRUMENTS IN FORCE

This contract shall be governed by the following general instruments.

1. Law No. 75/15 of 08 December 1975 relating to compulsory insurance for construction risks;
2. Law No. 92/007 of 14 August 1992 on the Labour Code;
3. Law No. 2015/018 of 21 December 2015 governing commercial activity in Cameroon;
4. Law No. 98/013 of 14 July 1998 relating to competition;
5. Law No. 96/12 of 05 August 1996 on the Framework Law relating to environmental management;
6. Law No. 2018/012 of 11 July 2018 on the Financial Regime of the State and other public entities;
7. Law No. 2016/17 of 14 December 2016 on the Mining Code;
8. Framework Law No. 2011/012 of 06 May 2011 on consumer protection in Cameroon;
9. Law No. 2018/011 of 11 July 2018 on the Code of Transparency and Good Governance in Public Finance Management in Cameroon;
10. Law No. 2025/012 of 17 December 2025 Finance Law of the Republic of Cameroon for the 2026 Financial Year;
11. Decree No. 77-318 of 17 August 1977 to lay down the practical application of Law No. 75-15 of 08 December 1975 making construction risk insurance compulsory;



12. Decree No. 2012/075 of 08 March 2012 on the organisation of the Ministry of Public Contracts, in its provisions not contrary to the Public Contracts Code;
13. Decree No. 2001/048 of 23 February 2001 on the organisation and functioning of the Public Contracts Regulatory Agency (ARMP) and its subsequent amending texts;
14. Decree No. 2005/577 of 23 February 2005 fixing the modalities for carrying out Environmental Impact Studies;
15. Decree No. 2011/408 of 09 December 2011 on the organization of the Government, amended and supplemented by Decree No. 2018/190 of 02 March 2018;
16. Decree No. 2014/0611/PM of 24 March 2014 setting the conditions for the use and application of the Labour-Intensive (HIMO) approach;
17. Decree No. 2018/366 of 20 June 2018 on the Public Contracts Code and its implementing instruments;
18. Decree No. 2025/01081 of 17 June 2025 establishing the rules governing the maturation process of public investment projects and programs.
19. The Order bringing into force the General Administrative Clauses (GAC/CCAG) applicable to Public Works Contracts;
20. Circular No. 00001/PR/MINMAP/CAB of 25 April 2022 relating to the application of the Public Contracts Code;
21. Order N° 075/CAB/PM of 30 July 2024 on the reorganization of the PPRD NW-SW;
22. Circular No. 000014/LC/MINMAP of 23 July 2025 Circular concerning the procedures for establishing, depositing, storing, releasing, returning and enforcing guarantees in public contracts;
23. Circular N° 00013995/C/MINFI of 31st December 2024 bearing instructions relating to the implementation of the finance laws, the monitoring and control of the execution of the Budgets of the state and other public entities for the 2025 financial Year;
24. Circular No0001877/C/MINFI of 31 December 2025 bearing instructions on the implementation of finance law, monitoring and control of the execution of the budgets of the state and other public entities for the 2026 fiscal year;
25. Applicable standards;
26. Other instruments specific to the domain concerned with the contract.

ARTICLE 8: COMMUNICATION

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

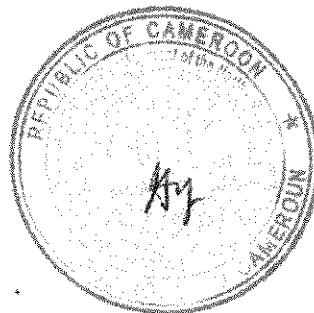
a) In the case where the contractor is the addressee: THE CONTRACTOR

Beyond the time-limit of 15 days fixed in article 6(1) of the GAC fails to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the Contractor and considered to have been served on;

b) In the case where the Project Owner is the addressee:

Such should be copied to the Contract Manager, Contract Engineer, Project Manager where need be, within the same deadline.

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



CHAPTER II: EXECUTION OF WORKS

ARTICLE 9: CONSISTENCY OF THE WORKS

The consistency of the works, which form the subject of this invitation to tender, consists of the following:

- Preliminary works;
- Grass cutting;
- Fill from borrow pit;
- Base and mounting;
- Fill adjacent to structures;
- Upstream and downstream improvements;
- Wearing course in reinforced concrete.

The detailed description is mentioned in the respective technical specifications, bills of quantities and cost estimates.

ARTICLE 10: DEADLINE OF EXECUTION OF THE CONTRACT

10.1. The period of execution of this contract is: **four (04) Months.**

10.2. This deadline runs from the date of notification of the service order to start delivery.

ARTICLE 11: OBLIGATION OF THE CONTRACTING AUTHORITY

11.1. The Contracting Authority shall be responsible for the acquisition and provision of the site, as well as its access, possession, use, and access to all other areas reasonably necessary for the proper execution of the Contract. It shall provide the Contractor with facilities for accessing the project sites. For sites located far from the Contracting Authority's headquarters, the transport costs for such access shall be borne by the Contractor.

11.2. The Contracting Authority shall obtain, at its own expense, all permits, authorisations, approvals, and licences from local, regional, or national authorities or relevant public services necessary for the execution of the Contract and which fall under its obligations.

11.3. At the request of the Contractor, the Contracting Authority shall use its best endeavours to assist the Contractor in obtaining, in a timely manner and with all due diligence, the permits, authorisations, and licences required from local, regional, or national administrations or public services for the execution of the Contract by the Contractor, its subcontractors, or their respective personnel, as the case may be.

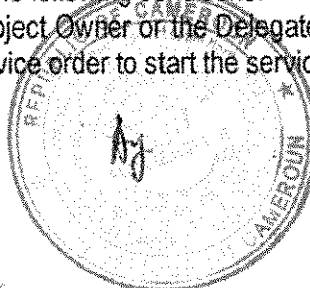
11.4. The Contracting Authority shall ensure the protection of the Contractor against any threats, contempt, violence, assault, insults, or defamation to which they may be subjected by reason of, or in the course of, the performance of their duties.

ARTICLE 12: ADMINISTRATIVE ORDERS

The various Administrative Orders shall be established and notified as follows:

The various service orders will be drawn up and notified under the following conditions:

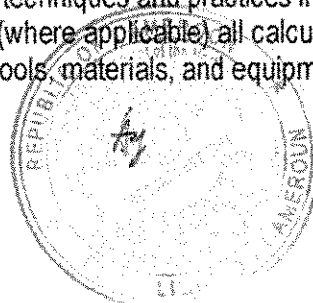
12.1. Upon notification of the contract to the contractor, the Project Owner or the Delegated Project Owner has a period of fifteen (15) calendar days to issue the service order to start the services. A copy of the



- said service order shall be sent to the Minister in charge of Public Contracts, the Regulatory Body, the Contract Manager, the Contract Engineer, the Paying Agency and the Project Manager, if applicable.
- 12.2. The Service orders having an impact on the amount and/or deadline are signed by the Contracting Authority or the Delegated Contracting Authority under the following conditions:
- i When a service order is likely to result in the amount of the contract being exceeded, its signature is subject to the supporting documents of the finances by the Contracting Authority;
 - ii In the event that the amount of the contract is exceeded, the modifications can only be made by means of an amendment and the additional services can only be paid after the latter has been signed by the Contracting Authority or the Delegated Contracting Authority.
 - iii The Service orders for additional services may be signed by the Contracting Authority or the Delegated Contracting Authority and subsequently regularised by means of an amendment, as long as their financial impact is less than ten percent (10) of the amount of the contract.
A copy of the above-mentioned service orders will be sent to the Contract Manager, the Contract Engineer, the Paying Agency and the Project Manager if applicable.
 - iv The prior approval of the Paying Agency may be required before w those affecting the amount.
 - v In any event, any modification of the technical specifications or specific technical clauses must be the subject of a prior study on the scope, cost and deadlines of the contract.
- 12.3. The Service orders of a technical nature related to the normal performance of the services will be signed directly by the head of the contract department and notified to the co-contractor by the contract engineer or the project manager (if applicable) with a copy to the Ministry in charge of public procurement, to the body in charge of the regulation of public procurement.
- 12.4. The service orders equivalent to a formal notice shall be signed by the Project Owner or Delegated Project Manager and notified to the co-contractor by the Contract Manager, with a copy to the Ministry in charge of Public Contracts, the Agency responsible for the regulation of public Contracts, the Engineer and the Project Manager if applicable.
- 12.5. The service orders for the suspension and resumption of services due to bad weather or other cases of force majeure will be signed by the Project Owner or the Delegated Project Owner and notified to the co-contractor by the Contract Manager with a copy to the Ministry in charge of Public Contracts, the Agency in charge of Regulation, the Contract Engineer, and the Project Manager, where applicable, and the Paying Agency.
- 12.6. The service orders prescribing the services necessary to remedy malfunctions that do not fall within normal use that appear during the warranty period will be signed by the Contract Manager, on the proposal of the Engineer and notified to the co-contractor by the Engineer.
- 12.7. The co-contractor has a period of fifteen (15) days to express reservations on any service order received. The fact of expressing reservations does not exempt the contracting party from carrying out the service orders received.
- 12.8. In the case of a group of Enterprises, the service orders are addressed to the representative, who alone has the right to submit reservations on behalf of the group he represents.

ARTICLE 13: ROLE AND RESPONSIBILITY OF THE CONTRACTOR

- 13.1 The Contractor's mission is to ensure the execution of the works under the supervision of the Engineer or the Project Manager and to discharge their obligations in a diligent, efficient, and economic manner, as described in the Technical Specifications. This shall be done in accordance with this Contract, the rules and standards in force in Cameroon, and generally accepted techniques and practices in the relevant field of activity. The Contractor is specifically required to perform (where applicable) all calculations, tests, and analyses; and to determine, select, purchase, and supply all tools, materials, and equipment necessary for



the execution of the works. The Contractor is further required to employ all necessary personnel, whether specialised or otherwise.

13.2 The Contractor shall be liable to the Contracting Authority for the quality of the materials and supplies used, their fitness for purpose on the site, the proper execution of the works, and the services or interventions performed by approved subcontractors. The Contractor is obliged to comply with the environmental legislation in force in Cameroon.

They shall execute all works specified in the Technical Special Clauses (CCTP) and adhere to the texts and directives mentioned therein. Specifically, the Contractor is obliged to provide a site signboard in accordance with regulations and to display the company's internal regulations, incorporating environmental and social considerations.

13.3 Throughout the duration of the Contract, the Contractor shall not engage, directly or indirectly, in any professional or contractual activities likely to compromise their independence in relation to the duties assigned to them.

13.4 In the event of a conflict of interest involving any member of the mission team, the Contractor must notify the Contracting Authority in writing and replace the expert in question.

A conflict of interest is defined as any situation in which the Contractor may derive direct or indirect profit from a contract awarded by the Contracting Authority for which they are consulted, or any situation in which they have personal or financial interests sufficient to compromise their impartiality in the performance of their duties or of such a nature as to adversely affect their judgement.

13.5 The Contractor is bound by professional secrecy towards third parties regarding any information, data, or documents collected or brought to their attention during the execution of the Contract.

As such, documents produced by the Contractor during the performance of the Contract may only be published or disclosed with the prior written consent of the Contracting Authority.

Upon submission of the final report, the Contractor is required to return all documents borrowed from the Contracting Authority.

13.6 The Contractor, as well as their associates or subcontractors, are prohibited during the term of the Contract and for a period of six (06) months following its conclusion, from providing goods, works, or services to the Contracting Authority arising from or closely related to the services provided (with the exception of the execution or continuation of said services).

The Contractor shall be responsible for all professional expenses and for maintaining insurance cover against all risks of illness and accidents within the framework of their mission.

The Contractor may not modify the composition of the team proposed in their Technical Offer without the written approval of the Contracting Authority.

For foreign companies, failing residency, the Contractor shall maintain a duly mandated Permanent Representative in the Republic of Cameroon throughout the contract execution period.

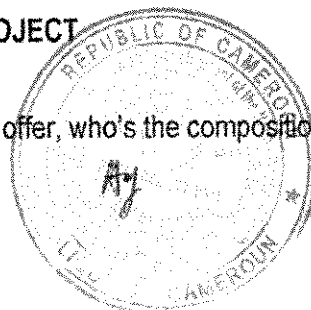
ARTICLE 14: CONTRACTS WITH CONDITIONAL PHASES

The contract has one phase.

ARTICLE 15: EQUIPMENT AND PERSONNEL FOR THE PROJECT

15.1 Personnel of the enterprise

The Contractor is obliged to use the personnel proposed in the offer, who's the composition is as follows:



Key staff:

Head ...

15.2. Replacement of key personnel

Any modification, even partial, to the proposals contained in the Technical Offer shall only take place following the written approval of the Contracting Authority or the Contract Manager. In the event of a modification, the Contractor shall ensure replacement with personnel of at least equal competence (qualifications and experience) or with equipment of similar performance and in good working order.

In any event, the lists of key management personnel to be deployed shall be submitted for the prior written approval of the Contract Manager or the Contract Engineer, as the case may be, within fifteen (15) days following the notification of the Service Order to commence the works. Upon expiry of this period, the lists shall be deemed approved.

The Contract Manager or the Contract Engineer, as the case may be, shall have three (03) days to notify the Procurement Manager of PPRD of their opinion in writing. The Contracting Authority reserves the right to withhold approval for any person proposed by the Contractor whose qualifications are deemed insufficient.

Any unilateral modification made to the key management personnel proposed in the Technical Offer, whether before or during the works, shall constitute grounds for termination of the Contract as provided for in Article 44 below, or for the application of penalties of **20,000 FCFA** per modified staff member.

Any proposed modification shall be notified to the Contracting Authority or Contract Manager for prior approval.

Whatever the case and except in case of force majeure, the contractor shall not replace more than fifty percent (50%) of his personnel without being liable to the procedure for termination of the contract.

If the Project Engineer requests for the replacement of a worker for serious misconduct duly recorded by both parties, the contractor shall immediately replace the said worker at his own expense.

15.3. Removal of Personnel

Following written approval from the Contracting Authority, the Procurement Manager may—upon the proposal of the Contract Engineer or the Contract Manager, as the case may be—request the Contractor, after formal notice, to remove any member of their staff for proven serious misconduct or incompetence. Such a request shall state the grounds thereof. The Contractor shall ensure that the person concerned leaves the Site within fifteen (15) days and has no further involvement in the work under the Contract.

In such instances, the replacement shall be carried out in accordance with the provisions of Article 15.2 above.

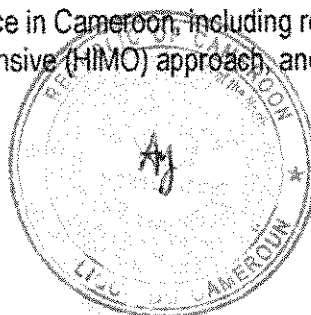
15.4. Contractor's Representative

Upon notification of the Contract, the Contractor shall appoint a natural person to represent them before the Administration for all matters concerning the execution of the project.

This individual, charged with the conduct of works, must be vested with sufficient authority to make, without delay, the decisions necessary for the smooth progress of the project.

15.5. Labour Legislation

The Contractor shall comply with the labour legislation in force in Cameroon, including regulations relating to recruitment, health, safety, social protection, the Labour-Intensive (HIMO) approach, and the quotas for local resource mobilisation.



The Contractor shall provide accommodation, medical assistance, catering, and sanitary facilities for personnel residing in the Contractor's base camps, in accordance with the requirements set out in the Specifications regarding the social and sanitary conditions of the workforce.

In dealings with their personnel and the personnel of their subcontractors employed for or participating in the execution of the Contract, the Contractor shall respect national holidays, statutory public holidays, religious festivals, and other local customs, as well as all applicable local laws and regulations governing labour law.

Unless otherwise provided in the Contract, if the Contractor deems it necessary to carry out night work or work during public holidays to meet the Service Levels and the Contractual Completion Period, and requests the Contracting Authority's consent for such purposes (where such consent is required), the Contracting Authority shall not unreasonably withhold such consent.

The Contractor shall be responsible for obtaining all necessary permits and/or visas from the competent authorities to ensure that all labour and personnel to be employed on the Site may enter and remain in Cameroon under legal status.

The Contractor shall, at their own expense, provide the necessary means to repatriate all members of their personnel and their subcontractors' personnel working on Site to the countries where they were respectively recruited; they shall also provide, at their own expense, for their temporary stay on-site between the date of cessation of employment and the scheduled date of repatriation.

15.6. Equipment Proposed in the Bid

The Contractor shall use appropriate equipment of a level comparable to the requirements of the Bidding Documents (Tender file) to ensure the proper performance of services according to best industry practices.

Any modification made shall be notified to the Contracting Authority for prior approval.

ARTICLE 16: DOCUMENTS TO BE FURNISHED BY THE CONTRACTOR

16.1 Work Programme, Quality Assurance Plan, and Other Documents

a) Within a maximum period of 15 days from the notification of the order to commence works, the Administration's co-contractor shall submit, in five (05) copies, for approval by the Contract Manager after consultation with the *Contract Engineer* the work execution programme, its procurement schedule, its draft Quality Assurance Plan (QAP), and, where applicable, its Environmental Management Plan.

This programme shall be presented exclusively according to the templates provided and shall include, in particular:

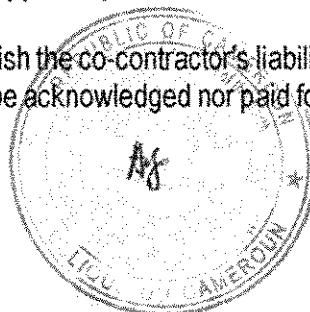
- The minutes defining the tasks to be performed, where applicable;
- The list of works to be subcontracted;
- The description of measures to maintain traffic flow, where applicable;
- Etc.

Two (2) copies of these documents shall be returned to the co-contractor within 15 days from their receipt, bearing either:

- The approval stamp "APPROVED FOR EXECUTION"; or
- The mention of rejection, accompanied by the reasons for said rejection.

The Administration's co-contractor shall then have 8 days to present a new project. The Contract Engineer shall have 5 days to approve or provide any comments. The approval periods for the execution programme shall suspend the execution period.

Approval granted by the Project Manager shall in no way diminish the co-contractor's liability. However, works executed prior to the approval of the programme shall neither be acknowledged nor paid for, unless expressly ordered.



The updated and approved schedule shall become the contractual schedule.

The co-contractor shall constantly maintain, on-site, an updated work schedule reflecting the actual progress of the site. Significant changes to the contractual programme may only be made after obtaining approval from the Contract Engineer.

Once the execution programme is approved by the Contract Engineer, it shall be transmitted within 5 days to the Contracting Authority or the Delegated Contracting Authority, without suspending its execution. However, should significant modifications be found that distort the objective of the contract or the nature of the works, the Contracting Authority or the Delegated Contracting Authority shall return the execution programme, accompanied by reservations to be addressed, within fifteen (15) days of its receipt.

- b) The Environmental and Social Management Plan shall detail, in particular, the criteria for selecting technical and base camp sites, the conditions for borrowing extraction sites, and the conditions for restoring work and installation sites.
- c) The co-contractor shall indicate in the programme the equipment and methods intended for use as well as the number of personnel planned for employment.

16.2 Execution Project

- a) Within a maximum period of 15 days from the date of notification of the order to commence works, the co-contractor shall submit, for the approval of the Contract Engineer or the Project Manager where applicable, an execution project in 5 copies, including in particular:
 - The minutes defining the tasks to be performed;
 - The record of existing damages, where applicable;
 - The route diagram or the work alignment diagram, where applicable;
 - The description of the intended work execution processes and methods, including the anticipated use of personnel, equipment, and materials;
 - The execution plans for the structures and the related calculation notes;
 - The supply plans;
 - The graphical work schedule;
 - The list of works that the co-contractor intends, where applicable, to subcontract.

The updated and approved schedule shall become the contractual schedule. It must highlight critical tasks.

The co-contractor shall constantly maintain, on-site, an updated work schedule reflecting the actual progress of the site.

In the event of non-compliance with the deadlines for approval of the above documents by the Administration, they shall be deemed approved.

ARTICLE 17: PROVISION OF DOCUMENTS AND SITE

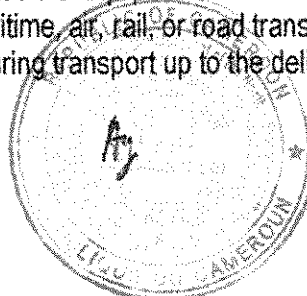
A reproducible copy of the plans featuring in the Tender File shall be put at the disposal of the Contractor by [the Contract Manager or Contract Engineer].

The Project Owner shall make available the site and access ways to the contractor at the appropriate time as the works progress.

ARTICLE 18: TRANSPORTATION, INSURANCE AND PROTECTION OF THE SITES

18.1. Packaging for the Transport of Equipment and Materials

The supplier must take all necessary measures to ensure that the equipment or materials are properly protected by careful and appropriate packaging suitable for maritime, air, rail, or road transport. The supplier must make every effort to repair any damage that may occur during transport up to the delivery site.



18.2. Insurance

a) The contract holder is required, upon notification of the contract, to take out an insurance policy with one or more approved insurance companies, covering the risks associated with the execution of the services under the contract.

b) The following insurance policies are required under this Contract, for the minimum amounts, deductibles, and other minimum conditions, within fifteen (15) days of notification of the contract (to be specified according to the list below):

- Third-party liability insurance covering the risk of bodily injury caused to third parties or the risk of death of third parties (including personnel of the Contracting Authority), as well as risks of loss or damage occurring during the execution of the works to goods during supply, installation, or assembly, where applicable;
- "All Risks" construction insurance covering the loss of or damage to the Installations on-site occurring before the completion of the Installations, with an extension of coverage for the co-contractor's liability for loss or damage occurring during the warranty period, for as long as the co-contractor remains on-site to fulfil their obligations during the warranty period;
- Decennial liability insurance, where applicable;
- Other insurances: any other insurance policies that may be specifically agreed between the parties to the contract.

c) In any case, the policy must cover all bodily injury, material damage, and consequential losses caused to third parties or to the works, from the day following its subscription until the final acceptance of the services or until the end of the decennial period, where applicable.

d) If the co-contractor fails to take out and/or maintain the insurance policies referred to above, the Contracting Authority may take out and maintain such insurance and deduct, from time to time, from any sums due to the co-contractor under the contract, any premium the Contracting Authority has paid to the insurer, or otherwise recover the amount of the premium paid, which shall be considered as a debt owed by the co-contractor.

e) The co-contractor shall ensure that its subcontractors take out and maintain, to the extent necessary, appropriate insurance policies covering their personnel, vehicles, and the services they perform under the contract, unless these subcontractors are covered by the policies taken out by the co-contractor.

ARTICLE 19: SUB-CONTRACTING

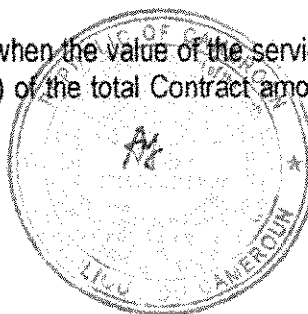
This Contract may provide for sub-orders or the execution of part of the works by subcontractors, in accordance with the procedures set out in the Public Contracts Code and the General Administrative Clauses (GAC/CCAG) applicable to works, subject to the prior authorisation of the Contracting Authority.

Notwithstanding any recourse to sub-orders, the Main Contractor remains solely responsible for the performance of all obligations arising from the Contract. The subcontracting agreement must comply with the commitments of the Main Contractor. Subcontractors shall execute their portion of the works under the sole and full responsibility of the Contractor.

The total value of works that may be subcontracted is limited to thirty per cent (30%) of the initial Contract amount and its subsequent amendments.

Services subject to sub-orders must be granted as a priority to national Small and Medium-sized Enterprises (SMEs) in which at least fifty-one per cent (51%) of the capital is held by nationals. In the event of insufficiency or unavailability of such firms, sub-orders may be granted to SMEs and Large Enterprises in which at least thirty-three per cent (33%) of the capital is held by nationals.

The Contracting Authority may pay the subcontractor directly when the value of the services subcontracted to a single firm is greater than or equal to ten per cent (10%) of the total Contract amount (including any



amendments), or when it is established that the Main Contractor is engaging in fraudulent or deceitful practices towards the subcontractor. Where a subcontractor is to be paid directly, the Main Contractor is required, at the time of the request for authorisation, to demonstrate that the assignment or pledging of receivables resulting from the Contract does not impede the direct payment of the subcontractor. Whatever the case, before the Contracting Authority, the contractor shall remain solely responsible for the discharge of the contract as per the contractual obligations.

Remark: Penalties of 1/5000th the initial contract amount shall be applied on any stakeholder who delays from seven (07) days and above the process required to validate the subcontracting.

ARTICLE 20: SITE LABORATORY AND TRIALS

The co-contractor is required to have its own test workshops to carry out all the tests for the identification and operation of the supplies defined in the CST. The personnel and equipment of the said laboratory must receive the agreement of the Project Manager of the Contract or the Contract Engineer within a period of ten (10) days.

20.1 the trials, if applicable, previewed in this contract are:.....

20.2 the equipment and materials of laboratory necessary are:

20.3 the implementations methods for these trials are:.....

The costs inherent in these tests and controls are in charge of the Contractor.

ARTICLE 21: SITE LOGBOOK AND PLANNING OF WORKS

21.1 The Site logbook:

Must be systematically jointly signed by the Project Manager or Engineer, where need be and the contractor's representative each day.

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

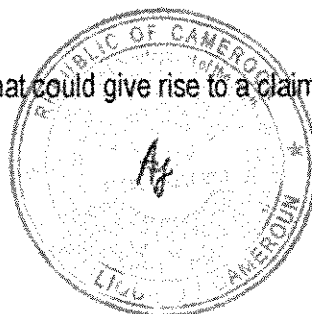
Within ten days from the date of notification of the service order to begin works, the contractor shall submit to the Project Engineer the program of works (planning) in five copies for approval. The contractor shall constantly update the planning of works, considering the advancement on site. Any important modifications to this program will only be applied after having received the project engineer's prior agreement. It shall be established every month end at the contractor's diligence and at his expenses, the state of advancement of works to be sent to the administration in seven copies.

The co-contractor is required to open a site logbook before any commencement of works. This is a unique, mutually recognised document. Its pages must be numbered and initialled. No page must be removed. Any crossed-out or cancelled entries must be indicated in the margin for validation.

The following must be recorded daily:

- Administrative operations related to the execution and settlement of the contract (notifications, test results, attachments);
- Weather conditions;
- Material deliveries and approvals of all kinds;
- Incidents or any details of any nature that may have an impact on the future condition of the works or the actual duration of the works;
- Etc.

The co-contractor may also record incidents or observations that could give rise to a claim on their part.



This logbook must be signed by both the Project Manager and the co-contractor's representative at each site visit.

For any possible claim made by the co-contractor, only the events or documents duly recorded in the site logbook in due time, along with the other contractual documents, may be invoked.

21.2. Site Meetings:

In addition to regular site meetings organised by the Project Manager, periodic meetings must be held in the presence of the Head of the Market Department and the Market Engineer or their representative. [Specify frequency]. Minutes of each site meeting shall be prepared and signed by all participants.

ARTICLE 22: USE OF EXPLOSIVES

NOT APPLICABLE

CHAPTER III: ACCEPTANCE

ARTICLE 23: DOCUMENTS TO BE PROVIDED BEFORE TECHNICAL ACCEPTANCE

The co-contractor must, at least ten (10) days prior to the provisional acceptance of the subsequent contract, submit the following documents to the Contracting Authority or the Delegated Contracting Authority [Specify any special provisions where applicable]:

1. A copy of the invoice or statement describing the works, indicating their quantities, their unit prices, and the total amount;
2. Notification of acceptance;
3. Copy of the final performance bond;
4. Copy of the insurance policy, where applicable;
5. Other documents to be specified.

ARTICLE 24: PROVISIONAL ACCEPTANCE

24.1. Pre-acceptance Operations

Prior to provisional acceptance, the Contractor shall submit a written request to the Contracting Authority or the Delegated Contracting Authority, with a copy to the Contract Engineer, to organise a technical inspection prior to acceptance.

This inspection shall include, among other operations:

a) **The Acceptance Commission** (or a technician designated for this purpose) shall conduct quality and quantity verifications. (Where equipment is included, specify the modalities: whether at the manufacturing plants, testing workshops, warehouses, the Contractor's premises, State-run testing facilities, or the Contracting Authority's project sites).

These operations shall be documented in minutes (procès-verbal) drafted on the spot and signed by the Project Manager (where applicable), the Engineer, and the Contractor.

b) When these operations are performed by a technician, the latter shall draft minutes proposing either acceptance, repair/remedial work, improvement, or rejection. These minutes shall be forwarded to the Commission for a final decision.

c) **The Technical Acceptance Commission** or the designated technician must verify the qualitative, technical, and quantitative compliance of the works.



Regarding the technical handover, the Commission shall take one of the following decisions concerning all or part of the services:

It accepts the works in terms of quality and quantity, in which case the decision is immediately enforceable;

It finds that the works are non-compliant and pronounces their rejection. However, in this event, it may allow for the services to be brought into compliance or be subject to a price reduction (*réfaction*). Rejection of the services shall be notified to the Contractor via registered mail or delivered by hand against acknowledgement of receipt, should the Contractor fail to sign the minutes concluding such a decision.

24.2. Provisional Acceptance

The Contractor is required to notify the Head of the Procurement Service, no later than fifteen (15) days before the expiry of the contractual period, of the date on which they wish the works to be accepted.

Provisional acceptance shall be pronounced immediately upon completion of the works covered by this Contract and following the completion of the Pre-acceptance Operations. After a site visit, the Commission shall examine the minutes of the pre-acceptance operations and proceed with the provisional acceptance of the works, if applicable.

The handover visit shall conclude with the signing, on the spot, by all participants of an acceptance Certificate (Minutes). This document shall state whether acceptance is granted or refused and, if applicable, list any reservations (snags) to be addressed, along with the deadlines for their rectification prior to final acceptance. If acceptance is refused, the minutes shall specify the reservations to be cleared and the associated deadlines.

To be valid, the acceptance Certificate must be signed by at least two-thirds (2/3) of the members, including the Chairperson.

24.3. Composition of the Acceptance Commission

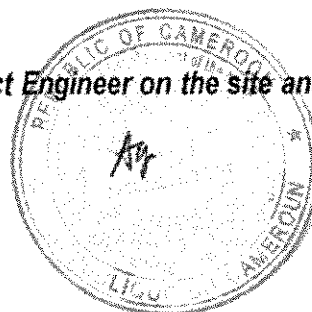
After technical acceptance, the Contractor shall request for acceptance *by writing* to the Project Owner with copies to the Contract Engineer and Contracting Authority. It shall be recommended to the Project Owner by the Contract Engineer and the date for it shall be agreed upon based on confirmation from the Contractor. The Project Owner shall then invite members of acceptance committee made up of:

- The Project Owner or Representative.....Chairperson
- The Contract Engineer.....Secretary
- The Contract Manager Member
- The Infrastructure Manager of PPRD.....Member
- The Mayor of Nwa/or representative,Member
- The Divisional Delegate of MINMAP, Donga Mantung.....Observer
- The Contractor.....Invited

During acceptance, the committee shall examine the reports of the pre-technical and technical acceptances and carry on the acceptance if appropriate. The Secretary of the committee shall draw up a report which may declare either of the following:

- Refusal of acceptance of works;
- Acceptance of works with reserve;
- Acceptance of works without reserve.

Remark: *A reception report shall be prepared by the Project Engineer on the site and signed by 2/3 commission members on site as well.*



NB: 2/3 above mentioned committee members are present, Acceptance will take place.

The contractor shall be convened to the acceptance by mail at least [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 without 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 acceptance 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.

24.4. Partial Handover

Not applicable.

24.5. Commencement of the Guarantee Period

The guarantee period (defects liability period) shall commence from the date of signature of the Provisional Handover Certificate (Provisional Acceptance Minutes).

24.6. Taking Possession of the Works

Any taking of possession of the works must be preceded by a provisional handover. However, in cases of urgency, possession may be taken prior to handover, subject to the drafting of a jointly signed site condition report (état des lieux contradictoire).

24.7. Rejection

Where the Commission deems that the works are subject to such reservations that it is not possible to pronounce either a partial handover or a handover with a price reduction (réfaction), the Head of the Project Management Service shall notify the Contractor of a reasoned decision of rejection.

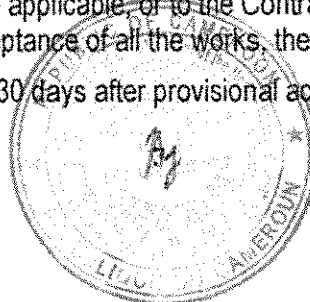
The Contractor shall have fifteen (15) days to submit their observations. Upon expiry of this period, the Contractor shall be deemed to have accepted the decision of the Head of the Project Management Service. If the Contractor submits observations, the Head of the Project Management Service shall then have fifteen (15) days to notify a new decision, following the opinion of the Handover Commission; in the absence of such notification, the Head of the Project Management Service shall be deemed to have accepted the Contractor's observations.

In the event of rejection, the Contractor is required to reimburse all mobilization advances and progress payments (acomptes) already received.

ARTICLE 25: DOCUMENTS TO BE PROVIDED AFTER COMPLETION

The co-contractor shall submit to the Contract Manager, where applicable, or to the Contract Engineer, within thirty (30) days following the date of the provisional acceptance of all the works, the as-built drawings.

25.1. [Specify the list of other documents to be provided within 30 days after provisional acceptance.]



25.2. [Specify the amount to be withheld from the performance bond as a penalty for failure to provide the said documents.]

ARTICLE 26: PERIOD OF GUARANTEE

26.1. Guarantee Period

The guarantee period (defects liability period) shall be twelve (12) months, commencing from the date of provisional acceptance of the works.

The Contractor warrants that any equipment delivered (where applicable) under the Contract is new and that the works are executed in accordance with best industry practices and the required standards.

26.2. Maintenance during the Guarantee Period

During the guarantee period, the Contractor shall carry out, at their own expense and in a timely manner, all works and repairs necessary to maintain the works in good condition. This includes ensuring, within ten (10) days of notification of a defect by the Administration and at the place of use, the restoration of the works to address any defects, damage, or repairs resulting from faulty workmanship in the works and/or equipment, as reported by the Head of the Project Management Service or the Project Manager, as the case may be.

If, following provisional acceptance, the Contractor fails to comply within fifteen (15) days with the instructions of a Service Order concerning any repairs or remedial works, the Head of the Project Management Service shall be entitled to have such works executed by their own workforce or by another contractor. The costs thereof shall be recovered at the Contractor's expense by deduction from any sums due or from guarantees issued under the Contract.

ARTICLE 27: FINAL ACCEPTANCE

27.1 After visiting the site, the acceptance committee shall examine the report of provisional acceptance and carry on the final acceptance if appropriate within a maximum period of 15 days from the date of expiration of the guarantee period. The final acceptance shall give rise to an acceptance report signed on the spot by all the parties.

27.2 The Contract Manager shall not be part of the reception committee.

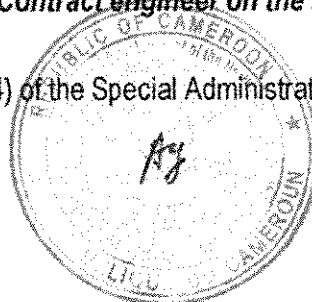
27.3 The Committee shall be made up the same personalities as in case for provisional acceptance.

27.4 During final acceptance, the Secretary of the committee shall draw up a report which may declare either of the following:

- Refusal of acceptance of works because of reserves identified;
- Acceptance of works without reserve.
- In case of refusal, a time limit shall be given by the committee, during which the contractor shall accomplish the reserves and request the Contract Engineer to off-lift of the reserves for a new acceptance to be carried out.

Remark: An acceptance report shall be prepared by the Contract engineer on the site and signed by at least 2/3 the members on site as well.

The contract shall end following the provisions of Article 38 (4) of the Special Administrative Conditions.



ARTICLE 28: LEGAL GUARANTEE

The Contractor shall be liable as of right to the Contracting Authority for a period of ten (10) years, commencing from the date of provisional handover, for any damage that compromises the structural integrity of the works or which affects any of its constituent parts or equipment, thereby rendering it unfit for its intended purpose.

To this end, the Contractor shall appoint an approved Technical Control Office (BCT) responsible for the technical assessment of the works for the purpose of obtaining decennial insurance (latent defects insurance).

CHAPTER IV: FINANCIAL CLAUSES

ARTICLE 29: AMOUNT OF THE CONTRACT

The amount of the contract as stated in the Bill of Quantity and cost estimates is (..... **Francs CFA, including all Taxes**). That is

- Amount without Taxes..... CFAF
- Amount of TVA (19.25%)..... CFAF
- Amount of Income tax (AIR: 2.2% or 5.5%) CFAF
- Amount net payable..... CFAF

ARTICLE 30: PLACE AND MODE OF PAYMENT

Within the meaning of the security regime laid down Decree N^o. 2018/366 of 20th June 2018 to lay down the Public Contracts Code; the following definitions of duties shall apply:

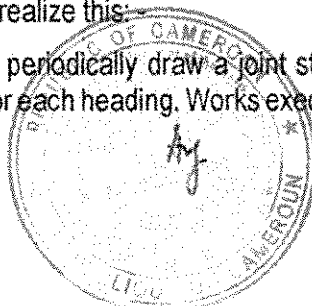
- (a) The Contracting Authority shall make sure all taxes appear on the contract and are deducted in the payment documents ("decompte");
- (b) The Contract Engineer shall visa the payment documents before the Final payment can be effected;
- (c) The Specialized Paymaster of the PPRD shall be in charge of payments;
- (d) Security shall be subject to the rules governing public contracts and
- (e) Payments shall be done by bank transfer.
- (f) The contractor may obtain periodic payments on account. These periodic payments may be spread out during the term of the contract in several periodic installments
- (g) Each payment on account shall include a part corresponding to building materials bought for the execution of the works and are on site. The amount for these materials is obtained by taking into account the prices from the sub-details. Materials having been the subject of payment on account cannot be taken away from the site without a written authorization of the Project Owner or the Project Engineer.

In respect of the above: -

*** Mode of payment of works executed**

In view of the application of the law on collateral prescribed in the Decree N^o 2004/275 of 24 September 2004, the contractor shall be paid through accounts drawn up by applying the prices on the unit price schedule for tasks actually accomplished. In order to realize this:

- The Project Engineer and the Contractor shall periodically draw a joint statement summarizing and setting the quantities achieved and record for each heading. Works executed by the contractor



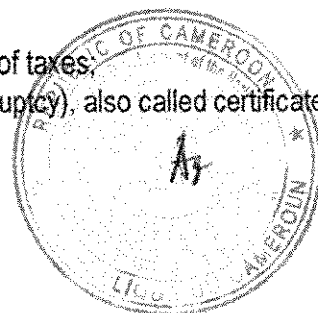
and entered into the job cost sheet give entitlement to payment on account (bill) may give right to payment;

- Not later than the fifth (5th) of the month following the month when the work was carried out, the contractor shall furnish to the Project Engineer seven (07) copies of three draft (03) provisional monthly accounts;
- After completion of works and within fifteen (15) days following the date of acceptance, the contractor shall, from the joint records, draw the draft final account of works actually carried out which shall sum up the amounts that he can claim as payment for the works executed. The draft final account which shall be the summary of the periodic statements of account shall be submitted by the contractor for verification and approval by the Project Engineer and once approved by the Project Engineer the draft final account shall become the final account. It shall serve for making out the final payment to settle the contract drawn up under the same conditions as those defined below relating to drawing of monthly accounts;
- At the end of the period of guarantee, the Project Engineer shall draw up the general and final account which shall be countersigned by the contractor and the Contracting Authority. The guide on how this account shall be established shall be provided by the Contracting Authority who shall depend on how the Contractor respected his commitments during the guarantee period;
- The signing of the general and final account without reserve by the contractor shall definitely bind the parties and put an end to the contract, except for issues concerning default interests;
- Default interests shall be paid by statement of the amounts owed;
- The currency of the tender and payment shall be the CFA Franc.
- The bill of taxes will be paid into the state coffers. Only amount without taxes will be paid to the contractor in such a way that 98.9% shall be paid in the account of the contractor and 1.1% shall be paid in the public treasury.

Upon presentation of an account drawn up by the contractor in seven (07) copies including the stamped original copy, the Project Engineer shall after verification finalize and transmit to the Authorizing Officer (the President of Steering Committee of the PPRD NW-SW) who in turn shall verify and sign as a means to order for payment and transmit for payment. The Finance Controller after verification and concluded good for payment shall affix a VISA (FINAL PAYMENT) and transmit to the Specialized Treasurer of the PPRD who shall commit the payment to be carried out as defined in the contract in respect to the information on the credit card;

Each request for payment shall include the following documents:

- Seven copies of the final account mentioned above;
- Seven copies of signed Statements of work done;
- Acceptance report signed by all the members of the acceptance committee;
- Report of execution of work ("attachement") signed by the Project Engineer and bearing the visa of the authorising officer;
- A copy of the following documents making up the tax file certified by the relevant Authorities and dated less than three (03) months:
 - > An attestation of non-indebtedness;
 - > An attestation of localisation ;
 - > A Business licence ;
 - > A clearance attesting to the payment of taxes;
 - > An attestation of solvency (non-bankruptcy), also called certificates of incorporation;



- > A Clearance Certificates issued by the National Social Insurance Fund ("CNPS").
- > An attestation of Bank account;

REMARK: Payment on account may be spread over the duration of the execution of the Contract according to technical execution phases as defined in the contract. The amount of payment shall not exceed the value of the technical execution phases carried out. In such a case, for payment to be effective the contractor shall before the 5th of every month following the works executed transmit seven (7) copies of the partial invoices to the Project Engineer who shall within a time-limit of seven (7) days approve and forward for processing by the services of MINMAP and MINFI.

Venue of payment of works executed: It shall be carried out by the Specialized Treasury of the PPRD Yaounde.

ARTICLE 31: GUARANTEE AND BONDS

Any Structure having issued a guarantee to a Contractor must undertake to pay on the order of the Contracting Authority, the amount corresponding to the guarantee in case of default on the side of the Contractor.

a) Final bond

The final bond (*final surety*) of the contract referred to as security in guarantee for complete execution shall be provided within twenty (20) days as from the date of notification of the contract and in any case before the first payment and/or before the expiry of the bid bond. It shall be addressed to the Contracting Authority who shall then act as the Beneficiary, reason why he shall be one to keep it. The amount of the final bond shall be 2% of the value of the initial contract, all taxes inclusive (ATI). The bid bond shall only be returned to the contractor by the Contracting Authority once the final bond has been provided. The Bank that issued shall refund corresponding amount upon presentation of the original bid bond by the Contractor.

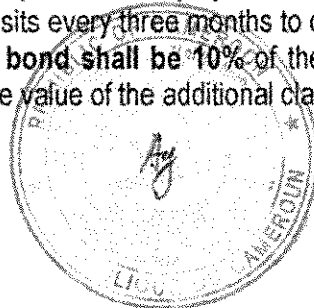
Remarks:

- The final bond may be replaced by a bond (bank guarantee) issued by a banking establishment or any financial institution approved by the Ministry in charge of Finance.
- As concern Small and Medium Enterprises constituted of National Capital and managed by Nationals, the final bond may be replaced by a Statutory Lien bond (bank guarantee) issued banking establishment or any financial institution approved by the Ministry in charge of Finance.
- The final bond shall be released upon written request of the contractor after completion of works proven by technical acceptance minutes duly signed by all the members of its committee.
- The final bond shall be addressed to the Contracting Authority who shall then act as the Beneficiary.
- In case where the Contractor does not provide the final bond within the twenty (20) days, he shall pay penalties amounting up to 1/5000th of the contract amount (ATI).

b) Retention Bond

The retention bond (*Performance bond*) of the contract referred to as security in guarantee for proper execution shall be the sum deducted (blocked up) from the amount on account during each payment made to the Contractor. After provisional acceptance, the guarantee period of this project shall be **one year** during which the Contractor shall be expected to carry out period visits every three months to carry out corrections of imperfections or defects. **The amount of the retention bond shall be 10%** of the value of the initial contract (all taxes inclusive), increased if need may be, by the value of the additional clauses.

Remarks:



- The retention bond may be replaced by a bank guarantee issued by a banking establishment or any financial institution approved by the Ministry in charge of Finance.
- The retention bond shall only be refunded to the Contractor upon a Release Order issued by the Contracting Authority after fulfilment of the contractual obligations by the Contractor proven by final acceptance minutes duly signed by all the members of its committee. The Release Order must be issued within thirty (30) days from expiration of the guarantee deadline or where the contract has no such deadline, following the final acceptance of works otherwise if there is no notification from the Contracting Authority to the Contractor for having not honoured his obligations, the Competent Structure shall undertake to refund the guarantee or release the bond upon a simple request from the Contractor. In the case of notification, the end of the commitment of the bond shall only be put into effect by a Release Order issued by the Contracting Authority. After the expiry of the deadline, the bond shall cease from having any effect even in the absence of the release.
- If for any reason, the Contractor refuses to carry out corrections of imperfections or defects during the period of guarantee, the Contracting Authority, Project Owner and the Project Engineer shall have the right to carry out the corrections using any other contractor who shall be paid using the amount retained for the retention bond at the expense of the main by virtue of the contract.

ARTICLE 32: PRICE VARIATION

The prices in this contract are fixed.

ARTICLE 33: PRICE REVISION FORMULA

Not Applicable.

ARTICLE 34: PRICE UPDATING FORMULAS

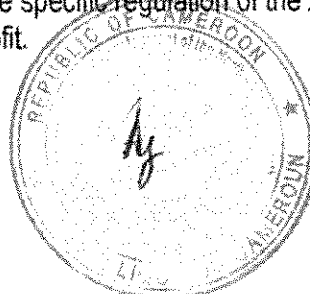
Not applicable.

ARTICLE 35: INTERNAL WORKS

35.1. The co-contractor shall be required to provide the Contracting Authority or the Delegated Contracting Authority with the labour, materials, tools, and any other means necessary that may be requested to carry out certain works on a daily basis, provided that the request is made at least eight (8) days in advance and relates to the object of the contract. The amount of the daily work referred to in paragraph 1 above may not exceed two per cent (2%) of the total contract amount, inclusive of all taxes (TTC).

35.2. In the event of a duly established default by the Administration's co-contractor, the Contracting Authority or the Delegated Contracting Authority may, instead of terminating the contract, and with the express authorisation of the Authority in charge of public procurement, order that all or part of the works be carried out on a daily work basis at the expense and risk of the said co-contractor. [Refer to the specific regulation of the Authority in charge of public procurement defining the conditions for carrying out daily.]

35.3 Works carried out on a daily basis shall be remunerated based on the unit daily work prices provided for in the contract, or, failing that, based on the wages, allowances, social charges, and sums spent on supplies and equipment, increased under the conditions set out by the specific regulation of the Authority in charge of public procurement, to cover overhead costs, taxes, and profit.



ARTICLE 36: VALORISATION OF WORKS

36.1. Advance payments for supplies may be granted in respect of expenses incurred for the execution of the works, supplies, or services covered by a contract. The payment terms for such advances are set out in the Public Procurement Code.

36.2. No guarantee is required for advance payments on supplies.

36.3. In all cases, the co-contractor of the administration is responsible for the safekeeping of the materials for which an advance for supplies has been granted, until the acceptance of the works.

ARTICLE 37: START-OFF ADVANCE

37.1 The Contractor may through a simple request without any justification addressed to the Project Owner with copy addressed to the Contracting Authority obtain a so-called "start-off" advance or advance "for purchase of building materials".

37.2 The Start-Off Advance or payment of the start-off advance shall be at most 20% the initial contract price (*i.e. all taxes inclusive*) but the advance must be guaranteed at 100% by a Bank or financial institution recognized by the Ministry in charge of Finance.

37.3 This advance may be released after the notification of the Service order to start the work. It's reimbursed by deduction done at 50% on each payment on the account ("décompte") made to the contract holder during execution as from when works must have been executed more than 40% of the contract and must be totally reimbursed not later than when the execution of the contract must have reached 80%, *i.e.* when the value of the basic price of the goods & services rendered shall have reached 80% of the contract price.

37.4 Following the rate of reimbursement of the advance, the Contracting authority shall authorize the payment of the corresponding part of the contract upon written request. Whatever be the case, the reimbursement must be completed one (01) month before the date of expiration of the contractual period. As the start-off advance is refunded, the Contracting Authority shall release the corresponding bid bond if the contractor requests it.

37.5. The Contractor shall use the mobilisation advance (start-up advance) exclusively for the procurement of plant, equipment, and materials, as well as for mobilisation expenses specifically required for the execution of the Contract as specified in their request.

ARTICLE 38: PAYMENT OF WORKS

38.1. Measurement of Works Executed

Before the end of each month, the Contractor and the Engineer and/or Project Manager shall prepare a joint measurement record (*attachement contradictoire*) which summarises and determines the quantities completed and verified for each item of the Bill of Quantities (BoQ) during the month, qualifying for payment.

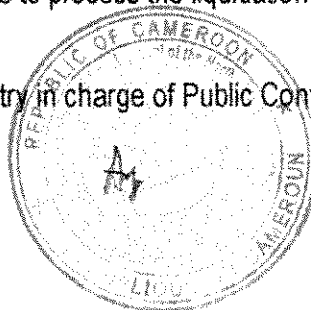
38.2. Provisional invoices

Provisional invoices (bills) shall be prepared in seven (07) copies on a monthly basis.

The Project Manager or Engineer shall have five (05) working days to transmit the approved bills to the Head of the Procurement Unit.

The Contract Manager shall then have ten (10) working days to process the liquidation and transmit it to the Paying Officer, with a copy to the external audit body.

Copies of interim accounts must be transmitted to the Ministry in charge of Public Contracts (MINMAP) and the Public Contracts Regulatory Agency (ARMP).



The maximum period granted to the Assigned Accounting Officer for the settlement of progress payments is fixed at ninety (90) days from the date of receipt of the accounts transmitted by the Head of the Project Management Service.

The amount exclusive of VAT (Net of Tax) to be paid to the Contractor shall be authorised as follows:

- Net of Tax – Advance Income Tax (AIR) (2.2% or 5.5%) paid directly into the Contractor's account;
- VAT (19.25%) at the prevailing rate;
- AIR (2.2% or 5.5%) paid to the Public Treasury as the income tax due by the Contractor.

38.3. Final invoice

The Contractor shall have twenty (20) days following the date of provisional acceptance to transmit the draft final invoice to the Contract Manager or Engineer.

Following the completion of works and within a maximum of fifteen (15) days after the provisional acceptance, the Contractor shall prepare—based on the joint measurement records—the draft final account of works actually executed, summarising the total sum they are entitled to for the execution of the Contract as a whole.

Once rectified by the Contract Manager or Engineer and accepted by the Contract Manager, this draft becomes the Final invoice. It shall be used to establish the final balance payment, prepared under the same conditions as the monthly bills.

38.3.2. The Contract Manager shall have five (05) days to notify the Project Manager of the rectified and accepted draft.

38.3.4. Within a maximum of one month following the date of this notification, the Contractor must return the signed final invoice (with or without reservations) or state the reasons for refusing to sign.

If the Contractor signs with reservations or refuses to sign, the grounds for such refusal or reservations must be detailed in a memorandum of claims (recapitulating all claimed payments) accompanied by necessary supporting documents, and transmitted to the Contract Manager within the same period, failing which the right to claim shall be foreclosed.

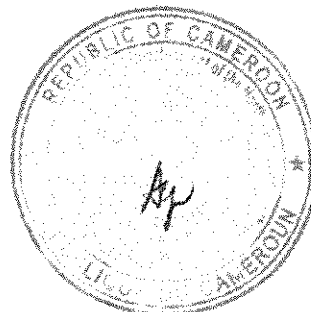
Dispute resolution shall then proceed in accordance with the Public Contracts Code and the applicable GAC (CCAG).

38.4. General and Final Invoice

38.4.1. The Contract Manager shall have one (01) month following final acceptance to establish the General and Final Account.

At the end of the guarantee period, which culminates in the final acceptance of the works, the Contract Manager shall draft the General and Final Account, to be jointly signed by the Contractor and the Contracting Authority. This account includes:

- The Final invoice
- The balance due;
- A summary of monthly progress payments.



The signing of the General and Final invoice without reservation by the Contractor shall be binding upon the parties, terminating the Contract and discharging both the Contractor and the Contracting Authority from all obligations, except regarding default interest.

38.4.2. The Contractor shall have ten (10) days to return the signed general and final account.

The transmission of this account to the Paying Body is subject to the prior visa of MINMAP. To this end, a copy of the corresponding measurement record and all interim accounts must have been previously transmitted to MINMAP or its on-site representative.

The deadlines, signature procedures, and management of disagreements shall follow the same rules as those for the Final Account.

ARTICLE 39: INTEREST ON OVERDUE PAYMENTS

Any default interest shall be paid based on a statement of sums due and calculated in accordance with the provisions of Articles 166 and 167 of Decree No. 2018/366 of 20 June 2018 on the Public Contracts Code, by applying the following formula:

- $(L = M \times (n/360) \times i)$ Where:
- M = Amount inclusive of all taxes (VAT inclusive) of the sums due to the Contractor;
- n = Number of calendar days of delay;
- i = The BEAC lending rate for companies plus one (01) percentage point, or the discount rate applied by the Central Bank of issue for the currency concerned plus a maximum of one (01) percentage point, as the case may be.

ARTICLE 40: PENALTIES

A. Penalties for delay

40.1 Penalties for lateness: In case of failure by the contractor to complete the work within the contractual time-limits, he shall be subject to the following penalties:

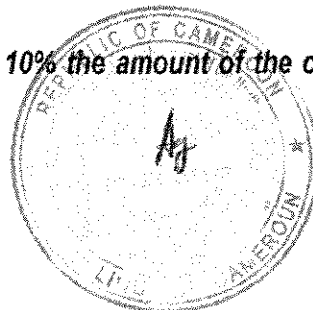
- 1/2000th of the amount of the contract per calendar day overrun, from the 1st to the 30th day;
- 1/1000th of the amount of the contract per calendar day, beyond the 30th day;
- Penalties for lateness shall not exceed ten percent (10%) of the amount of the contract; A percentage higher than 10% shall lead to termination of the contract.

B. Specific penalties:

40.2 Apart from penalties of overrun of the contractual time-limits, the Contractor shall be liable to the following particular penalties for the non-respect of the terms of the contract notably: -

- *The late provision of the final bond:* CFAF 50,000;
- *The late provision of the insurance policy:* CFAF 50,000;
- *The late provision of the execution program:* CFAF 40,000;
- *The late request for site installation:* CFAF 25,000.
- *The replacement of Key Personnel:* CFAF 40,000.
- *Absence of Project Site Log Book:* CFAF 50,000.

40.3 *The total of penalties shall not be more than 10% the amount of the contract in concerned otherwise the contract will be terminated.*



ARTICLE 41: SETTLEMENT IN CASE OF GROUPINGS

41.1. In the case of a joint and several group of companies, payments shall be made to the account indicated in the tender either in the name of the group or in the name of the agent duly designated by the parties.

In the case of a joint group, payments shall be made to the various accounts of the co-contractors according to the distribution rates in the Group Agreement provided in the tender.

41.2. Any advance payment for services performed by subcontractors is subject to the performance of the services provided for in the contract, and receipt subject to proof of payment by the Administration's co-contractor to the subcontractors.

The Main Contractor shall have a maximum period of thirty (30) working days from the date of payment of the invoice for the services performed and received to make payment to the subcontractor.

In the event of non-payment by a subcontractor for services already paid for by the Contracting Authority or the Delegated Contracting Authority, the latter may take coercive measures against the contract holder, in particular direct payment of the subcontractor.

ARTICLE 42: TAX AND CUSTOMS SCHEDULE

The Contract is concluded inclusive of all taxes, in accordance with Law No. 2025/012 of 17 December 2025, on the Finance Law of the Republic of Cameroon for the 2026 financial year, and the General Tax Code, which defines the terms and conditions for implementing the tax regime for public procurement.

The tax regime applicable to this Jobbing-Order includes, in particular:

- Taxes and duties relating to industrial and commercial profits, including AIR, which constitutes a withholding tax on corporate income tax;
- Registration fees calculated in accordance with the provisions of the Tax Code;
- Duties and taxes associated with the performance of the services provided for in the Jobbing-Order:
 - Duties and taxes on entry into Cameroon (customs duties, VAT, IT tax);
 - Municipal duties and taxes;
 - Duties and taxes relating to the extraction of materials and water.

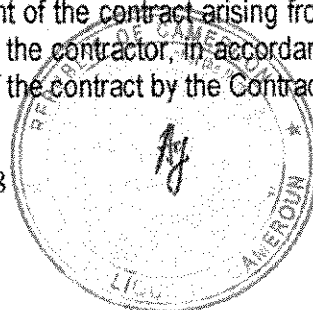
These items must be included in the charges that the Contractor allocates to its intervention costs and constitute one of the elements in the sub-details of the prices excluding tax.

The price inclusive of VAT is understood to include VAT.

Unless otherwise specifically stated in the Jobbing-Order, the Contractor must bear and pay all duties, taxes, levies, and charges incumbent upon it and its sub-Contractors.

ARTICLE 43: STAMP DUTY AND REGISTRATION

Seven (7) original copies of each constituent document of the contract arising from this invitation to tender shall be stamped and registered by at the expense of the contractor, in accordance with the laws in force; within thirty (30) days as from the date of notification of the contract by the Contracting Authority.



CHAPTER V: MISCELLANEOUS PROVISIONS

ARTICLE 44: TERMINATION OF THE CONTRACT

44.1 The contract is automatically terminated in one of the following cases:

- a) Death of the contractor. In this case, the Project Owner or the Delegated Project Owner may, if necessary, allow proposals presented by the heirs for the continuation of services to be accepted;
- b) Bankruptcy of the contractor. In this case, the Project Owner may accept, if necessary, proposals presented by creditors for the continuation of services;
- c) Judicial liquidation, if the Administration's co-contractor is not authorized by the court to continue operating their business;
- d) In the case of subcontracting, co-contracting, or sub-contracting without prior authorization from the Project Owner or the Delegated Project Owner;
- e) Failure of the Administration's co-contractor, duly notified to them by the Project Owner or the Delegated Project Owner through a service order constituting a formal notice, after evaluation and identification of the failure;
- f) Non-compliance with labour laws or regulations;
- g) Significant variation in prices under the conditions defined in the General Administrative Clauses, due to changes in economic conditions or the initial quantities of the contract;
- h) Fraudulent practices and corruption duly confirmed.

44.2 The contract may also be terminated under the conditions stipulated in the CCAG, particularly in one of the following cases:

- Delay in the works resulting in penalties exceeding 10% of the total contract amount including taxes;
- Postponement or prolonged interruption decided by the Project Owner or the Delegated Project Owner;
- Persistent non-payment for services;
- Refusal to resume work that was poorly executed;

44.3 The contract may also be terminated without fault of the contractors, particularly in one of the following cases:

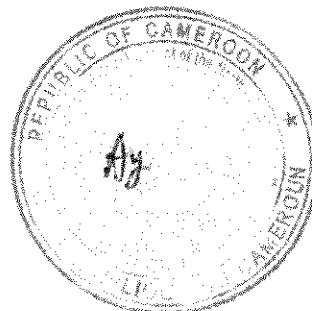
- Force majeure, with the prior notice of the Public Procurement Authority, in the absence of any responsibility on the part of the Administration's co-contractor, without prejudice to any compensation the latter may be entitled to;
- Persistent non-payment for services;
- Reason of public interest.

ARTICLE 45: FORCE MAJEURE

In the event of circumstances beyond the supplier's control, the Supplier shall only be relieved of his responsibilities if he notifies the PPRD NW SW in writing of his intention to evoke circumstances of force majeure within 15 days of the occurrence of the event. The PPRD reserves the right to appreciate the circumstances of the force majeure.

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

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



ARTICLE 46: DISPUTES AND LITIGATIONS

Disagreements and disputes resulting from the execution of this contract may be settled amicably. Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction. The contract may be terminated as per article 180-183 of Decree NO. 2018/366 of 20th June 2018 to lay down the Public Contracts Code; and the following special conditions:

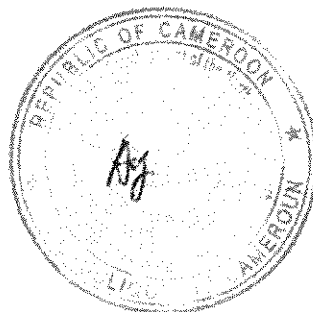
- non-registration of the contract within the required time-limits;
- non-compliance of technical documents;
- a delay exceeding fifteen calendar days in the execution of a service order or an unjustified halt of works exceeding seven (07) calendar days;
- a delay giving rise to penalties beyond 10% of the amount of the contract;
- refusal to carry over works declared not properly done;
- refusal to carry out works notified by service order;
- unilateral modification to provisions of the tender file relating to materials and supervisory staff;
- replacement of more than 50% of personnel;
- Non-payment of insurance charges.

ARTICLE 47: DISSEMINATION OF THE CONTRACT

Ten (10) copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

ARTICLE 48: LAST: ENTRY INTO FORCE OF THE CONTRACT

The contract arising from this invitation to tender shall become valid only after it must have been read and approved by the Contractor, visa by the Specialized Treasury of PPRD Yaounde and signed by the Contracting Authority. Its execution shall enter into force upon notification of the Contractor by the Contracting Authority.



REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

SERVICES DU PREMIER MINISTRE

COMITE DE PILOTAGE DU PLAN PRESIDENTIEL DE
RECONSTRUCTION ET DE DEVELOPPEMENT DES REGIONS DU
NORD-OUEST ET DU SUD-OUEST

UNITE DE COORDINATION



REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

PRIME MINISTER'S OFFICE

STEERING COMMITTEE OF THE PRESIDENTIAL PLAN FOR THE
RECONSTRUCTION AND DEVELOPMENT OF THE NORTH-WEST
AND SOUTH-WEST REGIONS

COORDINATION UNIT

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE
MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA
MANTUNG DIVISION, NORTH WEST REGION.**

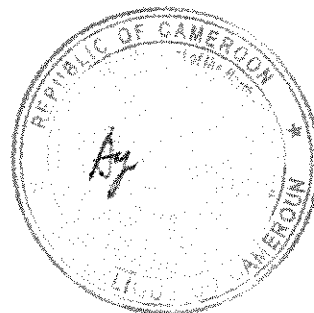
PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

**DOCUMENT NO. 5:
TECHNICAL SPECIFICATIONS (TS)**



I - DESCRIPTION

DESCRPTIVE OF WORKS TO BE EXECUTED AS CONCERNS THE MAINTENANCE OF THE MUNICIPAL ROAD GOM – NKOT (6.000Km).

The Works will consist of the maintenance of the municipal road stretch Gom - Nkot. The works that will constitute the maintenance of the road will involve the following tasks:

Preliminary Works

Preliminary works shall consist of the mobilization of equipment to and from the site, construction of site offices and drawing up of the performance programme, layout plans and drawings of related structures.

After preliminary works have been performed on the site, the supervisor will during a detailed visit state to the contractor, the work to be performed.

This visit will be the subject of a report to be signed by the Project team and the contractor.

Performance programme

The Contractor shall provide a performance programme and a work schedule which should be followed up daily and especially updated after precise definition of works in accordance with the performance documents.

GRASS CUTTING

This will consist of the cutting of grass and shrubs of diameter less than 50cm at 1m above the ground level. The cutting will be done at 5cm above the ground without off rooting the grass or shrubs. The product from the cutting will be raked off the cleared area and in no case should it be burnt.

FILL FROM BORROW PIT

Materials for fill shall be obtained from deposits approved by the Project Manager and must possess the following characteristics:

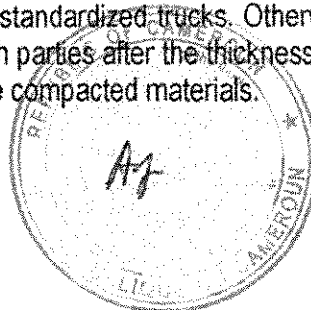
- < 40 Plasticity Index
- >20 C.B.R for the whole fill except for the last thirty (30) centimetres of fill where the C.B.R must be >30 and the dry density at 95% MOP

Materials for the surfacing course and refilling shall be laterite chosen from borrow pits by the contractor and approved by the Project Manager. The surfacing course materials shall be spread out on a minimum thickness of 20cm after compaction, on the entire width of the carriage way, while respecting the slope of the cross section chosen. The laterite spread should have no constituent of a diameter of more than 25 mm. They should have the following characteristics.

- plasticity index: < 30
- CBR index: >80 and a 95% MOP dry density.

The Contractor shall water and compact the materials. The watering process shall be determined by homogenous zone to obtain maximum compactness with a 95% MOP dry density.

Where a small quality of materials is used measurement shall be done per bulked cubic meter supplied on the site by counting the number of trips made by previously standardized trucks. Otherwise, the quantities considered shall be the result of statements presented by both parties after the thickness has been checked by the Project Manager, by measuring the cubic volume of the compacted materials.



The contractor shall bear all costs of exploiting borrow pits and quarries and in particular all the compensation for use, the opening and development of access roads, clearing and tree felling, removal of topsoil or unwanted materials and their stockpiling away from the site. Drainage of borrow pits must be done efficiently without damaging roadside property. No borrow pit or quarry may be created on the downward slope of the road within fifteen metres of the bedding limit. This distance increasing with the depth of the excavation. The borrow surface shall be adjusted so that water does not pond near the road. The contractor must, at his expense, build a water discharge and road protection system (guard pits, roadway supra-structures), in a way that will not produce flow that could be detrimental to subsequent road conservation.

Materials shall be transported to the work site in tipper trucks. The fill shall be done in successive 20 cm layers with compaction machines. Materials must have an optimum moisture content so as to obtain a 90% MOP compaction for all layers, except for the last thirty (15) centimetres, where dry density shall be 95% MOP.

Upon completion of work, borrow sites must be restored or levelled at the Contractor's expense, and rehabilitated to the Project Manager's satisfaction. The area shall be levelled to avoid ponding. Top-soil and pits, where applicable shall be levelled to avoid erosion.

The fill required for the road section generally come from excavations of satisfactory quality. In case of insufficient quantity or poor quality, they will be taken from deposits situated out of the right-of-way. Fill should be free of organic debris and should be well graded in order to facilitate compaction. Their plasticity index should be less than 40. If the Project team observes a shortage in good quality materials from the excavations, the material required to complete the road section shall be taken from the remains of the laterite quarries or other deposits. They should meet the technical specifications

Laterite

The laterite required to refill the road shall be of selected material. It should be free of organic material and have a modified dry proctor density higher than 180 T/m³, a plasticity index (PI) of between 15 and 25 and particles smaller than 25 mm.

Qualities of the laterite shall be specified on the works site by the supervisor who may immediately accept or refuse exploitation of a deposit, a deposit area, or a heap of laterite that has bulked. If the contractor objects, the Contracting Authority may conduct control tests and/or ask an approved Laboratory to conduct the density and plasticity index tests mentioned above. And where the material does not conform to specifications, the contractor shall bear the cost. Otherwise, the project will take charge of it.

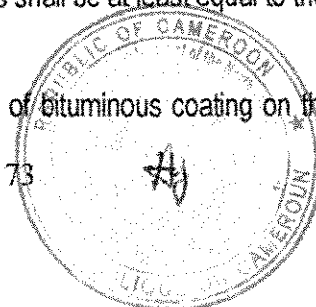
METALLIC CULVERTS

Metallic culvert rings used should meet the LCPC SETRA September 1981 standards.

Sheets will be in Carbon steel, resistant to temperature changes, meet NFA - 35-556 standards on HR bolts intended for the construction of structures.

Galvanization and hot asphaltting will ensure protection against corrosion. The average layer of zinc deposited should be at least 725g/m² on both side and the general mass should be more than 640g/m². The bolts should be protected by a coating of zinc whose characteristics shall be at least equal to those of the 20-micron class as defined by NFA 27-016 Standards.

Before it is laid, the culvert ring shall receive a layer of bituminous coating on the 2 (two) sides in case of a



deficiency in hot asphaltting.

The contractor shall present to the Project Manager a guarantee certificate from the factory of origin ascertaining that the culverts meet required standards.

The supervisor, however, reserves the right to request control tests and reject all the materials which do not meet the standards even if they had already been accepted by virtue of the guarantee certificate.

Base and mounting

In sites with low bearing capacity soil and to prevent subsequent settlement of the structure, culverts shall be placed after the removal of this soil, if any, from the base as instructed by the Project team.

Notwithstanding this provision, the contractor shall take responsibility for any damage which may result from deformations of the culverts due to settlement or other causes.

The contractor shall choose the periods of zero discharge or of minimum flow to carry out, at his expense any useful improvements on the site (changing of water courses temporary structures, etc...) to ensure water discharge during the mounting of the culvert.

In sites with good bearing capacity soil, the contractor shall choose between mounting before or after earth works. The placing of culverts shall be preceded by foundation works for the structure to have a solid base for rocky beds. In particular, the contractor must place between the pipe and the rock, a capping layer – generally of loose rocks used for sub-base at least 20cm thick on the whole, well protected against any risk of scouring.

Culverts shall be mounted according to the manufacturer's specifications, notably as concerns the quality of fill in contact with the culvert, longitudinal counter poles, diametrical poles and counter poles.

However, the Project Manager shall prescribe elementary rules for the placing of culverts.

Fill Adjacent to Structures

Fill adjacent to structures and culverts should meet the following basic specifications:

- No constituents above 50 mm;
- PI below 30.

Moreover, they should be free of organic debris and their grading should be continuous.

Backfilling shall be done with the materials as defined, by compacted layers at most 20 cm (twenty centimetres) thick placed continuously over the entire section of the road profile and compacted at 90% modified optimum dry density same as indicated here above.

Compaction must be performed with machines approved by the Project Manager. Manual compaction shall be prohibited except where previously approved by the Project Manager within the framework of the manual execution of works.

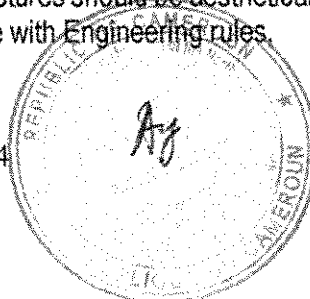
Upstream and downstream improvements

The laying of culverts shall be completed by carrying out improvement works upstream and downstream, clearly defined in the execution drawings and adapted to the landscape and different local conditions specific to each structure.

STONE MASONRY

The stone masonry required for the construction of structures should be aesthetical and according to structure type (shape, size of stones, joints etc...) in accordance with Engineering rules.

Binding mortar shall contain 300kg/m³ of sand.



The visible sides of the stone masonry must be regular. The minimal sizes of the sides must not be less than 15cm.

M450 mortar shall be used for the finishing of the external joints.

WEARING COURSE IN REINFORCED CONCRETE

After molding and compaction of the platform of the road as well as filling of the road, a wearing course in reinforced concrete is executed on the steep slopes or if not on the sections of the road that will be determined by the project team. This will consist of the putting in place of a wire mesh of steel rods of Ø8mm in bands of 3m by 5m. This followed with concreting that is batched at 350Kg/m³.

During the execution of this task, one side of the road is chosen and concentrated on a determined distance, while the other side (half) of the road is being used till the executed concrete attains its maturity. Once the concrete is mature, that side (half) of the road is put under use and the other side (half) of the road is also concreted repeating the same procedure and timing till maturation and also open for circulation.

II SOCIO-ECONOMIC IMPORTANCE

The socio-economic importance of the maintenance of this municipal road can not be emphasized as the easy communication by road between Sabongari and Nwa will re-established. Agricultural produce from Nwa will easily get to Sabongari and other parts of Donga Mantung Division and beyond by road. This will equally go a long way to enhance the development of the area as the saying goes thus : « where a road passes development follows ».

III PROTECTION OF THE ENVIRONMENT

The enterprise that will be assigned to carry out the works will propose to the Contract Engineer, before the beginning of works, the place of his site installation and will request his authorization for site installation.

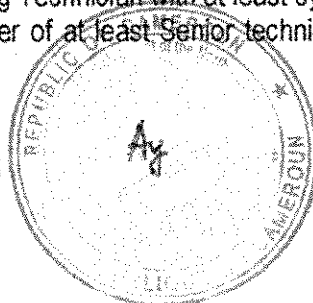
The site must be chosen outside of the sensitive zone, in order to limit the site clearing, limit erosion and to ease circulation. In line with the above the site must foresee an adequate drainage of water on the whole surface. The maintenance areas and of washing of equipment shall be concreted. This maintenance area shall have a slope toward a cesspool provided for the purpose and towards the inside of the platform in order to avoid the out-flow of the polluting products to the neighbourhood.

At the end of the works, the enterprise will do all necessary works to restore the opened borrow pits to its nearest initial state. The enterprise shall fold up all his material, and equipment. He shall demolish all stationary installation, as foundation, support made of concrete or metal, etc. in order to put back the site in its nearest initial state. No equipment nor materials shall be abandoned on the site, nor in the vicinity after the execution of all the works. Left-over materials are to be carried away and the site has to receive an adequate drainage in order to avoid all erosion as the case may be.

IV – PROFILE OF PERSONNEL

It shall compose of:

- Works Supervisor: Works Director (Civil engineer with at least 05 years professional experience;
- Foreman: at least a Senior Civil Engineering Technician with at least 5years experience;
- Geotechnical laboratory technician – Holder of at least Senior technician certificate in the said domain with at least 5 years experience ;
- Chief mason – holder of at least BAC ;



- Chief carpenter – holder of at least BAC ;
- Qualified and experienced machine Operators ;
- Qualified and experienced drivers with at least 5 years experience ;
- Other unqualified personnel for unskill tasks on te site.

V – PROFILE OF EQUIPMENT

It shall compose of :

- Bulldozer D8
- Wheel loader
- Grader
- Pick-up 4X4
- 2 Dump trucks
- Rolling compactor
- Small compactor
- Water tanker
- Concrete mixer
- Concrete vibrator
- Equiped geotechnical laboratory
- Assorted hand tools

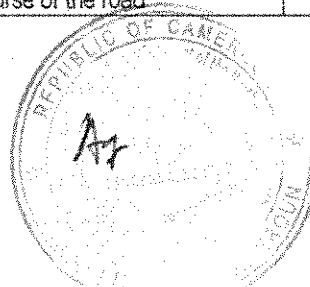
VI CONTRÔLE AND SUPERVISION OF THE WORKS

The control and supervision of the works shall be taken care of by the Contract Engineer with the use of the equipment of the enterprise.

VII – WORKS TO BE CARRIED OUT

The works will consist of the mechanical and manual works as outlined in the bill of quantities here below.

PRICE N°	DESCRIPTION OF TASK	UNITS	QUANTITIES
SERIES 000 : SITE INSTALLATION			
TM001	Site installation, execution programme, environmental impact notice, as-built plan	FF	1
TM002	Bringing and folding up of equipment	FF	1
SERIES 100 : CLEANING AND EARTH MOVEMENT			
TM108a	Fill fom borrow pit	m ³	730
SERIES 300 : DRAINAGE			
TM307a	Supply and installation of metallic ring culvert Ø800mm	ml	12.6
TM309a	Masonry chamber for culvert Ø800mm	u	2
TM312	Masonry culvert head for culvert Ø800mm	u	2
TM313	Stone masonry gutters (130X65)cm	ml	170.00
SERIES 400 : ENGINEERING STRUCTURE			
TM423e	Reinforced concrete batched at 350Kg/m ³ for wearing course of the road	m ³	438.0



Risk Analysis Report

Maintenance of the Municipal Road Gom - Nkot (6.00Km)

1. Executive Summary

This Risk Analysis Report provides a comprehensive identification, assessment, and mitigation framework for risks associated with the designing, planning and Maintenance of the Municipal Road Gom - Nkot (6.00Km). The report is intended to support decision-makers, engineers, the contractor and the regulator in understanding potential threats to the project success and ensuring compliance with national and international standards.

The project concerns the Maintenance of the Municipal Road Gom - Nkot (6.000Km) to support economic growth. Given Cameroon's geographical diversity, regulatory environment, socio-political context, and climatic conditions, the project faces a wide range of technical, environmental, social, financial, legal, and security-related risks.

This report adopts a lifecycle-based approach to risk analysis and proposes mitigation measures aligned with best practices in road infrastructure development.

2. Project Overview

2.1 Project Description

The project consists of the Maintenance of the Municipal Road Gom - Nkot. Key components for the construction include:

- Site Installation
- Procurement of materials and equipment
- Cleaning and Earth movement
- Drainage
- Engineering structures
- Electrical works

2.2 Project Objectives

- Increase on the quality of infrastructure
- Improve on the working environment
- Promote sustainable development

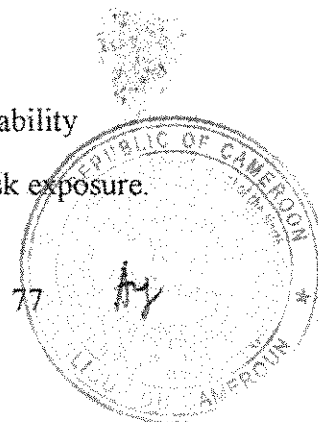
2.3 Geographic and Contextual Considerations

Cameroon presents diverse terrain including forests, savannahs, wetlands, mountainous regions, and urbanized corridors. The country is also characterized by:

- Seasonal heavy rainfall
- Environmentally sensitive ecosystems
- Areas with land tenure complexity
- Regions affected by socio-political instability

These factors significantly influence project risk exposure.

3. Risk Management Methodology



3.1 Risk Identification

Risks were identified through:

- Review of similar Road Maintenance projects in Cameroon
- Analysis of Cameroon's regulatory, environmental, and socio-economic context
- Consideration of project life cycle phases

3.2 Risk Assessment Criteria

Each risk is evaluated based on:

- **Likelihood:** Probability of occurrence (Low, Medium, High)
- **Impact:** Potential effect on cost, schedule, quality, safety, or reputation
- **Risk Level:** Combined assessment of likelihood and impact

3.3 Risk Mitigation Strategy

Mitigation measures aim to:

- Avoid risks where possible
- Reduce likelihood or impact
- Transfer risks through insurance or contracts
- Accept residual risks with monitoring and contingency planning

4. Technical and Engineering Risks

4.1 Design Risks

Risk Description: Inadequate or inappropriate technical design due to insufficient site data or incorrect assumptions.

Potential Impacts:

- Structural failure of the structure
- Increased maintenance costs

Mitigation Measures:

- Conduct detailed topographical, geotechnical, and meteorological studies
- Apply international standards (IEC, IEEE)
- Independent design review and validation

4.2 Material and Equipment Risks

Risk Description: Use of substandard or counterfeit materials.

Potential Impacts:

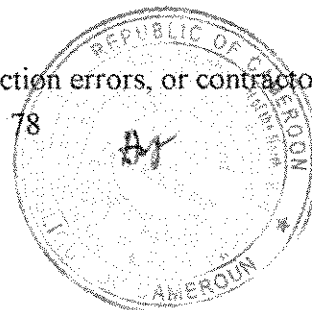
- Reduced infrastructure lifespan
- Increased deterioration rates
- Safety hazards

Mitigation Measures:

- Pre-qualification of suppliers
- Factory acceptance testing
- Strict quality assurance and inspection protocols

4.3 Construction Risks

Risk Description: Poor workmanship, construction errors, or contractor incompetence.



Potential Impacts:

- Delays and cost overruns
- Rework and disputes
- Compromised structural esthetics

Mitigation Measures:

- Experienced contractor
- On-site supervision and audits
- Clear technical specifications and method statements

5. Environmental Risks

5.1 Ecosystem Disturbance

Risk Description: Damage to forests, wildlife habitats, and protected areas.

Potential Impacts:

- Loss of biodiversity
- Regulatory penalties
- Project suspension

Mitigation Measures:

- Environmental and Social Impact Assessment (ESIA)
- Environmental management and monitoring plans

5.2 Soil Erosion and Water Pollution

Risk Description: Excavation of soil, uncontrolled disposal of liquid waste which is carried into water bodies.

Mitigation Measures:

- Erosion control measures
- Control drainage systems
- Restoration of disturbed areas
- Proper means of disposal of liquid waste

5.3 Climate and Weather Risks

Risk Description: Heavy rainfall, flooding, strong winds, and lightning.

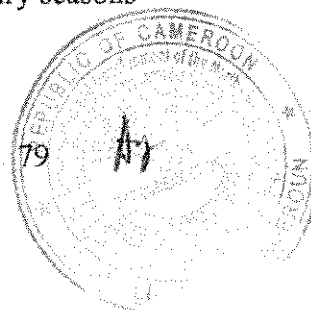
Potential Impacts:

- Difficulty in the bringing in material
- Construction delays
- Damage to material

Mitigation Measures:

- Climate-resilient design
- Construction scheduling aligned with dry seasons
- Adequate lightning protection systems

6. Social and Community Risks



6.1 Land Acquisition and Resettlement

Risk Description: Disputes arising from land ownership and compensation.

Potential Impacts:

- Delays and legal action
- Community opposition
- Reputational damage

Mitigation Measures:

- Transparent land acquisition process
- Fair and timely compensation
- Stakeholder engagement and grievance mechanisms

6.2 Community Health and Safety

Risk Description: Accidents involving local populations during construction operations.

Mitigation Measures:

- Public awareness campaigns
- Clear safety signage
- Restricted access to hazardous areas

6.3 Social Acceptance Risk

Risk Description: Resistance due to misinformation or lack of consultation.

Mitigation Measures:

- Continuous community consultation
- Engagement with traditional and local authorities
- Local employment opportunities

7. Regulatory and Legal Risks

7.1 Permitting and Approvals

Risk Description: Delays in obtaining licenses, environmental permits, and wayleaves.

Mitigation Measures :

- Early engagement with authorities
- Compliance with national laws and donor requirements
- Dedicated permitting team

7.2 Legal and Contractual Risks

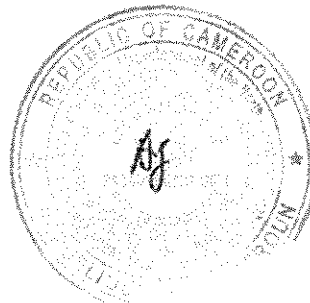
Risk Description: Contract disputes, unclear risk allocation, or changes in law.

Mitigation Measures:

- Well-drafted contracts
- Dispute resolution mechanisms
- Legal due diligence

8. Financial and Economic Risks

8.1 Cost Overruns



Risk Description: Unexpected increases in material, labor, or logistics costs.

Mitigation Measures:

- Contingency budgeting
- Fixed-price contracts where appropriate
- Robust cost control systems

8.2 Funding and Cash Flow Risks

Risk Description: Delayed disbursements or financing shortfalls.

Mitigation Measures:

- Secure financing agreements
- Phased funding structure
- Financial monitoring and reporting

8.3 Currency and Inflation Risks

Risk Description: Exchange rate fluctuations and inflation.

Mitigation Measures:

- Hedging strategies
- Contractual price adjustment clauses

9. Security and Political Risks

9.1 Political and Governance Risks

Risk Description: Policy changes, administrative instability, or government intervention.

Mitigation Measures:

- Political risk insurance
- Strong government engagement
- Compliance with national development priorities

9.2 Security Risks

Risk Description: Theft, vandalism, or insecurity in certain in the Region.

Mitigation Measures:

- Security risk assessment
- Coordination with local authorities
- Secure transport of materials

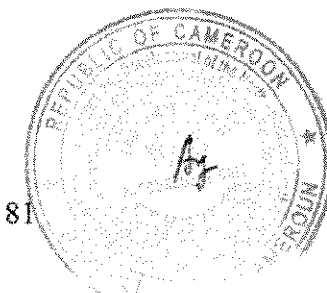
10. Operational Risks

10.1 System Reliability Risks

Risk Description: Equipment failure or poor maintenance practices.

Mitigation Measures:

- Preventive maintenance programmes
- Spare parts management



- Training of local technical staff

10.2 Human Resource Risks

Risk Description: Lack of skilled personnel for operations.

Mitigation Measures:

- Capacity building and training
- Knowledge transfer

11. Health, Safety, and Environmental (HSE) Risks

11.1 Occupational Health and Safety

Risk Description: Worker accidents.

Mitigation Measures:

- HSE management system
- Use of personal protective equipment (PPE)
- Safety training and audits

12. Risk Register and Monitoring

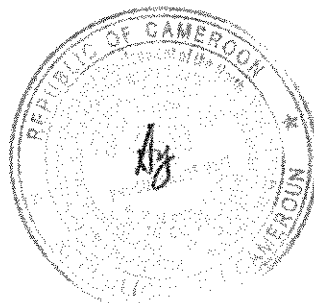
A dynamic risk register should be maintained throughout the project lifecycle, documenting:

- Identified risks
- Risk owners
- Mitigation measures
- Residual risk levels
- Monitoring and review dates

Regular risk reviews should be integrated into project governance.

13. Conclusion

The successful Maintenance of the Municipal Road Gom - Nkot (6.000Km) will requires proactive and continuous risk management. By identifying potential risks early and implementing robust mitigation measures, the project can achieve its technical, financial, environmental, and social objectives. This Risk Analysis Report provides a structured framework to support informed decision-making and enhance project resilience and sustainability.



MONITORING AND EVALUATION PLAN

Maintenance of the Municipal Road Gom - Nkot (6.00Km)

1. INTRODUCTION

1.1 Background

Infrastructural development remains a key driver of socio-economic development in Cameroon. Despite significant progress in terms of infrastructure, gaps continue to constrain economic growth particularly in rural and peri-urban areas.

The maintenance of the Municipal Road Gom - Nkot (12.000Km) will support national development objectives under Cameroon's infrastructural Development Plan and Vision 2035.

Monitoring and Evaluation (M&E) is critical to ensure that project activities are implemented efficiently, outputs are delivered as planned, outcomes are achieved, and lessons are learned for future infrastructural investments.

2. PURPOSE OF THE M&E PLAN

The purpose of this Monitoring and Evaluation Plan is to:

- Track progress against project objectives, outputs, and outcomes
- Ensure compliance with technical, environmental, social, and safety standards
- Support evidence-based decision-making and adaptive management
- Enhance accountability to stakeholders, funders, and beneficiaries
- Document lessons learned and best practices

3. PROJECT OVERVIEW

3.1 Project Title

Maintenance of the Municipal Road Gom - Nkot

3.2 Implementing Agency

(Ministry of Public Works (Divisional Delegation Donga Mantung)

3.3 Project Duration

Estimated duration: 4 months

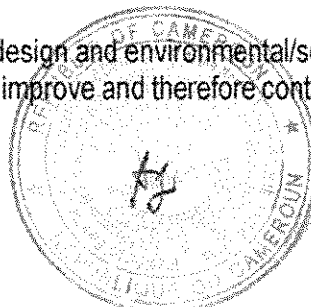
3.4 Project Components

1. Site Installation
2. Procurement of materials and equipment
3. Cleaning and Earth movement
4. Drainage
5. Engineering structures

4. M&E FRAMEWORK AND THEORY OF CHANGE

4.1 Theory of Change

If high-quality road infrastructure is constructed according to design and environmental/social safeguards are effectively implemented, then infrastructural development will improve and therefore contributing to economic growth and improved quality of life.



5. M&E OBJECTIVES

- Monitor physical, financial, and technical progress of project activities
- Evaluate efficiency, effectiveness, relevance, impact and sustainability
- Ensure compliance with Environmental and Social Management Plans (ESMP)
- Identify risks early and propose corrective measures
- Measure short, medium and long-term project results

6. KEY PERFORMANCE INDICATORS (KPIs)

6.1 Input Indicators

- Budget allocated vs. budget disbursed (%)
- Number of staff recruited for project implementation
- Quantity of materials procured (Cement, rods, sand, gravel etc)

6.2 Output Indicators

- Percentage of works completed on schedule
- Number of workers trained on safety and technical standards

6.3 Outcome Indicators

- Increase on the quality of infrastructure
- Improve on the working environment

6.4 Impact Indicators

- Improve on service out put
- Improve public confidence in the services rendered

7. MONITORING STRATEGY

7.1 Routine Monitoring

Routine monitoring will be conducted throughout the project lifecycle to track implementation progress against agreed plans.

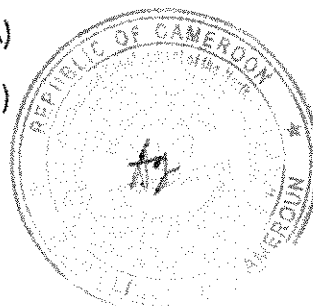
Methods include:

- Site inspections and supervision missions
- Contractor progress reports (weekly and monthly)
- Engineering quality audits
- Financial tracking and expenditure reviews

7.2 Environmental and Social Monitoring

Monitoring will ensure compliance with:

- Environmental and Social Impact Assessment (ESIA)
- Environmental and Social Management Plan (ESMP)



- Resettlement Action Plan (RAP), where applicable

Key indicators:

- Compliance with RoW clearance procedures
- Number of grievances received and resolved
- Occupational Health and Safety (OHS) incidents
- Environmental incidents (erosion, pollution, vegetation damage)

8. EVALUATION STRATEGY

8.1 Mid-Term Evaluation

Conducted at approximately 50% project completion to:

- Assess progress toward objectives
- Identify implementation bottlenecks
- Recommend corrective actions

8.2 Final Evaluation

Conducted at project completion to:

- Assess achievement of outputs and outcomes
- Evaluate efficiency and effectiveness
- Document lessons learned

8.3 Post-Completion Impact Evaluation

Optional evaluation 1 years after completion to assess long-term impacts and sustainability.

9. DATA COLLECTION METHODS

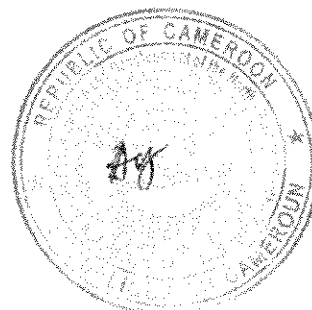
- Field inspections and measurements
- Household and beneficiary surveys
- Stakeholder consultations and focus group discussions
- Administrative and utility performance data
- Environmental monitoring reports

10. DATA QUALITY ASSURANCE

To ensure data reliability:

- Standardized data collection tools will be used
- Field data will be verified by supervisors
- Periodic third-party audits will be conducted
- Data will be stored in a centralized M&E database

11. ROLES AND RESPONSIBILITIES



11.1 Project Implementation Unit (PIU)

- Overall responsibility for M&E implementation
- Preparation of M&E reports
- Coordination with stakeholders

11.2 Contractor

- Submission of progress and compliance reports
- Cooperation during site inspections

11.3 Supervising Engineer

- Technical quality assurance
- Certification of works

11.4 Independent Evaluators

- Conduct mid-term and final evaluations

12. REPORTING PLAN

Report Type	Frequency	Responsible Party
Weekly site reports	Weekly	Contractor/Contract Engineer
Progress reports	Monthly	Contract Engineer
Environmental & social reports	Quarterly	Contract Engineer
Mid-term evaluation report	Once	Independent evaluator
Final evaluation report	Once	Independent evaluator

13. STAKEHOLDER ENGAGEMENT AND FEEDBACK

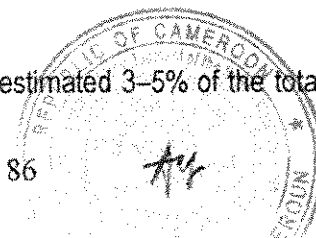
- Regular consultations with local communities
- Engagement with local authorities and traditional leaders
- Grievance Redress Mechanism (GRM) operational throughout the project
- Feedback integrated into project adjustments

14. RISK MANAGEMENT AND MITIGATION

Risk	Likelihood	Mitigation Measure
Land acquisition delays	High	Early stakeholder engagement
Contractor delays	Medium	Performance-based contracts
Environmental damage	Medium	Strict ESMP enforcement
Security issues	Low-Medium	Coordination with authorities

15. BUDGET FOR M&E

No budget allocation has been made for M&E. An estimated 3–5% of the total project budget would have been allocated to M&E activities, covering:



- Personnel and consultants
- Data collection and analysis tools
- Field missions and logistics
- Independent evaluations

16. LEARNING AND KNOWLEDGE MANAGEMENT

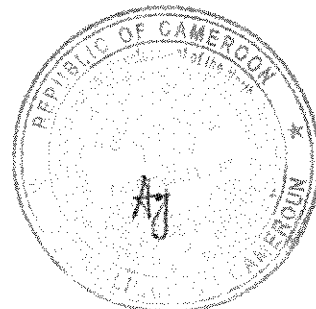
- Integrate M&E in the budget in future projects
- Lessons learned workshops
- Documentation of best practices
- Integration of findings into future projects
- Knowledge sharing with national building construction institutions

17. SUSTAINABILITY AND EXIT STRATEGY

- Capacity building of utility staff
- Transfer of M&E systems to national institutions
- Continued monitoring through utility performance systems

18. CONCLUSION

This Monitoring and Evaluation Plan provides a structured and comprehensive framework to ensure that the Maintenance of the Municipal Road Gom – Nkot (6.000Km) is implemented efficiently, transparently, and sustainably. Through systematic monitoring, rigorous evaluation, and continuous stakeholder engagement, the project will contribute to the infrastructural development, and enhanced quality of life for beneficiaries.



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STEERING COMMITTEE OF THE PRESIDENTIAL PLAN FOR THE
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COORDINATION UNIT

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE
MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA
MANTUNG DIVISION, NORTH WEST REGION.**

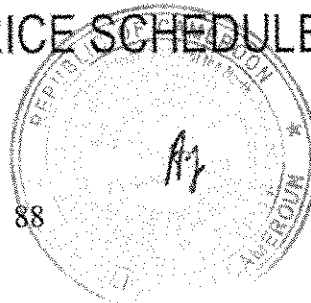
PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

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



THE UNIT PRICE SCHEDULE

Article 01: GENERAL

In general, the contractor is supposed to be fully aware of all the expenses relating to works as well as all the conditions prevailing in the area and likely to influence the execution and cost of works. Therefore, he shall not present any complaint, except in the conditions provided for by the contract arising from this invitation to tender. Works done by the contractor shall be paid to him by applying prices of the Price list to the quantities actually carried out and assessed according to the conditions of the contract.

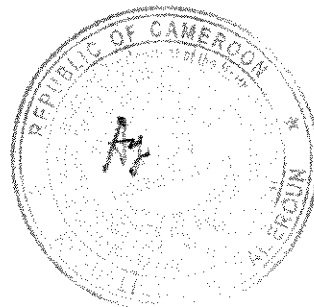
Costs and various charges not giving rise to any payment are supposed to be taken into account in the costs for execution of quantifiable works and shall be included in the various Price lists. The costs and charges are as follow:

- Personnel charges (salaries, travelling expenses, transport and leave allowances, allowances for housing on the building site, miscellaneous allowances, premiums, insurances, medical expenses, etc)
- Charges for the conveyance of personnel, equipment and materials, overheads, taxes, duties, registration fees and licence as well as any other charges relating to works (*and notably expenses for the acceptance of works on the field*) and to the running of the enterprise.

Similarly, running charges, write-off and maintenance costs of building equipment and rolling equipment, vehicles of all categories are also supposed to have been included in the costs for execution of quantifiable works.

Prices shall be given in figures and in words. The contractor shall make sure that unit prices in words agree with unit prices in figures.

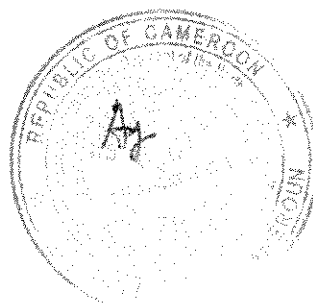
The contractor shall not put forward his good faith to shirk his commitment if the global amounts of his bid happen to be modified after verification of compliance of unit prices in figures or calculation of the detailed estimate



UNIT PRICE SCHEDULE

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE MUNICIPAL ROAD
GOM – NKOT (6KM), NWA SUBDIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION.**

PRICE N°	DESCRIPTION OF TASK	Unit	Unit prices in figures	Unit prices in letters
SERIE 000: SITE INSTALLATION				
TM001	Site installation, execution programme, environmental impact notice, as-built plan	FF		
TM002	Bringing and folding up of equipment	FF		
SERIE 100: CLEANING AND EARTH MOVEMENTS				
TM108a	Fill fom borrow pit	m ³		
SERIE 300: DRAINAGE				
TM307a	Supply and installation of metallic ring culvert Ø800mm	ml		
TM309a	Masonry chamber for culvert Ø800mm	u		
TM312	Masonry culvert head for culvert Ø800mm	u		
TM313	Stone masonry gutters (130X65) cm	ml		
SERIE 400: ENGINEERING STRUCTURES				
TM423e	Reinforced concrete batched at 350Kg/m ³ for wearing course of the road	m ³		
TM427	reinforced concrete chambers (1,00x1,00) batched 350 kg/m ³	U		



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COORDINATION UNIT

TENDER FILE

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N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE
MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA
MANTUNG DIVISION, NORTH WEST REGION.**

PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

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

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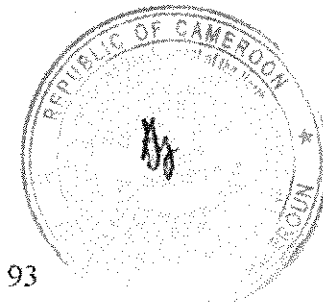
PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

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



FRAMEWORK OF SUB-DETAIL OF PRICES

Note relating to the presentation of the sub-detail of prices and taxes

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 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;
- c. Cost in dry price of the supplies necessary for the site;
- d. Cost of local and expatriate labour;
- e. For each price on the Schedule of prices, a form resulting from points a, b, c and d above indicating the outputs leading to the unit prices;
- f. 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;
- g. The precise sub-detail of lump sums for the building, maintenance of premises and supply of means put at the disposal of the Contracting Authority;
- h. The sub-detail of dues and taxes.

2- Presentation framework of the sales coefficient, also called the coefficient of over-heads.

A. Overheads of the site

Studies	----		
	----		-----
Total		C1	

B. Overheads of the head office

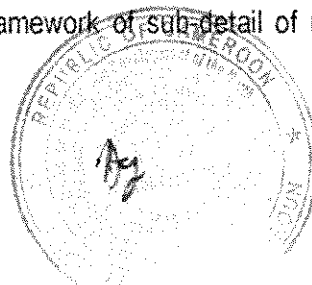
- Head office overheads	-----		
- Financial overheads	-----		
- Risks and profit	-----		

Total			C2

Sales coefficient $K = 100 / (100 - C)$

with $C = C1 + C2$

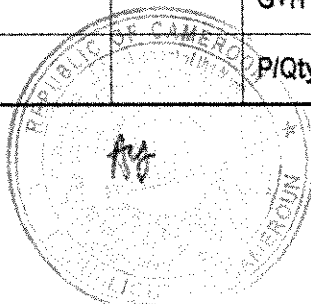
1. The Contracting Authority may propose a framework of sub-detail of unit prices including the elements mentioned in point 1 above.



DETAIL PRICE BREAKDOWN

Description:

Price No	Daily output	Unit	Total quantity		Unit	Activities' Duration
Personnel (Labour)	CATEGORY	No	Daily Salary	Number	Paid man-days	AMOUNT
	Works Supervisor	man-day				
	Foreman	man-day				
	Skilled labour	man-day				
	General labour	man-day				
					Total (A)	
Equipment	Type	Unit	Daily rate		Days Billed	AMOUNT
					Total (B)	
Materials	TYPE	Unit	Unit Price		Consumption	AMOUNT
					Total (C)	
D	Total Direct Cost				A+B+C	
E	General site Expenses	10%			Dx10%	
F	General Head Office expenses	5%			Dx5%	
G	Cost price				D+E+F	
H	Risk + Profit	10%			Gx10%	
P	Bid price Excluding Taxes				G+H	
V	Unit Bid price Excluding Taxes				P/Qty	



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COORDINATION UNIT

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE
MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA
MANTUNG DIVISION, NORTH WEST REGION.**

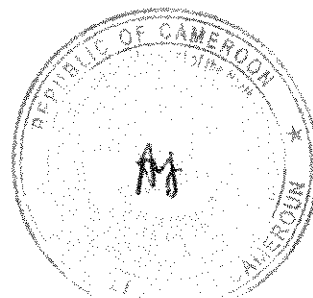
PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

DOCUMENT NO. 9: MODEL CONTRACT





**CONTRACT NO AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER
(EMERGENCY PROCEDURE) NO018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE
MAINTENANCE OF THE MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION,
DONGA MANTUNG DIVISION, NORTH WEST REGION.**

Project Owner: THE PRESIDENT OF THE STEERING COMMITTEE OF THE PPRD NW-SW

HOLDER : [indicate name and full address of holder]

P.O. Box _____, Tel: _____ Fax: _____

Business Registry No. _____ at
Taxpayer's No. _____

SUBJECT : Execution of _____ works;
Lot No. _____; Network _____

PLACE:

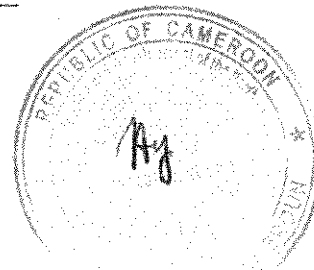
EXECUTION DEADLINE:

AMOUNT IN CFA F:

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

FINANCING: PPRD 2026
BUDGET HEAD :

SUBSCRIBED ON: _____
SIGNED ON: _____
NOTIFIED ON: _____
REGISTERED ON: _____



Between:

The Government of the Republic of Cameroon, represented by the president of the Steering Committee of the PPRD, hereinafter referred to the "Contracting Authority"

On the one hand,

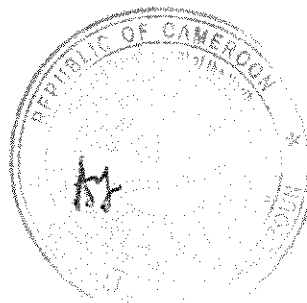
And

_____ (enterprise)
P.O. Box _____ Tel: _____ Fax: _____
Business Registry No. _____
Taxpayer's No. _____

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

On the other hand,

Agree on the following:



Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

Page _____ and last of Contract No. _____ C or JO/CA/TB/0000

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

With _____,

EXECUTION DEADLINE _____ (_____) months

Amount of contract in CFA F:

IAT	
EVAT	
VAT (
AIR (1,1 or 5,5 %)	
Net to be paid	

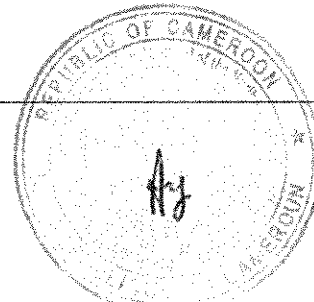
Read and accepted by the contractor

(place of signature) _____ (date)

Signature of Contracting Authority

(place of signature) _____ (date)

Registration

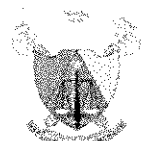


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PPRD

NW/SW

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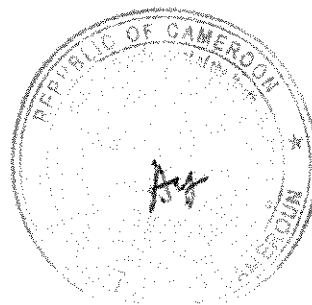
PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

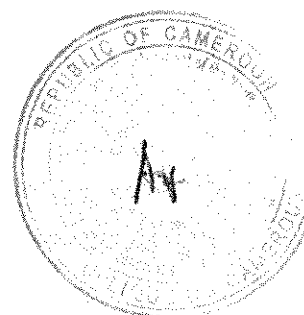
2026 FINANCIAL YEAR

DOCUMENT N° 10 : MODEL DOCUMENTS



DOCUMENT NO 10: MODEL DOCUMENTS

- Annex No. 1: Model Declaration of Intention tender
- Annex No. 2: Model for Tender Submission
- Annex No. 3: Model bid bond
- Annex No. 4: Model performance/final bond
- Annex No. 5: Model start-off advance bond
- Annex No. 6: Model Retention fund (performance guarantee)
- Annex No. 7: Model of Letter of Submission of the Technical Proposal
- Annex No. 8: Model for Planning Framework
- Annex No. 9: Model for List of Personnel to be Mobilised
- Annex No. 10: Model for List of Services Likely to be Subcontracted
- Annex No. 11: Model for CV of Personnel to be Mobilised
- Annex No. 12: Model for Candidate's Reference Tables
- Annex No. 13: Model for Description of Methodology and Work Plan
- Annex No. 14: Model for Information Sheet on Essential Equipment
- Annex No. 15: Model for Site Visit Declaration
- Annex No. 16 Model Integrity commitment form



COMPANY'S LETTER HEAD (HERE)

DECLARATION OF THE INTENTION TO TENDER

Fiscal stamp

1500

I, the undersigned Mr,

Nationality

Function

In my capacity as General Manager of P.O. BOX TEL:.....

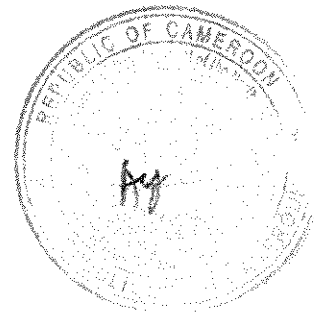
Hereby acknowledge receipt of the file for Tender Notice
N° of

Concerning the

And hereby declare my intention to tender for the said contract.

Done at On the

General Manager



ANNEX NO. 2: MODEL TENDER LETTER FOR SUBMISSION

I (We) the undersigned

Acting in the capacity of in the name and on behalf of.....

..... at RC N° by virtue of the power vested in me (us), resident at (Town), P.O.Box....., telephone N° after having studied all the documents of the tender file relating to the Invitation to Tender N° and after having assessed in my (our) point of view and under my (our) responsibility the nature and difficulties entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to carry out works for the maintenance of the municipal road Gom – Nkot (6km), Nwa Subdivision, Donga Mantung Division, North West Region.

in keeping with the terms and conditions of the tender file in return for the sum of.....FCFA (..... Francs) *Total without Tax+VAT*, calculated on the basis of the unit prices stated in the Unit Price List and the detailed estimates, appended to this tender. The prices stated are tax inclusive.

I commit myself (we commit ourselves) if my (our) tender is retained, to execute the contract within five (05) months as from the date of notification of the award of contract.

I hereby commit myself (we hereby commit ourselves) to maintain the amount of my (our) tender for a period of sixty (60) days with effect from the deadline for submission of bids.

I (we) hereby request that the amounts due by the Contracting Authority be paid to me (us) in the national currency (FCFA) in account No....., opened in the name of....., in the records of (Bank) at.....

Enclosed with this tender are:

- The price list and the detailed estimates duly filled, dated and signed.
- Other documents which in keeping with the requirements of the Tender file must be enclosed with the tender letter.

Done at....., on.....

Signature(s)

Bidder(s)

For companies, indicate:

The company (company or trade name, form, nationality and registered office)

« represented by the undersigned » (Name, first name and status)

For companies without a legal status, indicate:

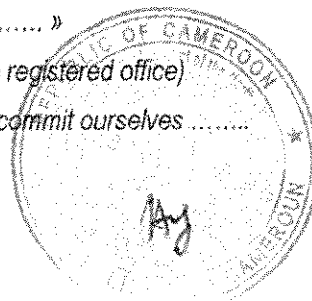
« We, the undersigned,..... »

(For each person: name, first name, company name, nationality, location of the registered office)

« Constituted in a group of companies for the execution of this contract, jointly commit ourselves

Fiscal stamp

1000



ANNEX NO. 3: MODEL BID BOND

Bank

Reference of guarantee: No.....

Addressed to President of the Steering Committee of the PPRD "Contracting Authority"

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

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

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;

Or

If the bidder, having been notified of the award of the contract by the Contracting Authority during the validity period:

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

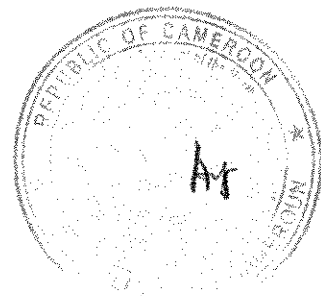
We pledge to pay to the [Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the Contracting Authority shall note that he is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

This bond shall enter into force from the date of signature and from the date set by the Contracting Authority for the submission of bids. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of bids. Any request by the 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 and execution, be subject to Cameroon law. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank at _____, on _____

[Bank's signature]



Annex No. 4: Model performance/final bond

Bank

Reference of guarantee: No.....

TO: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD NW-SW.

Invitation to Tender No.

PERFORMANCE BOND FOR THE MAINTENANCE OF THE MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION.

We..... (Bank) have been informed that a contract has been signed between the President of Steering Committee of the PPRD NW-SW acting in the capacity of Contracting Authority, and....., acting as contractor for the maintenance of the municipal road Gom – Nkot (6km), Nwa Subdivision, Donga Mantung Division, North West Region.

In compliance with the provisions of Contract N°., the contractor is bound to present **to the President of Steering Committee of the PPRD NW-SW, Contracting Authority** a performance bond for the execution of work, covering security, commitments and other obligations incumbent on the contractor under the contract, worth 3% of the amount of the contract all taxes inclusive, i.e. CFA Francs

We..... (bank) do hereby commit ourselves irrevocably and without arguing to pay to the President of Steering Committee of the PPRD NW-SW, at his first written request, and three (03) months the amount of this bond, that is to say....., all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the contract.

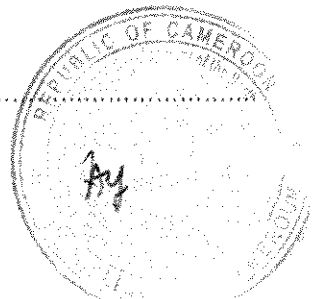
The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request. This letter shall be countersigned by the President of Steering Committee of the PPRD NW-SW. The bank guarantee shall take effect as from the date of notification of the contract. The original of this guarantee shall be kept by the President of Steering Committee of the PPRD NW-SW. The guarantee shall be released within sixty (60) days with effect from the date of provisional acceptance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.

The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

Done at, on

Mr (Messrs).....

Signature(s) & stamps



Annex No. 5: Model start-off advance bond

Bank

Reference of guarantee No.....

TO THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD NW-SW,

Invitation to Tender N°

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE MAINTENANCE OF THE MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION.

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 Project Owner [address of the Project Owner]

(the beneficiary)

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. of relating to works [indicate the subject of the works, the references of the invitation to tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of contract No., payable upon notification of the corresponding Administrative Order that is, CFA francs.

This bond shall enter into force and shall take effect upon reception 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 bond shall be proportionately reduced on the progressive reimbursement of the advance.

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

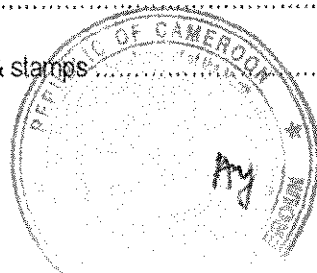
Signed and authenticated by the bank at on

[Signature of the bank]

Done at, on

Mr (Messrs).....

Signature(s) & stamps



Annex No. 6: Model Retention fund (performance guarantee)

Bank: _____

Reference of the bond: No _____

Addressed to [Indicate the Project Owner]

[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas _____ name and address of Supplier] hereinafter referred to "the contractor", pledged, in execution of the contract, to carry out the works of [indicate the subject of the works]

Whereas it is stipulated in the contract that the retention fund fixed at [percentage below 10 % to be specified] 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 the bank],

Represented by _____ [names 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 Project Owner for a maximum amount of _____

[in figures and letters] corresponding to [percentage below 10 % to be specified] of the contract price.

And we pledge to pay to the Project Owner 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 Project Owner 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 [percentage below 10 % to be specified] of the total amount of the works featuring in the final detailed account, without the Project Owner 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 on us by virtue of this bond and we hereby incline by the present to the notification of any amendment, addendum or change.

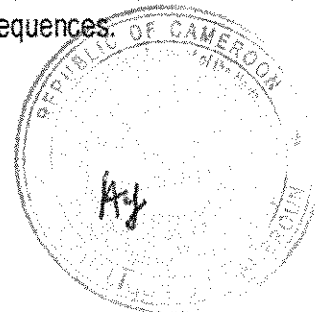
This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the final acceptance of the works and upon release issued by the Project Owner.

Any request for payment made by the Project Owner 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. 7: Model of Letter of Submission of the Technical Proposal

Bank: Reference, Address _____

We, the undersigned, (Bank, Address), hereby declare by this document that we guarantee, on behalf of _____ [the Contractor], for the benefit of the Project Owner [Project Owner's Address] (the Beneficiary),

the payment, without objection and upon receipt of the first written request from the Beneficiary, declaring that _____ [the Contractor] has failed to fulfil its obligations regarding the reimbursement of the start-off advance, in accordance with the terms of Contract No. _____ dated _____ concerning _____ works [specify the subject of the works, the tender reference, and the lot, if applicable],

for the total amount corresponding to the advance of [twenty (20) %] of the contract amount inclusive of all taxes under Contract No. _____, payable upon notification of the corresponding Administrative Order, namely _____ CFA francs.

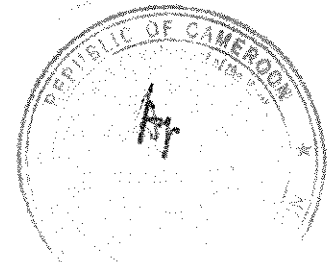
This guarantee shall come into force and take effect upon the receipt of the said advance in the account of _____ [the Contractor] opened at _____ Bank under Account No. _____

This bond shall remain valid until the advance has been fully reimbursed in accordance with the Special Administrative Conditions (SAC). However, the bond amount shall be reduced proportionally with each partial reimbursement of the advance.

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

Issued and authenticated by the Bank at _____ on _____

[Signature of the Bank]



B. Completion and Submission of Reports

Rapports	Date
1. Initial Report	
2. Progress report <ul style="list-style-type: none"> i. First progress report ii. Second progress report 	
3. ProDraft final report	
4. Final report	

SPECIALISED STAFF CALENDAR

N°	Name	Reports to be Provided	Staff (in the form of a bar chart)												Total Staff/Month				
			1	2	3	4	5	6	7	8	9	10	11	12	Head Office	Land	Total		
Personnel																			
1			Head Office																
			Land																
2																			
n																			
												Sub Total							
												Total							

Report to be submitted _____

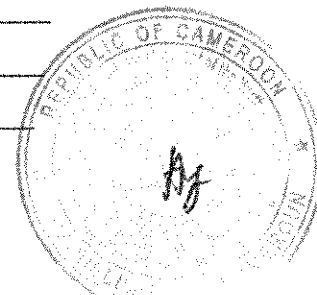
Duration of activities _____

Signature (Representative):

Name _____

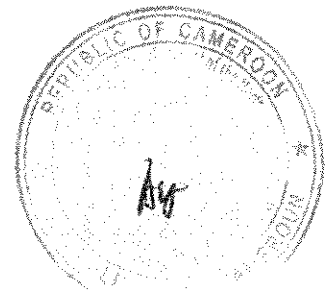
Title _____

Address _____



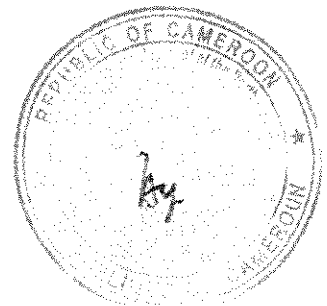
Annex No. 9: Model for List of personnel to be mobilised

DESCRIPTION	NAME	QUALIFICATION	N° OF YEARS OF EXPERIENCE	FUNCTION TO CARRIED OUT
TECHNICAL				
ADMINISTRATIVE				
SUPPORT STAFF				



Annex No. 10: Model for List of Services Likely to be Sub contracted

N°	Description of Supplies	Quantity (Number of Units)
	[Insert the description of the supplies]	[Insert the quantity of items to be provided]



Annex No. 11: Model for CV of Personnel to be mobilised

Position:
Candidate's Name:
Employee's Name:
Profession:
Qualifications:
Date of Birth:
Number of Years of Employment by the Candidate:
Nationality:
Membership in Professional Associations/Groups:
Specific Attributions:

Main Qualifications:

[In approximately half a page, provide an overview of the employee's training and experience most relevant to their responsibilities for the mission. Indicate the level of responsibilities held in previous assignments, specifying the date and location.]

Education:

[In approximately a quarter page, summarize the employee's university studies and other specialized education, indicating the names and addresses of attended schools or universities, with dates of attendance, as well as the degrees obtained.]

Annexes:

- Certified copy of the highest degree and possibly a certificate from the relevant professional body
- Availability certificate

Professional Experience:

[In approximately two pages, list the jobs held by the employee since the end of their studies in reverse chronological order, starting with their current position. For each job, include the dates, name of the employer, job title, and workplace. For the last ten years, also specify the type of activities carried out and, if applicable, the names of clients who may provide references.]

Computer Skills:

[Indicate the level of knowledge]

Languages:

[For each language, specify the level of proficiency: poor/average/good/excellent, in terms of reading/writing/speaking.]

Certification:

I, the undersigned, hereby certify, to the best of my knowledge, that the information above faithfully reflects my situation, qualifications, and experience.

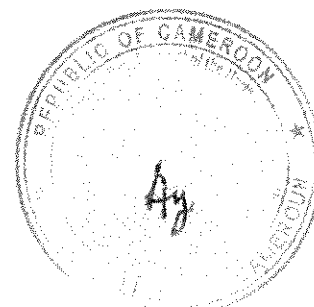
Date:

[Employee's signature and authorized representative of the consultant]

Day/month/year

Employee's Name:

Authorized Representative's Name:



Annex No. 12: Model for Candidate's Reference Tables

Services Provided in the Last [Indicate number from 1 to 5] Years That Best Illustrate Your Qualifications

Using the form below, provide the requested information for each relevant mission that your company/organization has obtained by contract, either as the sole company or as one of the main partners in a consortium.

Mission Name:	Country :
Location :	Specialised Personnel Provided by Your Company/Organisation (Profiles):
Client Name:	Number of Employees Who Participated in the Mission:
Address:	Number of Work Months; Duration of the Mission
Start Date: Completion Date:	Approximated Value of Services
Names of Associated/Partner Providers:	Number of Work Months of Specialists Provided by Associated Providers
Names and Roles of Responsible Persons (Project Director/Coordinator, Team Leader):	
Project Description:	
Description of the Services Actually Provided by Your Personnel:	

Name of candidate:

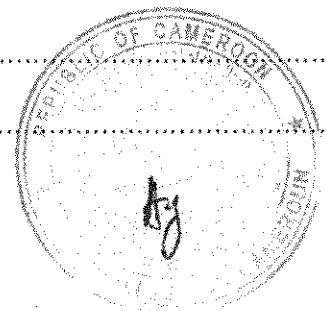
NB: For each contract named in the above list, are attached the following:

- Photocopy of first and last pages of the contract,
- Photocopy of provisional acceptance minutes and
- Photocopy of final acceptance minutes *(as the case may be)*.

Done on, at

Mr (Messrs).....

Signature(s).....



Annex No. 13: Model for Description of Methodology and Work Plan

Technical Design, Methodology, and Work Plan are the key elements of the technical proposal. It is suggested to present the technical proposal (maximum of 10 pages, including tables and charts) divided into three chapters:

a) Technical Design and Methodology

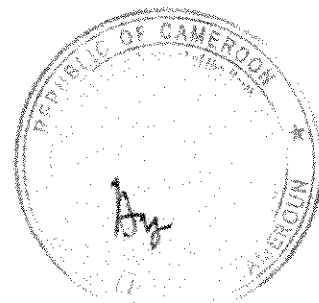
In this chapter, you are advised to explain how you envision the objectives of the mission, the design of the services, the methodology to execute the activities and achieve the expected results, and the details of these results. You should highlight the issues to be solved and their importance, and explain the technical design you will adopt to address them. Additionally, you should explain the methodology you intend to adopt and its compatibility with the proposed design.

b) Work Plan

In this chapter, you will propose the main activities involved in the mission, their nature and duration, scheduling, interrelations, milestones (including interim approvals from the contracting authority), and the dates for submitting reports. The proposed work plan must be compatible with the technical design and methodology, demonstrate that the terms of reference have been understood, and can be translated into a practical work plan. A list of the final documents, including reports, sketches, and tables that constitute the final deliverables, should be included in this chapter. The staff calendar (4G) must be compatible with the work schedule (4H).

c) Organisation and Personnel

In this chapter, you will propose the structure and composition of your team. You will provide a list of the main disciplines represented, the name of the lead expert, and a list of the key and support personnel proposed.



Annex No. 14: Model for Information Sheet on Essential Equipment

SN	DESIGNATION	MARK	FRAME ("châssis") NUMBER & HORSE POWER if vehicle	REGISTRATION NUMBER (if vehicle)	QUANTITY	STATUS (Hired or owned)
1						
2						
3						
etc						

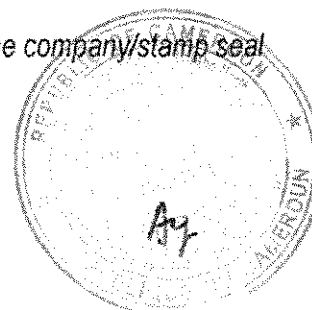
NB: Registration Certificate(s) of vehicle(s) ("Cartes grise") shall be certified by the Competent Authority of the Ministry of Transport (i.e. at least at regional level by either the Regional Delegate, the Regional Chief of Service for Land Transport or by the Regional Chief of Service for Administration and Finance).

I the undersigned, _____ holder of National Identity Card N° _____ issued on _____ at _____ being Managing Director of this Company called _____ testifies that the above information is correct and commit myself to present any of the above equipment and related tools at any given time requested. As well, any of them must be present at the site before and during each phase at any given moment required or requested by the Authorities in charge of control/follow-up of the project I am tendering for. To this effect are attached: -

- Registration Certificate(s) of vehicle(s) ("Cartes grise") certified by the Competent Authority of the Ministry of Transport.
- Certified attestations (lease documents) of commitment between I and the Owner(s) of the equipment/tool(s) in case (s) where I will take on hire.

Done on....., at

Signature and name of Managing Director of the company/stamp seal



Annex No. 15: Model for Site Visit Declaration

**LETTER HEAD AND
DATE OF COMPANY/ENTERPRISE HERE**

Ref. N°

Nguti, the (le)

THE MANAGING DIRECTOR

TO WHOM IT MAY CONCERN

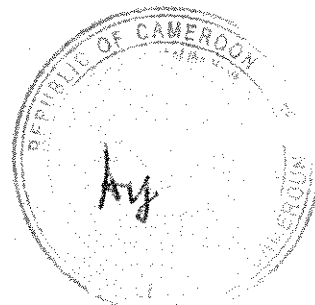
Subject: An attestation of site visit

I,, the undersigned Representative of the company/enterprise by name have the honour to hereby attest having visited the site for the rehabilitation of the upper Bondoma road (1.4 km), in Buea Sub-division, Fako Division, South West Region, Phase I.

on this day of to have an appraisal of the strengths and weaknesses of the site.

In testimony whereof, this attestation is issued to serve the purpose wherever and whenever need arises.

TESTIFYING SIGNATURE	
Signature and name of the Representative of the company <i>(person who carried out the site visit)</i>	Signature & name of the DO, MAYOR or REPRESENTATIVE IN THE COUNCIL AREA
CONFIRMATORY SIGNATURES	
Signature and name of Managing Director of the company and stamp seal	Signature & name of the Company's Work Supervisor and stamp seal



THE SITE VISIT REPORT

[not more than five (05) pages]

LETTER HEAD OF THE COMPANY
(here)

I) INTRODUCTION.....
TENDER REFERENCE

DATE OF VISIT :
TIME OF VISIT :

II) COMMENTARY:

II-1) Nature of the project site.....
.....

II-2) Accessibility to the project site:
.....

II-3) Vegetation (trees, shrubs etc).....
.....

II-4) Topography of the site

III) AVAILABILITY OF SERVICES (water, electricity, etc)

IV) AVAILABILITY OF MATERIAL FOR THE EXECUTION OF THE PROJECT

V) DIFFICULTIES:

NB: The above commentaries can be proven by pictures of Mr(s)..... who isof the company and land mark(s) conspicuously present on the site. The land marks include (put names of the conspicuous land marks site seen at the project site)

Remark: The pictures are inscribed on the verso page of the last page of this report of site visit.

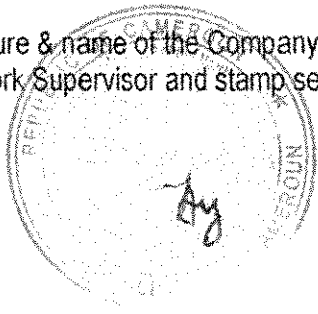
TESTIFYING SIGNATURE

Signature and name of the Representative of the company
(person who carried out the site visit)

CONFIRMATORY SIGNATURES

Signature and name of Managing Director
of the company and stamp seal

Signature & name of the Company's
Work Supervisor and stamp seal



REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

SERVICES DU PREMIER MINISTRE

COMITE DE PILOTAGE DU PLAN PRESIDENTIEL DE
RECONSTRUCTION ET DE DEVELOPPEMENT DES REGIONS DU
NORD-OUEST ET DU SUD-OUEST

UNITE DE COORDINATION



REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

PRIME MINISTER'S OFFICE

STEERING COMMITTEE OF THE PRESIDENTIAL PLAN FOR THE
RECONSTRUCTION AND DEVELOPMENT OF THE NORTH-WEST
AND SOUTH-WEST REGIONS

COORDINATION UNIT

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE
MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA
MANTUNG DIVISION, NORTH WEST REGION.**

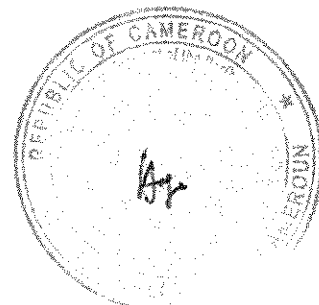
PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

DOCUMENT NO. 11: INTEGRITY CHARTER



The bidder must complete and submit the Integrity Charter as part of their offer, duly addressed to the Contracting Authority and signed by the authorised representatives responsible for its execution. In the case of a consortium, all members must subscribe to the charter.

INTEGRITY CHARTER

TITLE OF TENDER:

THE "BIDDER"

To Mr..... the "CONTRACTING AUTHORITY"

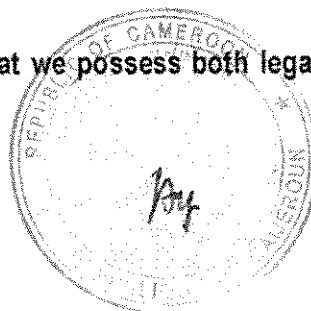
1. We acknowledge and certify that neither we nor any member of our consortium or subcontractors are in any of the following situations:

- 1.1) Being subject to or having undergone bankruptcy, judicial liquidation, cessation of business, or any other analogous procedure of the same nature.
- 1.2) Having been convicted within the past five years by a final court ruling for offences related to the awarding or execution of a contract or framework agreement.
- 1.3) Having committed a serious professional misconduct in the last five years in connection with the awarding or execution of a contract or framework agreement.
- 1.4) Failing to meet our social security contributions or tax obligations as prescribed by law.
- 1.5) Being listed under financial sanctions imposed by the United Nations or any other Technical and Financial Partner in connection with the awarding or execution of a contract or framework agreement.
- 1.6) Having provided false declarations in submitting the required information during the tender process.

2. We attest that neither we nor any members of our consortium or subcontractors are in any of the following conflicts of interest:

- 2.1) Having controlling shares in the Contracting Authority or being a subsidiary under its control, unless the conflict has been disclosed and resolved to the satisfaction of the Public Procurement Authority.
- 2.2) Having business or family ties with a member of the Contracting Authority's staff involved in the selection process or the subsequent monitoring of the contract, unless the conflict has been disclosed and duly resolved.
- 2.3) Controlling or being controlled by another tenderer, being under the same corporate control as another tenderer, receiving or awarding direct or indirect subsidies to another tenderer, having the same legal representative as another tenderer, or maintaining direct or indirect communication with another tenderer that would allow access to their respective offers, influence decision-making, or distort competition.
- 2.4) Being engaged in a consultancy role that could prove incompatible with our responsibilities under the Contracting Authority.
- 2.5) Regarding tenders for works, supplies, or framework agreements:
 - i. Preparing or being associated with a consultant involved in drafting specifications, plans, calculations, or other competitive bidding documents.
 - ii. Being or affiliated with a firm hired by the Contracting Authority to supervise or monitor contract execution.

3. If we are a public entity or enterprise, we certify that we possess both legal and financial autonomy and operate under commercial law.



4. We undertake to promptly notify the Contracting Authority, who will inform the Public Procurement Authority, of any changes in our situation regarding points 1 to 3 above.

5. In the process of tendering and executing the contract or framework agreement:

5.1) We have not and will not engage in any deceptive practices (acts or omissions) aimed at deliberately misleading others, concealing information, coercing or influencing their consent, circumventing legal or regulatory obligations, or violating internal rules for personal gain.

5.2) We have not and will not engage in fraudulent behaviour contrary to our legal or regulatory obligations or violate internal policies for illicit benefit.

5.3) We have not and will not offer, promise, or grant—directly or indirectly—any undue advantage of any kind to (i) any person holding a legislative, executive, administrative, or judicial position within the State, whether appointed or elected, permanent or temporary, remunerated or not, at any hierarchical level; (ii) any person exercising public functions, including those in public organisations or enterprises providing public services; or (iii) any person defined as a public officer, to induce them to perform or refrain from performing an act in their official capacity.

5.4) We have not and will not offer, promise, or grant—directly or indirectly—any undue advantage to anyone managing or working within a private-sector entity to induce them to act contrary to their legal, contractual, or professional obligations.

5.5) We have not and will not engage in any practice that may influence the tender process to the detriment of the Contracting Authority, including any anti-competitive conduct aimed at restricting access to the contract or limiting free market competition.

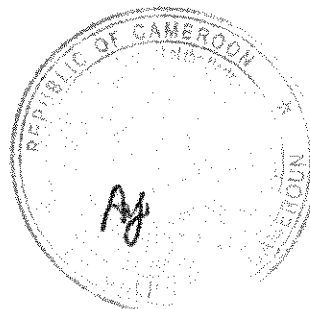
6. We, along with our consortium members and subcontractors, authorise the Contracting Authority to examine the accounting records relating to the awarding and execution of the contract or framework agreement and submit them for audit by designated officials.

Signature:

Name:

Duly authorised to sign the offer on behalf of:

Date:



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MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA
MANTUNG DIVISION, NORTH WEST REGION.**

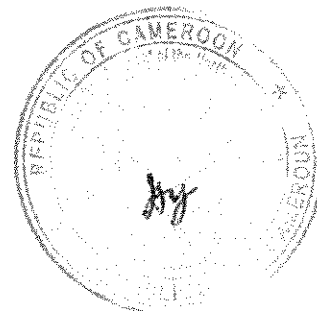
PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

DOCUMENT NO. 12: SOCIAL AND ENVIRONMENTAL COMMITMENT



Notice regarding the declaration of commitment to social and environmental clauses

The tenderer must complete and submit the social and environmental commitment declaration as part of their offer, addressed to the Contracting Authority and signed by the authorised representatives responsible for its execution. In the case of a consortium, all members must subscribe to the charter.

TITLE OF TENDER:

THE "BIDDER/CONTRACTOR"

To Mr. the "Contracting Authority"

In the context of the award and execution of the contract:

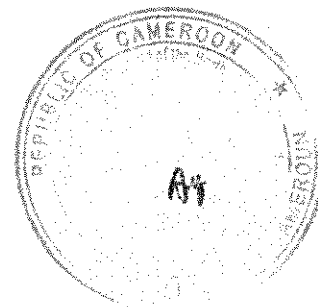
- We commit to complying with, and ensuring compliance by our consortium members and all subcontractors, internationally recognised social and environmental standards, including the fundamental conventions of the International Labour Organization (ILO) and international agreements on environmental protection, in alignment with the applicable laws and regulations of Cameroon.
- Additionally, we undertake to implement risk mitigation measures regarding social and environmental impact, as outlined in the environmental and social impact statement provided by the Contracting Authority.
- We, along with our consortium members and subcontractors, authorise the Contracting Authority to review all documents and financial records related to the awarding and execution of the contract and to submit them for verification by auditors designated by the ARMP.

Signature:

Name:

Duly authorised to sign the offer on behalf of:

Date:



REPUBLIQUE DU CAMEROUN
PAIX - TRAVAIL - PATRIE

SERVICES DU PREMIER MINISTRE

COMITE DE PILOTAGE DU PLAN PRESIDENTIEL DE
RECONSTRUCTION ET DE DEVELOPPEMENT DES REGIONS DU
NORD-OUEST ET DU SUD-OUEST

UNITE DE COORDINATION



REPUBLIC OF CAMEROON
PEACE - WORK - FATHERLAND

PRIME MINISTER'S OFFICE

STEERING COMMITTEE OF THE PRESIDENTIAL PLAN FOR THE
RECONSTRUCTION AND DEVELOPMENT OF THE NORTH-WEST
AND SOUTH-WEST REGIONS

COORDINATION UNIT

TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER (EMERGENCY PROCEDURE)
N°018/ONIT/PPRD/STB/2026 OF 18/03/2026 FOR THE MAINTENANCE OF THE
MUNICIPAL ROAD GOM – NKOT (6KM), NWA SUBDIVISION, DONGA
MANTUNG DIVISION, NORTH WEST REGION.**

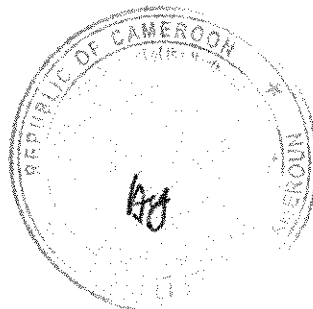
PROJECT OWNER: THE PRESIDENT OF STEERING COMMITTEE OF THE PPRD

FINANCING: PPRD – 2026 PIB

BUDGET HEAD:

2026 FINANCIAL YEAR

**DOCUMENT NO. 13: List of banking establishments and financial bodies authorised
to issue bonds for public contracts**



I- BANKS

1. Afriland First Bank
2. Banque Atlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Cr dit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank (NFC)
9. Soci t  Camerounaise de Banque au Cameroun (SCB)
10. Soci t  G n rale de Banque au Cameroun (SGC)
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon (UBC)
13. United Bank for Africa (UBA)
14. Cr dit Communautaire d'Afrique (CCA)
15. Bank des PME
16. Bank Of Africa Cameroon (BOA Cameroon)
17. La Regionale Bank
18. BANGE BANK CAMEROUN (BANGE CMR)

II- Insurance companies

1. Chanas assurances
2. Activa Assurances
3. Atlantique Assurances S.A.
4. Z nith  Insurance S.A.
5. Pro-Assur S.A.
6. Ar a Assurances S.A
7. B n ficial General Insurance S.A.
8. CPA S.A.
9. Nsia Assurances S.A.
10. SAAR S.A.
11. Saham Assurances S.A.

NB: This includes all financial institutions recognized by the Ministry of Finance.

