

PCN 01788/26/PPDA#0/CRA/NW

DAD

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH WEST REGION

DONGA MANTUNG DIVISION

AKO COUNCIL

AKO COUNCIL INTERNAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE DONGA MANTUNG

COMMUNE D'AKO

COMMISSION INTERNE DE PASSATION DE
MARCHES DE LA COMMUNE D'AKO

TENDER FILE

PROJECT OWNER:

THE MAYOR OF AKO

CONTRACTING AUTHORITY:

THE MAYOR OF AKO

TENDERS BOARD:

AKO COUNCIL INTERNAL TENDER'S BOARD (ACITB)

OPEN NATIONAL INVITATION TO TENDER

N° 005/ONIT/NWR/DMD/AC/ACITB/2026 OF 03/03/2026
FOR THE CONSTRUCTION OF A BLOCK OF THREE (03)
CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO
COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST
REGION

THROUGH EMERGENCY PROCEDURE

FINANCING: **MINDDEVEL (PIB) - 2026**

EXPENDITURE AUTHORIZATION N° 60 27 291 1 32000005 0411464211

VOTE OF CHARGE N° JB03665

2026 FISCAL YEAR

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH WEST REGION

DONGA MANTUNG DIVISION

AKO COUNCIL

AKO COUNCIL INTERNAL TENDERS
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REPUBLIQUE DU CAMEROUN
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COMMUNE D'AKO

COMMISSION INTERNE DE PASSATION DE
MARCHES DE LA COMMUNE D'AKO



TENDER NOTICE

**OPEN NATIONAL INVITATION TO TENDER N°.005/ONIT/NWR/DMD/AC/ACITB/2026
OF 03/03/2026**

**FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO
(02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION,
NORTH WEST REGION**

1) **SUBJECT OF THE INVITATION TO TENDER:** Within the framework of the execution of the 2026 state budget, the State of Cameroon represented by the Mayor AKO Council hereby launches an open national invitation to tender FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

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

- Preparatory works
- Earth works
- Foundation
- Wall masonry (elevation)
- Carpentry-roof works
- Joinery/Metals
- Electricity
- General finishing
- Plumbing and Sanitary fittings
- Painting
- General rain water drainage (External works)

3) **EXECUTION DEADLINE:** The maximum deadline for the execution provided for by the Contracting Authority shall be four months (120 calendar days) for each lot, with effect from date of notification of the Administrative Order to start works.

4) **LOTS:** The work is in two (2) lot as follows;

- Lot 1: THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO SUBDIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION

ESTIMATED COST: The estimated cost after preliminary studies is thirty-six million (36 000 000) fcfa

Lot	Subject	Amount for the Project	Vote of charge N°	Expenditure authorization N°
1	THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO SUBDIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION	36 000 000 FCFA	JB03665	60 27 291 1 32000005 0411464211

5) **PARTICIPATION AND ORIGIN:** Participation in this invitation to tender is open to competent Cameroonian enterprises that are in compliance with the fiscal laws and who are not currently excluded from public procurement.

7) FINANCING: The said works shall be financed as per the programmed budget of the 2026 Public Investment Budget (PIB 2026) of the Republic of Cameroon under MINDDEVEL assigned to the Mayor of AKO Council.

8)-BID BONDS: Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance - the list of which is found in document No. 12 of the Tender File, and backed by CDEC receipt in the amount of **seven hundred and twenty thousand (720,000) francs CFA**, and valid for thirty (30) days beyond the deadline of validity of bids.

9) CONSULTATION OF TENDER FILE: The Tender documents may be consulted immediately after publication of this invitation to tender from the Services of the Contracting Authority (Service in charge of the award of contracts of AKO Council), at the Divisional Delegation of Public Contracts DONGA-MANTUNG and the the Regional Office of the Public Contracts Regulatory Agency (ARMP) for the North West during working hours.

Lot	Subject	Locality	Bid Bond	Tender fee
1	FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO	GBS DUMBO, AKO COUNCIL AREA,	720,000 fca	72,000fca

10) ACQUISITION OF TENDER FILE: The Tender file may be obtained from the Premises of the Contracting Authority (Service of Contracts award) of D'AKO Council as soon as this notice is published against payment of a non-refundable sum of SEVENTY-TWO THOUSAND (72,000Fca), CFA francs, and payable at Municipal Treasury of Ako Council or any other public treasury.

11) SUBMISSION OF BIDS IN BOTH HARD AND SOFT COFT: Each bid written in English or French shall be signed by the bidder or by a duly authorized representative and presented in Six (6) copies, that is one (01) original and five (05) copies labelled as such. These shall be submitted in one external envelope - sealed, containing three (3) internal envelopes, that is, Envelope A: Administrative Documents, Envelope B: Technical file and Envelope C: Financial file. The sealed external envelope shall bear no information about the company and shall reach the Service of contracts award of AKO Council not later than the **01/04/2026 2026 at 10am** 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 No.005/ONIT/NWR/DMD/AC/ACITB/2026, OF 03/03/2026 FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

(To be opened only during the bids opening session)

12) ADMISSIBILITY OF BIDS: At the risk of being rejected, only originals or certified true copies by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of this Invitation to Tender. They must not be more than three (3) months old as at the date of submission of bids or must not be established before the signature of the tender notice. Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

13) OPENING OF BIDS: The bids shall be opened in a single phase, in the conference hall of AKO COUNCIL, on **01/04/2026 at 11:00am**. Only bidders or their authorized representatives, having a perfect knowledge of the file may attend the bids opening session. Any bid which shall not comply with the requirements of the Tender File shall be rejected.

14) Evaluation criteria The evaluation of bids shall be carried out in three stages:

- > 1st Stage: verification of the conformity of each administrative document;
- > 2nd Stage: Evaluation of technical bids;
- > 3rd Stage: Analyses of Financial bids.

The criteria of evaluation shall be as follows:

14.1-Eliminatory criteria

- Absence of a document in the administrative file and not submitted within 48hrs on request;
- Bids submitted after the deadline for submission;
- Deadline of execution more than the prescribed;
- False declaration or falsified documents;
- External envelope bearing identification marks of the Bidder;
- Absence of, or insufficient bid bond;
- Absence of an attestation of site visit signed by the Service Provider in his honour;
- Absence of an attestation of categorization of enterprises;
- Omission of a quantified task on the bill of quantities and cost estimates
- Enterprise with an abandoned or POORLY EXECUTED PROJECTS
- Failure to obtain at least 75% in the evaluation of the technical proposal.

- Absence of A SPECIAL FIELD REPORT SIGNED BY THE SERVICE PROVIDER IN HIS HONOUR CLEARLY INDICATING DUE DILIGENCE AND SUFFICIENT UNDERSTANDING OF THE LOCAL SECURITY CONTEXT

14.2. Main Qualification criteria: The criteria relating to the qualification of candidates could indicatively be on the following:

- Financial situation
- Experience
- Personnel
- Equipment.
- Methodology/organization of the site
- Proof of categorisation certificate
- Proof of CDEC receipt

15) Award: The evaluation will be done in a purely binary manner - (yes) or (no). The contract shall be awarded to the bidder who would have obtained a minimum technical score of 75% in the essential criteria and 100% in the eliminatory criteria, taken in consideration and who would have proposed a bid with the lowest amount, in conformity with the regulations of the tender documents

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

17) FURTHER INFORMATION: Additional (supplementary) technical information may be obtained during working hours from the service for the award of contracts at the D'AKO Council

18) AMENDMENT TO THE INVITATION TO TENDER: The Contracting Authority reserves the right, if need be, to subsequently amend this invitation to tender in conformity with the Public Contracts Code.

AKO, the 03/03/2026

THE MAYOR

(Contracting Authority)



Nkwai Godlove Nkanya
BA / MA / MBA

Copies:

- MINMAP
- ACITB
- Authorizing Officer
- Chairperson of ACITB
- DDMINDDEVEL
- File/Chrono
- Notice Boards

REPUBLIQUE DU CAMEROUN

PAIX – TRAVAIL – PATRIE

REGION DU NORD- OUEST

DEPARTEMENT DU DONGA MANTUNG

COMMUNE D'AKO

COMMISSION INTERNE DE PASSATION
DES MARCHES



REPUBLIC OF CAMEROON

PEACE – WORK – FATHERLAND

NORTH WEST REGION

DONGA MANTUNG DIVISION

AKO COUNCIL

INTERNAL TENDERS BOARD



AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT No. 005/AONO/NWR/DMD/AC/ACITB/2026 DU 03/03/2026 POUR La CONSTRUCTION D'UN BLOC DE TROIS (03) SALLES DE CLASSE ET DEUX (02) BUREAUX À GBS DUMBO, DANS LE DEPARTEMENT DE DONGA MANTUNG, REGION DU NORD-OUEST

1) **OBJET DE L'APPEL D'OFFRES** : Dans le cadre de l'exécution du Budget d'Investissement Public 2026, l'Etat de Cameroun représenté par, le Maire de Nwa lance un Appel d'Offres national ouvert pour les travaux de **CONSTRUCTION D'UN BLOC DE TROIS (03) SALLES DE CLASSE ET DEUX (02) BUREAUX À GBS DUMBO, DANS LE DEPARTEMENT DE DONGA MANTUNG, REGION DU NORD-OUEST**

2) **Consistance des travaux** : Les travaux comprennent notamment :

- Travaux préparatoires
- Terrassement
- Fondations
- Maçonneries en élévations
- Charpente-couverture
- Menuiserie métallique
- Menuiserie bois
- Electricité
- Peinture et Revêtement
- VRD

3) **DELAI D'EXECUTION** : Le délai prévu pour l'achèvement des travaux du présent appel d'offre est de **Cent-vingt jours continus (04 mois)** pour chaque lot, à partir du jour de la notification de l'ordre de service de démarrage des travaux.

Allotissement : Les travaux sont en deux (02) lots ci-après définis :

Lot 1 : **CONSTRUCTION D'UN BLOC DE TROIS (03) SALLES DE CLASSE ET DEUX (02) BUREAUX À GBS DUMBO, DANS L'ARRONDISSEMENT D'AKO, DEPARTEMENT DE DONGA MANTUNG, REGION DU NORD-OUEST**

4) **Coût prévisionnel** : Le coût prévisionnel de l'opération à l'issue des études préalables de chaque lot est de :

Lot	Projet	Localité	Coût prévisionnel	Achat DAO
1	POUR La CONSTRUCTION D'UN BLOC DE TROIS (03) SALLES DE CLASSE ET DEUX (02) BUREAUX À GBS DUMBO	DUMBO, DANS LE DEPARTEMENT DE DONGA MANTUNG	36, 000,000fcfa	72,000fcfa

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

FINANCEMENT : Les travaux, objet du présent appel d'offres sont financés par le Budget d'Investissement Public de la République du Cameroun, Budget du MINEDUB au titre de l'exercice 2026 assigné au Maire D'AKO, sur la ligne d'imputation budgétaire.

Lot	Objet	Coût prévisionnel	N° de l'imputation	N° de l'autorization de dépense
1	POUR LA CONSTRUCTION D'UN BLOC DE TROIS (03) SALLES DE CLASSE ET DEUX (02) BUREAUX À GBS DUMBO	36, 000,000 FCFA	JB03665	60 27 291 1 32000005 0411464211

8) **CAUTIONNEMENT PROVISOIRE** : Chaque soumissionnaire doit pour chaque lot inclure dans ses documents administratifs, une garantie de soumission qui respecte le model prescrites dans le DAO établi par un établissement bancaire agréé par le Ministère en charge des Finances d'un montant égal à 720,000F (sept cent vent mille) francs CFA. Les cautionnements provisoires seront libérés au plus tard trente (30) jours après le délai de validité des offres pour les soumissionnaires n'ayant pas été retenus. Pour le soumissionnaire attributaire du marché, le cautionnement provisoire sera libéré après constitution du cautionnement définitif. Pour éviter les rejets, tous les documents doivent être les originaux ou des copies certifiées conformes issus des autorités administratives compétentes (Préfet, Sous Préfet ou Services Emetteur) pour une durée n'excédant pas trois mois et présentées selon les règlements spéciaux de cet appel d'offre. Les copies certifiées qui seront certifiées pour la deuxième fois ou des copies falsifiées ne seront pas acceptées. Les chapitres seront séparés par format en couleur. Les offres qui ne seront pas en conformité avec les prescriptions de cet appel d'offre seront déclarés inadmissibles.

9) **CONSULTATION DU DOSSIER D'APPEL D'OFFRES** : Le dossier d'appel d'offres peut être consulté dès publication du présent avis d'appel d'offre aux services de l'Autorité Contractant (Service de passation des marchés de la marie D'Ako), à la Delegation Departementale des Marchees Publics du Donga Mantung et au Bureau Regional de l'Agence de Regullaisation des Marches Publics (ARMP) Nord-Ouest pendant les heures ouvrables.

10) **ACQUISITION DU DOSSIER D'APPEL D'OFFRES** : Le dossier d'appel d'offres peut être obtenu dès publication du présent avis d'appel d'offres aux services de l'Autorité Contractant (Service de passation des marchés de la Marie D'AKO) pendant les heures ouvrables contre versement d'une somme non-remboursable de soixante douze mille (72,000F) francs cfa par lot, payable à la Recette des Municipal DE D'AKO.

11) **REMISE DES OFFRES** : Chaque offre rédigée en français ou en anglais en Sept (07) exemplaires, c.-à-d. Un original et six copies marqués comme tels seront remise au Service de Passation des Marchés de la marie DE D'AKO, au plus tard le 01/04/2026 à 10 heures. Il doit être dans un paquet contenant trois enveloppes marquées A : pour le dossier Administratif, B : pour le dossier technique et C : pour le dossier financier. Ce paquet devra porter la mention :

AVIS D'APPEL D'OFFRES NATIONAL OUVERT No.005/AONO/MINDDEVEL/NWR/DMD/AC/ACITB/2026 DU 03/03/2026 POUR LA CONSTRUCTION D'UN BLOC DE TROIS (03) SALLES DE CLASSE ET DEUX (02) BUREAUX À GBS DUMBO, DANS LE DEPARTEMENT DE DONGA MANTUNG, REGION DU NORD-OUEST

« A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT »

12) **RECEVABILITÉ DES OFFRES** : Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet,), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres. Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

13) **Ouverture des plis** : L'ouverture des plis se fera le 01/04/2026 à 11heures, heure locale en une phase par la Commission Communal Interne de Passation des Marchés de la Commune D'Ako, (Salle de conference de la marie) en présence de chaque soumissionnaire qui le désire, ou son représentant dûment mandaté et ayant une parfaite connaissance des offres dont il a la charge. Une seule personne par offre remise, seule ou en groupement, sera admise. Les offres qui ne vont pas respecter les prescriptions du DAO seront rejetées. L'ouverture des plis sera faite en une phase.

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

14) **ÉVALUATION DES OFFRES** : L'évaluation des offres se fera en trois (03) étapes :

- 1^{ère} étape : Vérification de la conformité du dossier administratif de chaque soumissionnaire ;
- 2^{ème} étape : Evaluation des offres techniques ;
- 3^{ème} étape : Analyse des offres financières.

Les critères d'évaluation des offres sont les suivants :

14.1-Critères éliminatoires

- Absence ou non-conformité d'une pièce administrative et non summise en 48hrs a la demande ;
- Un dépôt après la date limite
- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- Fausses déclarations ou pièces falsifiées ;
- L'enveloppe avec les signes d'identification du soumissionnaire ;
- Absence ou insuffisance de la caution provisoire de soumission ;
- Absence de l'attestation de visite de lieu signé du soumissionnaire à son honneur ;

- Absence de l'attestation de categorisation des entreprises ;
- Omission d'un prix quantifié dans le devis
- Entreprise avec un chantier abandonné ou MAL EXECUTEE.
- Non satisfaction d'au moins 75% des criteres d'experiences requis.
- Absence d'UN RAPPORT SPECIAL DE TERRAIN SINGNE PAR LE CO-CONTRACTANT A SON HONEUR INDIQUANT CLAIREMENT LES VERIFICATION NECESSAIRES ET UNE MAITRISE ADEQUATE DU CONTEXTE SECURITAIRE LOCAL

14.2 Critères essentiels

L'évaluation sera faite sur la base des critères techniques prédéfinis pour une note globale de 100 points. Ces critères ont été groupés par rubriques ainsi qu'il suit :

- Capacité financière;
- Références de l'entreprise;
- Qualité du personnel postulé;
- Moyens logistiques/equipment;
- Méthodologie/Organisation des travaux;

15) **Attribution** : Cette évaluation sera binaire (**OUI ou NON**). Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disante, ayant satisfait à **100%** des critères éliminatoires et au moins **80%** des critères essentiels.

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

17) **Les Renseignements Complémentaires** : Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables au Service de Passation des Marchés de de marie DE D'AKO

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

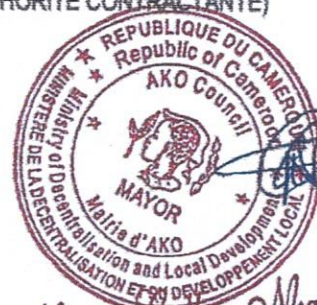
AKO, le. 03/03/2026

Le Maire

(AUTHORITE CONTRACTANTE)

Copies :

- MINMAP
- ARMP ;
- Maître d'Ouvrage ou Maître d'Ouvrage délégué concerné ;
- Présidents CPM ;
- Chrono
- Affichage.



Nkwai Todlove Nkanya
BA / MA / MBA

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

Article 6: Qualification of bidder:

6.1 As an integral part of their bid, bidders must:

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

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

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

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

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

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

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

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

Article 7: Visit of works site:

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

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

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

B. TENDER FILE

Article 8: Content of Tender File:

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

- Document No. 1. The letter of invitation to tender (for restricted invitation to tender);
- Document No. 2. The tender notice;
- Document No. 3. The General Regulations of the invitation to tender;
- Document No. 4. The Special Regulations of the invitation to tender;
- Document No. 5. The Special Administrative Conditions;

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

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

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

b. Volume 2: Technical bid

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

b.2 **Methodology:** The Special Conditions of the invitation to tender specifies the constituent elements of the technical bid of the bidders especially: a methodological statement on an analysis of the works and specifying the organization and programme which the bidder intends to put in place or use to execute the works (installations, schedule, Quality Assurance Plan (QAP), sub-contracting, attestation of visit of the site, where necessary, etc).

b.3 **Proof of acceptance of conditions of the contract:** The bidder shall submit duly initialed copies of the administrative and technical documents relating to the contract, namely:

- The Special Administrative Conditions (SAC);
- The Special Technical Conditions (STC).

b.4 **Commentaries (optional):** A commentary on the technical choices of the project and possible proposals.

c. **Volume 3: Financial bid:** The Special Regulations specify the elements that will help in justifying the cost of the works, namely:

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

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

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

Article 14: Bid price:

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

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

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

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

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

Article 15: Currency of bid and payment

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

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

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

a. Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the contract.

proposed construction methods and all other useful information. If necessary, the Contracting Authority will examine only the technical variants of the bidder whose bid is in compliance with the Secondary solution has been evaluated as the lowest bid.

18.3 When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. Such variants shall be evaluated on their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

Article 19: Preparatory meeting to the establishment of bids

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

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

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

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

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

Article 20: Form and signature of bid

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

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

20.3 The bid shall bear no modification, suppression or alteration unless such corrections are initialed by the signatory (i.e.) of the bid.

D. SUBMISSION OF BIDS

Article 21: Sealing and marking of bids

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

21.2 The external and internal envelopes:

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

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

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

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

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

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

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

Article 23: Late bids: Any bid received by the Contracting Authority beyond the deadline for the submission of bids in accordance with article 22 of the General Regulations shall be declared late and consequently rejected.

Article 24: Modification, substitution and withdrawal of bids

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

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

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

Article 28: Determination of compliance of bids

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

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

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

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

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

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

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

Article 30: Correction of errors

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

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

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

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

Article 31: Conversion into a single currency

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

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

Article 32: Evaluation and comparison of financial bids

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

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

Article 38: Signing of the contract

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

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

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

Article 39: Final Bond

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

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

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

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

- ✓ Receipt for the purchase of Tender File
- ✓ Bid bond

- All bids not containing all the documents listed above or not in conformity with the models shall be simply rejected.

N.B: All documents shall be originals as requested or certified true copies legalised by competent services or that which issued them and must not be more than three (03) months old. The documents shall be arranged in the order listed below and separated from each other by colour separators. **Any document with double certification shall not be accepted.**

Envelope B: TECHNICAL PROPOSAL

It shall contain the documents cited below and placed in the following order:

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
B1	Equipment list	It shall clearly show the means at the disposal of the enterprise to carry out the job (list of equipment and tools)	Attach certified copies of lease agreements, receipts, etc. These equipments and tools must be present at the site before and during each phase
B2	Personnel list	It shall contain: <ul style="list-style-type: none"> ☞ Works Supervisor: at least a Senior Civil Engineering Technician with at least 5years' experience ☞ Foreman: at least a Civil Engineering Technician with at least 3 years' experience in the domain of Construction. 	Attach for each person a CV signed and dated, as well as a certified copy of certificate. <i>(all key personnel must present a commitment of availability duly signed and must present a certified copy of a valid National Identity Card bearing 03 signatures of the bearer)</i>
B3	Organisation of works/ methodology	In conformity with article 7 below, it shall clearly show the organisation of the enterprise <i>(methodology of execution, work schedule, site installation, supply of materials, etc)</i>	Date, signature and stamp of bidder at the end of document
B4	Sub-contracting	Information on the sub-contractor (equipment, personnel, references, etc)	Date and signature of sub-contractor. (only 30% of the contract may be sub-contracted)
B5	Attestation of Site Visit	Attestation of Visit to the Site where the works are to be carried out. A Site Visit Report signed by the Contractor. (see attached format)	Dated and signed on honour by the contractor
B6	References of the enterprise.	List of similar jobs executed in the last three (03) years by the enterprise and or other civil engineering works realised. (see attached format)	Amount of works, copies of (1 st and last pages) and minutes of Final Reception for all similar works executed before 2025 and minutes of Provisional Reception for 2025 projects.
B7	Financial capability	Attestation of pre-financing delivered by a banking institution recognised by MINFI/COBAC	Date and signature of bank Manager in charge.
B8	Technical specifications	Provided in Tender File.	Initialed on every page and signed and stamped on the last page

ENVELOPE C: FINANCIAL PROPOSAL

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
C1	The tender (Application letter)	Format to be completed and tender amount inserted.	Signature, date and stamp of bidder. A Fiscal stamp of 1500 FCFA.
C2	Unit Price Schedule	Format to be completed showing detail breakdown of prices.	Initials on each page, all pages stamped.
C3	Bill of Quantities and Cost Estimates	Format to be completed.	Initials on each page, dated, signature on the last page, all pages stamped.
C4	Sub detail of Unit Prices	Format to be completed showing the unit prices.	Initials on each page and signature on last page, all pages stamped with enterprise function stamp.

All these documents are to be arranged in the above order and separated with colour separators other than white.

Note: Plans supplied with Tender File should not be submitted.

Building materials, materials, supplies equipment and authorised services: The taxes and duties on the importation of materials for execution of works shall be in conformity with the legislation of the Republic of Cameroon.

Article 5: Main qualification criteria of bidders:

The prices on the UPS in words shall have priority over those of the BQCE and DUP. They shall serve as the bases of calculation of the bidding amount.

The eventual calculation errors shall be corrected by the Sub Committee for Analysis and the amount altered, if necessary, without any complaints from the bidder.

ARTICLE 10: PRESENTATION OF BIDS

a. Signature of bids – Power of Attorney

10. a.1 All the signatures and initials needed for the tender and indicated in this article must be those of the bidder himself or his/her/ her representative duly mandated.

10. a.2 If the bidder is a group of enterprises, each group member or representative must sign the bidding documents such that the result shall be a joint offer. The group shall choose a common representative who shall receive Service Orders and carry out all transactions in the name of the group.

b. **Presentation of bids:** The bid shall be presented in six (06) copies (one (01) original and five (05) copies) marked as such and put inside three (03) sealed internal envelopes.

All these documents are to be arranged in the above order and separated with colour separators.

Note: Plans supplied with Tender File should not be submitted.

c. **Submission and opening of bids:** Envelopes A, B, and C are to be sealed and each envelope shall be marked "ADMINISTRATIVE DOCUMENTS, TECHNICAL FILE or FINANCIAL FILE" as the case may be. The three envelopes shall be placed in a fourth envelope, sealed and shall carry the following inscriptions:

**OPEN NATIONAL INVITATION TO TENDER N°.005/ONIT/NWR/DMD/AC/ACITB/2026 of 03/03/2026, FOR THE CONSTRUCTION OF A
BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG
DIVISION, NORTH WEST REGION
(TO BE OPENED ONLY DURING THE BIDS OPENING SESSION)**

All bids shall be deposited at the Service of Contracts award of the D'AKO Council, against a receipt according to the schedule in the Tender Notice. In the case where the envelope shall not be sealed or without the inscription on it, the administration shall decline all responsibility for misdirection or premature opening. Any bid opened prematurely shall be rejected and returned to the bidder. The bids shall be submitted in a sealed external envelop latest **the 01/04/2026** at 10:00am, with acknowledgement of delivery at the following address:

**AKO COUNCIL
SERVICE OF PUBLIC CONTRACTS AWARD**

No bids shall be accepted, beyond the above stated date and time,

ARTICLE 11: TECHNICAL PROPOSALS: Proposals for different variants can be accepted from the bidder but the bidder has the obligation of costing the variant in the tender file.

ARTICLE 11: BID BOND: The bidder shall furnish a bid bond (provisional caution) of Seven hundred and twenty thousand (**720,000 FCFA**) for each lot, from a banking institution of the first order accredited by the Ministry in charge of Finance according to the criteria of COBAC.

ARTICLE 11: TENDER: Each bidder shall tender following the conditions laid down in this Tender File.

ARTICLE 12: CURRENCY: The unit prices shall be calculated in Francs CFA, and furnish in figures and words without taxes, while the total amount shall be calculated without taxes and then with taxes according to the BQCE. The currency that shall be used for payment shall be the FCFA.

ARTICLE 13: PAYMENT MODALITIES: The contractor shall be paid upon presentation of monthly instalments "Décomptes" established from attachments signed by Project Manager and visa by the Contracting Authority showing the work progress, presented by the Contract Engineer and countersigned by the Contract Manager (Authorising Officer) and the Contractor.

ARTICLE 14: IMPORTATION OF MATERIALS: The taxes and duties on the importation of materials for execution of works shall be in conformity with the legislation of the Republic of Cameroon.

ARTICLE 15: VERIFICATION OF BIDS: The administration has a period of one (01) month to examine the bids and make its choice. It shall eventually rectify, as indicated in article 5.3, the bidding amount without any objection from the bidder.

15.1 At the request of the Tender Board, the bidder shall furnish in writing, within seven (07) calendar days, any information necessary for the examination of his/her bid or concerning errors and omissions noted.

15.2 The Tender Board reserves the right to convoke the bidder at his/her expenditure for complementary explanations. Any errors discovered by the Tender Board shall be rectified as follows:

15.2.1 Where there exists a difference between the amount in figures and the amount in letters, the amount in letters shall be taken as correct;

b2	minutes of Provisional Reception for projects executed within the last three yrs (pluri annual projects accepted)			
b3	Proof of having constructed a structure similar nature			
TOTAL b		/3	/3	/3
c. Equipment		EVALUATION (Yes or No)		
c1	Proof of ownership or hire of a liason vehicle (Pick up 4 x 4 or van) (Hired or owned)			
c2	Proof of ownership or hire of a truck of at least 20 tonnes capacity			
C3	Proof of ownership or hire of a manual compactor in good condition			
C4	Proof of ownership of a carpentry kit			
C5	Prof of ownership of a masonry kit			
TOTA 2		/5	/5	/5
d. Personnel of the Enterprise		EVALUATION (Yes or No)		
Works Engineer: Senior Civil Engineering Technician with at least 03 yrs of experience				
d1	Certified copy of valid <i>National Identity Card</i>			
d2	Diploma of Works Engineer certified			
d3	CV signed and dated by the Works Engineer			
D4	Attestation of availability dully signed by bearer and dated			
Site foreman: Civil Engineering Technician or HND with at least 3 yrs experience				
d5	Certified copy of valid <i>National Identity Card</i>			
d6	Certified copy of certificate of Foreman			
d7	CV signed and dated by Site Foreman			
d8	Attestation of availability dully signed by bearer and dated			
TOTAL d		/10	/10	/10
e) Technical Proposals		EVALUATION (Yes or No)		
e1	Attestation of <i>Site Visit</i>			
e2	<i>Site Visit</i> report with pictures duely signed by presenter			
e3	Detailed technical note and proposals			
TOTAL e		/3	/3	/3
f) The methodology of intervention and execution of work		EVALUATION (Yes or No)		
f1	Site organisation in teams or options			
f2	Description of the socio - environment measures for site protection			
f3	Dispositions previuwed for the securisation of personnel and other ussers			
f4	Use of local manpower			
f5	CCTP dully initialled and dated on each page and signed on the last page			
TOTAL f		/5	/5	/5
g. Planning of execution of works		EVALUATION (Yes or No)		
g1	Coherent planning with respect to tasks			
g2	Manpower deployment plan			
g3	Material deployment plan			
g4	Organisational chat of the enterprise			
TOTAL g		/4	/4	/4
I. Pre-financing		EVALUATION (Yes or No)		
e1	Attestation of credibility shall be at least 55% of the bid price			
TOTAL		/1	/1	/1
GRAND TOTAL		/35	/35	/35
NB: The minimal technical acceptable mark is 75% of the technical mark, i.e. All bids having less than 80/100 of the technical marks shall be eliminated. 75/100				
Resolution:				
IV	FINANCIAL ANALYSIS	EVALUATION		
		A	B	C
1	Unit Price Schedule			
2	Bill of Quantities and Cost Estimate			
3	Sub Detail of Unit Prices			
4	Bidder's Financial Proposal			
NB) The non existence or Laxyty noticed at the study of prices and Arithmetic errors shall be corrected by the Technical Sub Committee with respect to the invitation to Tender				
FINAL RESOLUTION OF THE EVALUATION COMMISSION (use the corrected offer)				

17.2: Evaluation of Financial Proposal:

DOCUMENT No. 4:
SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

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4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
5. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
6. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code;
7. Decree No. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
8. Decree No 2018/27 of 5th August, 2018 modifying and completing certain dispositions of Decree No 2012/074 of 8th March, 2012 bearing on the creation, Organization and functioning of Tenders Boards.;
9. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
10. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
11. Circular Letter N° 0001879/CL/MINFI of 31st December 2025 relating to the execution, Monitoring and Control of the execution of the Budgets of Regional and Local Authorities for 2026 financial year.
12. Unified Technical Documents (DTU) for Donga-Mantung works;
13. Applicable standards;
14. Other instruments specific to the domain concerned with the contract.

Article 7: Communication

1.1 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: Sir/Madam **THE CONTRACTOR**
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to Nwa Council;
- b) In the case where the Project Owner is the addressee: Sir **The Mayor of AKO** with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.
- c) In the case where the Contracting Authority is: Sir **The Mayor of AKO** with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable

1.2 The contractor shall address all written notifications or correspondences to the Contract Engineer with a copy to the Contracting Authority.

Article 8: Administrative Orders: The various Administrative Orders shall be established and notified as follows:

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

1.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Contracting Authority, the Contract Manager, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.

1.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.

1.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the contractor by the Contract Manager with a copy to the Contracting Authority, the Contract Engineer and Project Manager.

1.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Contracting Authority and notified by his services to the contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.

1.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer.

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

1.8 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a maximum of 30 days from the date of transmission by the Contracting Authority to the Project Manager. Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.

Article 9: Contracts with conditional phases:

9.1 This contract shall be in one phase only. At the end of a phase, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the contractor. This attestation shall condition the start of the following conditional phase.

9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be five (5) days.

Article 10: Contractor's equipment and personnel:

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

20.1 The Contracting Authority *may* grant a start-off advance equal to 20 % of the amount of the contract.

20.2 This advance whose value cannot exceed twenty (20) percent of the initial amount inclusive of all taxes shall be guaranteed at one hundred (100) percent by a banking establishment governed by Cameroon law or a first-rate financial institution in accordance with the instruments in force and reimbursed by deduction of the payments on accounts to be paid to the contractor during the execution of the contract according to the modalities laid down in the Special Administrative Conditions.

20.3 The total amount of the advance must be reimbursed not later than when the value in Secondary price of the works reaches eighty (80) percent of the amount of the contract.

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

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

Article 21: Payment for works:

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

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

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

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

- [1-2.2 and/or – (7.5 or 15%)] paid directly into the account of the contractor;
- 2.2 % or 5.5 % paid to the public treasury as AIR due by the contractor.
- 7.5% or 15% paid into the public treasury as TSR due by the contractor.

The Project Manager has a time-limit of seven (7) days to forward to the Contract Manager the detailed accounts he has approved. The Contract Engineer has a maximum time-limit of twenty-one (21) days to forward the detailed accounts he approved such that they are in his possession not later than the twelfth of the month. The Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

Payments shall be done by the Project owner within a maximum deadline of three (03) calendar days from the date of submission of the approved detailed accounts.

21.3 **Detailed account of start-off account:** Not applicable

Article 22: Interest on overdue payments: Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code.

Article 23: Penalties:

A. Penalties for delay

23.1 The amount set for penalties for delays shall be set as follows:

- a) One two thousandth (1/2000th) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the contractual time-limit;
- b) One thousandth (1/1000th) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30th day.

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

B. Specific penalties

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

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

Article 24: Payment in case of a group of enterprises:

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

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

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

Article 35: Documents to be furnished by the contractor:

35.1 Programme of works, Quality Assurance Plan and others.

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

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

Two (2) copies of these documents will be returned to him within a deadline of fifteen (15) days from the date of receipt with:

- Either the indication "**GOOD FOR EXECUTION**";
- Or the indication of their rejection including the reasons for the said rejection.

The contractor has eight (8) days to present a new draft. The Project Engineer and the Contract Manager then have a deadline of five (5) days each to give his approval or possibly make comments. Delay in approving the draft execution schedule shall stay the execution deadline.

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

The contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the contractual programme upon receiving the approval of the Project Manager. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Contracting Authority without staying its execution. However, if important modifications alter the objective of the contract or the nature of the works, the Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

b) The Environment Management Plan should bring out notably the choice technical conditions of the site and Secondary life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.

c) The contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.

d) The approval granted by the Contract Manager or Project Manager shall in no way diminish the responsibility of the contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the contract..

35.2 Execution draft

a) The execution plan documents (*calculations and drawings*) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the *Contract engineer or Project Manager* at most fifteen (15) days prior to the date provided for the commencement of execution of the corresponding part of the structure.

b) The *Contract engineer* has a deadline of *five (05) days* to examine and make known his observations. The contractor then has a deadline of [04] four days to present a new file including the said observations.

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

Article 36: Organisation and safety on site: Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work. The services to inform in case of interruption of traffic or along the deviated itinerary are the *Delegated Contracting Authority, Project Owner, contract Engineer*

then fix the date of acceptance in collaboration with the contract Engineer and call for the task by a letter of invitation. The Acceptance Commission shall comprise the following;

- The Authorizing Officer (CONTRACTING AUTHORITY) (Chairman)
- The Contract Engineer..... (Secretary)
- The Project Manager..... (Member)
- DDMINMAP..... (Observer)
- CB MINMAP (Observer)
- The Contract Manager.....(Member)
- DCLD (Member)
- The Stores Accountant of Ako Council.....(Member)
- CONTRACTOR OR REPRESENTATIVE.....(Member)

The commission shall examine the report of the Pre-acceptance and shall proceed to the Provisional Acceptance if satisfied with the works executed. An acceptance report (process - verbal) of the works shall be prepared by the Contract Engineer and signed by all the commission members on the site.

Article 45: Final acceptance: Final acceptance shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the period of guarantee. The commission and procedure for final acceptance shall be the same as for Provisional Acceptance

Article 46: Guarantee Period: The guarantee period shall last for one (01) year from the date of the provisional acceptance.

Chapter V: SUNDRY PROVISIONS

Article 47: Termination of the contract (article 74 of the GAC)

The contract may be terminated as provided for in Decree N° 2018/366 of 20th June 2018 and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

- Delay of more than fifteen (15) calendar days in the execution of an Administrative Order or unjustified stoppage of more than seven (7) calendar days;
- Delay in work resulting in penalties of more than 10 % of the amount of the works;
- Refusal to repeat poorly executed works;
- Default by the contractor;
- Persistent non payment for services.

Article 48: Case of force majeure (article 75 of the GAC): If the contractor were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

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

Article 49: Disagreements and disputes (article 79 of the GAC): Disagreements and disputes resulting from the execution of this contract may be settled amicably. Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction.

Article 50: Production and dissemination of this contract: Ten (10) copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

Article 51: Entry into force of this contract: This contract shall be final only upon its signature by the Contracting Authority. It shall enter into force as soon as it is notified to the contractor by the Contracting Authority.

Article 52 and last: INFORMATION TO BE POSTED: The Contractor shall put up a visible sign board (*total height=2.80m, width=1.20m, board thickness=2.5cm at 1,20m above the ground level with poles embedded in concrete*) at the entrance to the site on a place approved by the Contract Engineer, bearing the following text written on one side of the board.

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA

FINANCING: 2026 PUBLIC INVESTMENT BUDGET (MINDDEVEL)

CONTRACTING AUTHORITY: THE MAYOR OF AKO

AUTHORISING OFFICER: THE MAYOR OF AKO

CONTRACT MANAGER: DD/MINDDEVEL/DM

CONTRACT ENGINEER: THE DIVISIONAL DELEGATION OF PUBLIC WORKS DONGA MANTUNG

PROJECT MANAGER: CDO AKO COUNCIL

CONTRACTOR:.....

DURATION OF CONTRACT: FOUR MONTHS (120 CALENDAR DAYS)

STARTING DATE:

ENDING DATE:

before lying on the elevation walls. The reinforced concrete pillars of section 15x15 and 15x30 at 350 kg/m³ will be cast as one raises the agglomerated hollow blocks walls and this is to permit a good adhesion. The characteristic strength of concrete at 28 days should not be less than 16Mpa. For the maximal spacing of the pillars see building plans. The lintels 15 x 20 in reinforced concrete at 350 kg/m³ will be levelled to + 2,10m above the level of the finished foundation.

The average height under the ceiling shall be 3,00m.

A binding course of 15 x 20 cm in reinforced concrete at 350 kg/m³ will be laid above the finished level of the agglomerated hollow blocks walls with fixing wires so as to receive the wooden roof truss.

5- ROOF TRUSS AND THE COVERING: The work of the roof truss shall commence 14 days after the concreting of the wall plate, ie after the concreting of the wall plate, works shall halt for 14 days to allow the structure gain strength before the roof truss is constructed.

- **Trusses:** shall be of locally sawn and treated hard wood (eucalyptus inclusive), shall compose of single frame rafters of 5cmx15cmx4m and spaced at 1.50m interval with a king-post of 200cm high. These rafters will be solidly attached to the wall plate with the help of standby beam iron rods also spaced at 1.50m spacing;

- **Purlins and noggins:** shall consist of 5x8cmx4m locally sawn timber from hard wood (eucalyptus inclusive). All structural timber shall be treated with carbonyl. The timber for the *roof work will be of good quality, with the straight grain and free of any defect.*

-**Roofing sheets:** shall be in high rib aluminum sheets (Tôle Bac) of type 4/10mm. The sheets shall be fixed onto the purlins using twisted zinc nails 90mm, equipped with bituminous rubbers caps.

-**Facial board** shall be 30cm wide and of high rib aluminum sheets (tôle Bac) of 3.5/10mm thickness, including a lining.

-**Ceiling-** shall be in 4mm thick (red plywood on both sides), fastened in sheets of 60x120 to noggins of 4cm thick or 5x8 and treated with carbonyl. The noggins shall be spaced 60cm center to center and braced appropriately. Eaves shall be equipped with ventilated pre-cast blocks. An access shall be provided into the loft (ceiling of each classroom). The external ceiling shall be in smooth aluminum sheets (tôle lisse) nailed to noggins and fastened with wooden ceiling battens.

6 - JOINERY

Doors and Windows:

- Door shutters (400X300) cm, (200X300) cm and (90X220) cm shall be made of double metallic panels fixed on metallic angle bars (35x35) mm securely anchored to the walls. The door shutter of the office shall open to the inside while the doors of the magazins shall open to the outside.

-The window openings (150 X 120) cm shall be fitted with sliding aluminum glazed panel shutters internally and fixed external window protectors (150 X 220) cm of vertical striped metallic tubes (30mm) welded to a frame of angle bar (35x35) mm

7 - ELECTRICAL INSTALLATION: The interior facilities (sheaths VGV cables, TH etc...) will be executed according to the norms and the rules concerning electrical installations at the time of the over-site concrete or as the agglomerated hollow blocks walls are being raised. Accessories and luminous elements (sockets, switches etc...) will be of good model. The set of facilities will be joined to a general earth hold.

8 - RENDERING (PLASTERING) AND COATINGS: The wall rendering (thickness at least 2cm cm on both sides of the walls) will be of cement mortar at 400 kg/m³. There will be an under-coat layer and a finish layer floated and foamed to finish. They must be well cut horizontally and vertically using a **straight edge**. All walls shall receive a base coat of spatdash before plastering is done.

9 - PAINTING: A layer of impression in ordinary paint will be applied previously on all the walls as priming layer. The interior walls will be painted in water paint (pantex 800). The external walls will be painted in water resistant paint (pantex 1300 type). Colour tinted tubes will be chosen to achieve the desired **magnolia** colour. The ceiling shall be painted in crystal white glue paint. All metal works shall be painted with oil paint - Glyptal resien lacquer, in two coats. A primary coat of antirust before final painting is done. Skirting shall be carried out in oil paint at 20cm from the floor, externally and internally with coffee brown colours.

10 - EXTERNAL WORKS: Gutters: To be excavated 40cm wide and 30cm deep at the rain drops. The walls of gutters are to be constructed in concrete and the floor well rolled and smoothen out with ordinary cement concrete providing a slope of 10% for the flow of water with an offshoot of at least 3m to the environment.

Prefabricated slabs of dimensions (60X50)cm wide each shall be provided at the doors of (90X220)cm and (200X300)cm of the office and small magasin covering 1.5m and 3.0m respectively over the gutters at right angles.

Steps shall be constructed out of frog filled (15X20X40)cm blocks, 1,20m wide as the case

Equally, a **ramps** cast insitu of dimensions (4.0X2.1X0.2)m shall be provided at the main entrance of the building for the handicapped on wheel chairs and also to enable trucks with goods to get right to the main door of the magasin.

11 - PROTECTION OF THE ENVIRONMENT: The entrepreneur shall obtain an attestation of environmental impact notice from the council concerned, indicating that the environment impact notice has been carried out by the project owner

The site must be chosen outside of the sensitive zones, in order to limit the site clearing, the extraction of bushes, the setting out of the building and general circulation.

The site must foresee an adequate drainage of waters on the whole surface. The maintenance areas and of washing should be concreted. These maintenance areas should have a slope toward a cesspool provided for the purpose and toward the inside of the platform in order to avoid the out-flow of the polluting products toward the site and the neighbourhood.

At the end the works, the entrepreneur will do all necessary works to the restoration of the various places of the site. The entrepreneur should fold all his material, and equipment. He should demolish all stationary installation, as foundation, support made of concrete or

DOCUMENT N^o. 06**THE UNIT PRICE SCHEDULE**

**UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT
GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION**

N ^o	DESCRIPTION	UNIT	UNIT PRICE IN FIGURES	UNIT PRICE IN WORDS
100	PRELIMINARY WORKS			
101	Inspection of work site installations (fencing, information to be posted, execution programme, as-built plan, etc) and site installation of contractor & his personnel.	ff		
102	Clearing of the site and removal of vegetable soil	m2		
103	Setting ut of the building	ff		
104	Building permit (1% of total without tax)	ff		
105	Environmental Impact Notice (E.I.N)	ff		
200	EARTH WORKS			
201	Leveling of the platform	m3		
202	Digging of foundation trenches	m3		
203	Back filling with selected laterite soil	m3		
300	FOUNDATION			
301	Lean (blinding) concrete	m3		
302	Foundation in filled frog blocks /stones	m3		
303	R.C for footings, pillars and ground beams	m3		
304	Concrete floor (8cm thick dosed at 350Kg/m3)	m3		
400	WALL MASONRY			
401	Blocks of 15x20x40cm for wall elevation	m3		
402	Plastering of walls with cement mortar dosed at 350Kg/m3	m3		
403	R.C for pllars, lintels, and beams dosed at 350/Kg/m3	m3		
404	Wall blackboard (500x120)cm with cement paste finish including painting with good quality black paint	U		
405	Floor finish in cement screed	m2		
406	Blackboard stages	U		
500	ROOF			
501	Truss (complete in hard wood),	m3		
502	Purlins (5x8)	m3		
503	Noggings (4x4)	m3		
504	Ceiling in hard plywood (4mm thick and red on both sides)	m2		
505	Ceiling in hard plywood (4mm thick SAPLLE and red on both sides) for offices	m2		
506	External perimeter ceiling in smooth zinc sheet (tôle lissse) including ventilation	m2		
507	Aluminium roofing sheets (tôle bac 4/10mm)	m2		
508	Fascia bord sheet (tôle bac 3.5/10mm of 30cm	ml		

BILL OF QUANTITIES AND COST ESTIMATES

BILL OF QUANTITIES AND COST ESTIMATE FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION					
N°	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
100	PRELIMINARY WORKS				
101	Inspection of work site installations (fencing, information to be posted, execution programme, as-built plan, etc) and site installation of contractor & his personnel.	ff	1		
102	Clearing of the site and removal of vegetable soil	m2	555.00		
103	Setting ut of the building	ff	1		
104	Building permit (1% of total without tax)	ff	1		
105	Environmental Impact Notice (E.I.N)	ff	1		
	SUB - TOTAL 100				
200	EARTH WORKS				
201	Leveling of the platform	m3	721.5		
202	Digging of foundation trenches	m3	169		
203	Back filling with selected laterite soil	m3	99.25		
	SUB - TOTAL 200				
300	FOUNDATION				
301	Lean (blinding) concrete	m3	2.21		
302	Foundation in filled frog blocks /stones	m3	105		
303	R.C for footings, pillars and ground beams	m3	10.01		
304	Concrete floor (8cm thick dosed at 350Kg/m3)	m3	226.9		
	SUB - TOTAL 300				
400	WALL MASONRY				
401	Blocks of 15x20x40cm for wall elevation	m3	217		
402	Plastering of walls with cement mortar dosed at 350Kg/m3	m3	434		
403	R.C for pllars, lintels, and beams dosed at 350/Kg/m3	m3	10.25		
404	Wall blackboard (500x120)cm with cement paste finish including painting with good quality black paint	U	6		
405	Floor finish in cement screed	m2	175		
406	Blackboard stages	U	3		
	SUB - TOTAL 400				
500	ROOF				
501	Truss (complete in hard wood),	m3	3.3		
502	Purlins (5x8)	m3	1		
503	Noggings (4x4)	m3	1.62		
504	Ceiling in hard plywood (4mm thick and red on both sides)	m2	238		
505	Ceiling in hard plywood (4mm thick SAPLLE and red on both sides) for offices	m2	299		
506	External perimeter ceiling in smooth zinc sheet (tôle lisse) including ventilation	m2	64		
507	Aluminium roofing sheets (tôle bac 4/10mm)	m2	310		
508	Fascia bord sheet (tôle bac 3.5/10mm of 30cm height)	ml	80		

400	WALL MASONRY	
500	ROOF	
600	METAL WORKS	
700	ELECTRICAL INSTALLATIONS	
800	PAINTING	
900	EXTERNAL WORKS	
	TOTAL WITHOUT TAXES	(1)
	VAT (19,25% of 1)	(2)
	A.I.R (5.5 % or 2.2% of 1)	(3)
	TOTAL ATI (=1+2)	
	NET PAYABLE (=1-3)	

THIS BILL IS CLOSED AT:

**Document No. 9:
Model contract**

REPUBLICQUE DU CAMEROUN

PAIX – TRAVAIL – PATRIE

REGION DU NORD- OUEST

DEPARTEMENT DU DONGA MANTUNG

COMMUNE DE D’AKO

COMMISSION INTERNE DE PASSATION
DES MARCHES



REPUBLIC OF CAMEROON

PEACE – WORK – FATHERLAND

NORTH WEST REGION

DONGA MANTUNG DIVISION

D’AKO COUNCIL

INTERNAL TENDERS BOARD

JOBGING ORDER No/JO/NWR/DMD/AC/ACITB/2026 OF
Awarded following OPEN NATIONAL INVITATION TO TENDER No./ONIT/NWR/DMD/AC/ACITB/2026 of the..... **FOR THE
CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS
DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION**

1: CONSTRUCTION OF A BLOCK OF THREE CLASSROOMS AND TWO OFFICES

Project Owner: THE MAYOR OF AKO

HOLDER : [indicate name and full address of holder]

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

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

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

PLACE: GBS DUMBO, AKO COUNCIL AREA **Region: NORTH WEST**
EXECUTION DEADLINE: One Hundred and twenty days (04) months for each lot
AMOUNT IN CFA F:

HT	
TTC	
VAT (19.25%)	
AIR (Income tax) (5.5% or 2.2%)	
TOTAL TAXES	
NET PAYABLE	

FINANCING :
BUDGET HEAD :

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

Between:

MODEL FORMS APPLICABLE

FORM N° 1:
DECLARATION OF THE INTENTION TO TENDER

COMPANY'S LETTER HEAD

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 project.

Done at On the

General Manager

FORM N° 03
THE MODEL SURETY BOND

Bank

Reference of guarantee: No.

To the Mayor of AKO Council, Donga Mantung Division, North West Region, Republic of Cameroon

Invitation to Tender No.

BID BOND FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

The Contractor (5) hereby submits on to the Mayor of AKO a bid relating **FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION**

To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the Mayor of AKO Council acting in the capacity of Contracting Authority, a bid bond amounting to CFA Francs (6).

By this guarantee, we the undersigned, (7).....with our registered office in, are committed towards the Mayor of AKO Council , through the bidder for the sum of CFA Francs(in figures).....(in words).

By this guarantee, we irrevocably commit ourselves, without any argument or delay, to pay into an account indicated by the Mayor of AKO Council, the amount of the guarantee at the first written request, as soon as the latter shall inform us in writing that the bidder does not keep the commitment he took in his tender.

The request for payment of guarantee shall be countersigned by the Mayor of AKO Council. This guarantee shall be released latest thirty (30) days after the expiration of the validity of the tender or, in case the company shall be the successful bidder, after presentation of the performance bond which shall be kept by the Mayor of AKO Council

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

(5) Bidder

(6) Stated in the Special regulations governing the invitation to tender

(7) Bank

FORM N° 05

THE MODEL PERFORMANCE BOND (RETENTION BOND)

Bank

Reference of guarantee: No.

To: THE MAYOR OF D'AKO COUNCIL

REPUBLIC OF CAMEROON

Invitation to Tender No.

PERFORMANCE BOND FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

We..... (Bank) have been informed that a contract has been signed between the Mayor of AKO Council acting in the capacity of the Contracting Authority, and....., acting as FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

In compliance with the provisions of Contract N°., the contractor is bound to present to the Mayor of AKO Council, 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 Mayor of AKO, at his first written request, and for 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 Mayor of AKO Council. 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 Mayor of AKO Council.

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

FORM N° 07

THE MODEL UNDERTAKING BY THE BIDDER

Name of project:.....Invitation to tender N° :.....

Construction of a ware house at

I (We) the undersigned (8)

Acting in the capacity of (9)in the name and on behalf of (10)..... atRC N°by virtue of the power vested in me (us), domiciled at P.O.Box..... (Town), telephone No., after having studied all the documents of the tender file relating to the Invitation to Tender No., 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 CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION**

, in keeping with the terms and conditions of the tender file.

I commit myself (We commit ourselves) in case my (our) tender is retained, to execute the contract within(.....) months as from the date of notification of award of the 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.

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 »

(8) Name, first name, profession, residence

(9) Position in the company

(10) Company name

DOCUMENT N°11: ANNEXES

ANNEX N° 01

THE MODEL CURRICULUM VITAE

Name & First name : _____

Date of birth : _____

Nationality _____

Level of education

Languages Spoken	Level	Very good	Good	Average	Poor
ENGLISH	Written				
	Read				
	Spoken				
FRENCH	Written				
	Read				
	Spoken				
LOCAL LANGUAGE OF THE AREA OF THE PROJECT	Written				
	Read				
	Spoken				

Training school: _____

Date of admission : _____

Date of graduation: _____

Diploma obtained: _____ Date _____

Specific knowledge: Publication, research work _____

Date of start of service: _____

Nature of service rendered: _____

Number of years of service : _____

Number of years in the company : _____

Date of start of service in the company : _____

WORK EXPERIENCE (*)

(*) – Work attestations issued by the various employers shall be enclosed with this curriculum vitae which shall be signed.

- The curriculum vitae shall highlight the importance of projects in which the personnel has worked and the position he actually held in the said projects.

ANNEX N° 03

MODEL EQUIPMENT LIST

SN	DESIGNATION <i>Description & frame (châssis) number</i>	MARK (& HORSE POWER if vehicle)	REGISTRATION NUMBER (if vehicle)	QUANTITY	STATUS (Hired or owned)
1					
2					
3					
etc					

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 equipments and 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 the project I am tendering for.

Remark- For equipment I will take on hire I hereby attached to this form certified attestations (*lease documents*) of commitment between I and the Owner(s) of the equipment(s).

Done on....., at

Signed

ANNEX N° 05
MODEL OF SUB- DETAIL OF UNIT PRICE

Designation of Works :						
N° price	<i>Daily output</i>	Total Quantity		Duration (days)		
	<i>/ day</i>					
WORKMANSHIP	Category	Number	<i>Daily Salary</i>	Days paid	Amount	
	Site engineer					
	Site foreman					
	Team chiefs					
	Administrative staff					
	Driver					
	Specialised Technicians					
	Labourers					
	Store keeper					
	Total A					
	Type	Quantity	Daily rate	Days paid	Amount	
	Pickup for follow-up					
	Small equipment					
	Total B					
	Type	Quantity	Unit Price	Consumption	Amount	
*						
*						
*						
Total C						
D	TOTAL DRY PRICE A+B+C					
E	General site expenses		X%	D x X%		
F	General head office expenses		Y%	D x Y%		
G	TOTALCOST PRICE			D + E + F		
H	Risks + benefits		Z%	G x Z%		
P	TOTAL COST PRICE WITHOUT TAXES			G + H		
V	SELLING UNIT PRICE WITHOUT TAXES			P/QTE		

ANNEX N° 07
THE EVALUATION GRID
ANNEX 7: EVALUATION GRID

FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
B1	Equipment list	It shall clearly show the means at the disposal of the enterprise to carry out the job (list of equipment and tools)	Attach certified copies of lease agreements, receipts, etc. These equipments and tools must be present at the site before and during each phase
B2	Personnel list	It shall contain: ☞ Works Supervisor: at least a Senior Civil Engineering Technician with at least 5years' experience ☞ Foreman: at least a Civil Engineering Technician with at least 3 years' experience in the domain of Construction.	Attach for each person a CV signed and dated, as well as a certified copy of certificate. (all key personnel must present a commitment of availability duly signed and must present a certified copy of a valid National Identity Card bearing 03 signatures of the bearer)
B3	Organisation of works/ methodology	In conformity with article 7 below, it shall clearly show the organisation of the enterprise (<i>methodology of execution, work schedule, site installation, supply of materials, etc</i>)	Date, signature and stamp of bidder at the end of document
B4	Sub-contracting	Information on the sub-contractor (equipment, personnel, references, etc)	Date and signature of sub-contractor. (only 30% of the contract may be sub-contracted)
B5	Attestation of Site Visit	Attestation of Visit to the Site where the works are to be carried out. A <i>Site Visit</i> Report signed by the Contractor.(see attached format)	Dated and signed on honour by the contractor
B6	References of the enterprise.	List of similar jobs executed in the last three (03) years by the enterprise and or other civil engineering works realised. (see attached format)	Amount of works, copies of (1 st and last pages) and minutes of Final Reception for all similar works executed before 2025 and minutes of Provisional Reception for 2025 projects.
B7	Financial capability	Attestation of pre-financing delivered by a banking institution recognised by MINFI/COBAC	Date and signature of bank Manager in charge.
B8	Technical specifications	Provided in Tender File.	Initialled on every page and Signed and stamped on the last page

ADMINISTRATIVE DOCUMENTS.

TECHNICAL EVALUATION

AKO COUNCIL INTERNAL TENDERS BOARD	
TECHNICAL ANALYSIS SUB COMMISSION	
CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA	
1: BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES	
1	PRESIDENT:
2	SECRETARY:

		TOTAL g	/4	/4	/4
	I. Pre-financing		EVALUATION (Yes or No)		
e1	Attestation of credibility shall be at least 55% of the bid price				
	TOTAL		/1	/1	/1
	GRAND TOTAL		/35	/35	/35
NB: The minimal technical acceptable mark is 75% of the technical mark, i.e. All bids having less than 80/100 of the technical marks shall be eliminated. 75/100					
Resolution:					
IV	FINANCIAL ANALYSIS		EVALUATION		
			A	B	C
1	Unit Price Schedule				
2	Bill of Quantities and Cost Estimate				
3	Sub Detail of Unit Prices				
4	Bidder's Financial Proposal				
NB) The non existence or Laxity noticed at the study of prices and Arithmetic errors shall be corrected by the Technical Sub Committee with respect to the invitation to Tender					
FINAL RESOLUTION OF THE EVALUATION COMMISSION (use the corrected offer)					

ANNEX 8: MODELE ATTESTATION OF SITE VISIT

I the undersigned Mr./Mrs./Miss [Surname and Name] The Director of [Name of Company] do testify on my honour that, I Mr./Mrs/Miss (Surname and Name) Director or Engineer of the Company: (Name of Enterprise) have actually visited the site which is going to receive the structure relative to OPEN NATIONAL INVITATION TO TENDER No. /ONIT/MINDDEVEL/NWR/DMD/AC/ACITB/2026 OF 2026 FOR THE CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS DUMBO, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

LOT 1: CONSTRUCTION OF A BLOCK OF THREE (03) CLASSROOMS AND TWO (02) OFFICES AT GBS.

I declare:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the execution of the job with respect to norms.
- To establish a unit price schedules taking into account the difficulties of the site relative to the execution of the works and shall on no condition claim the Delegated Contracting Authority for any increase of unit price.

In Testimony Whereof, this present ATTESTATION OF SITE VISIT is established and issued to serve the purpose it deserves.

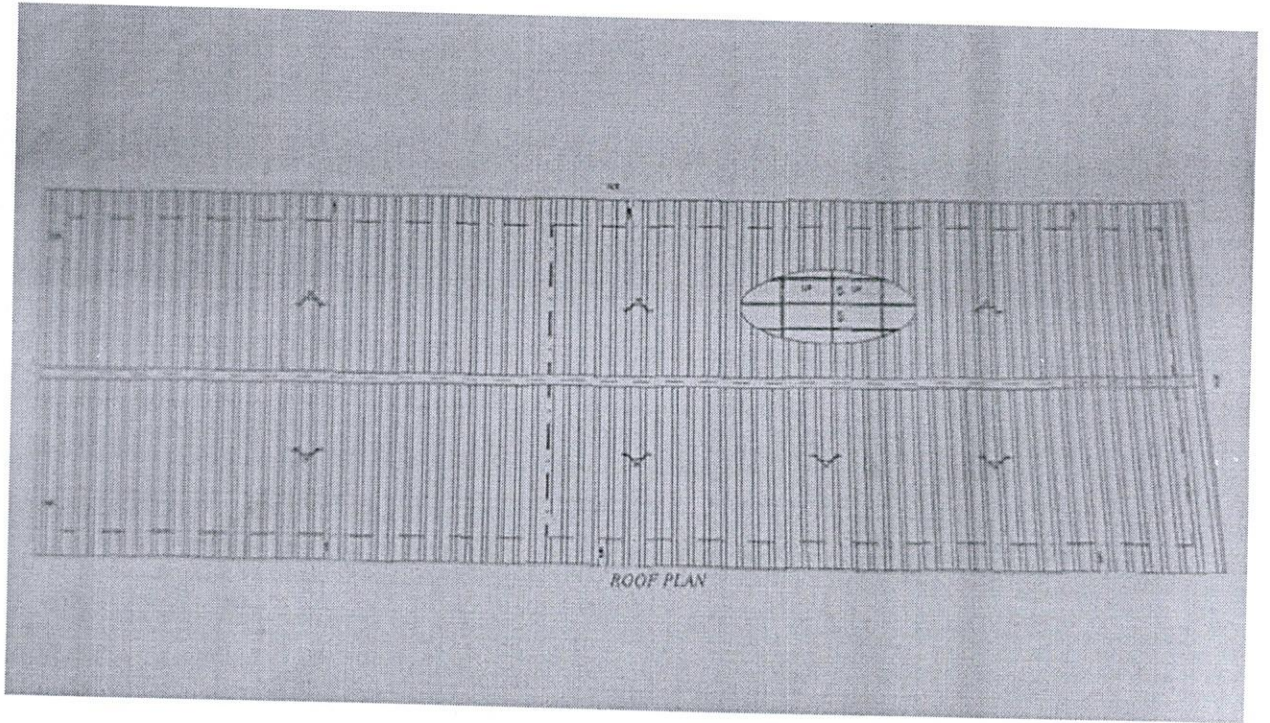
Date

Stamp of enterprise

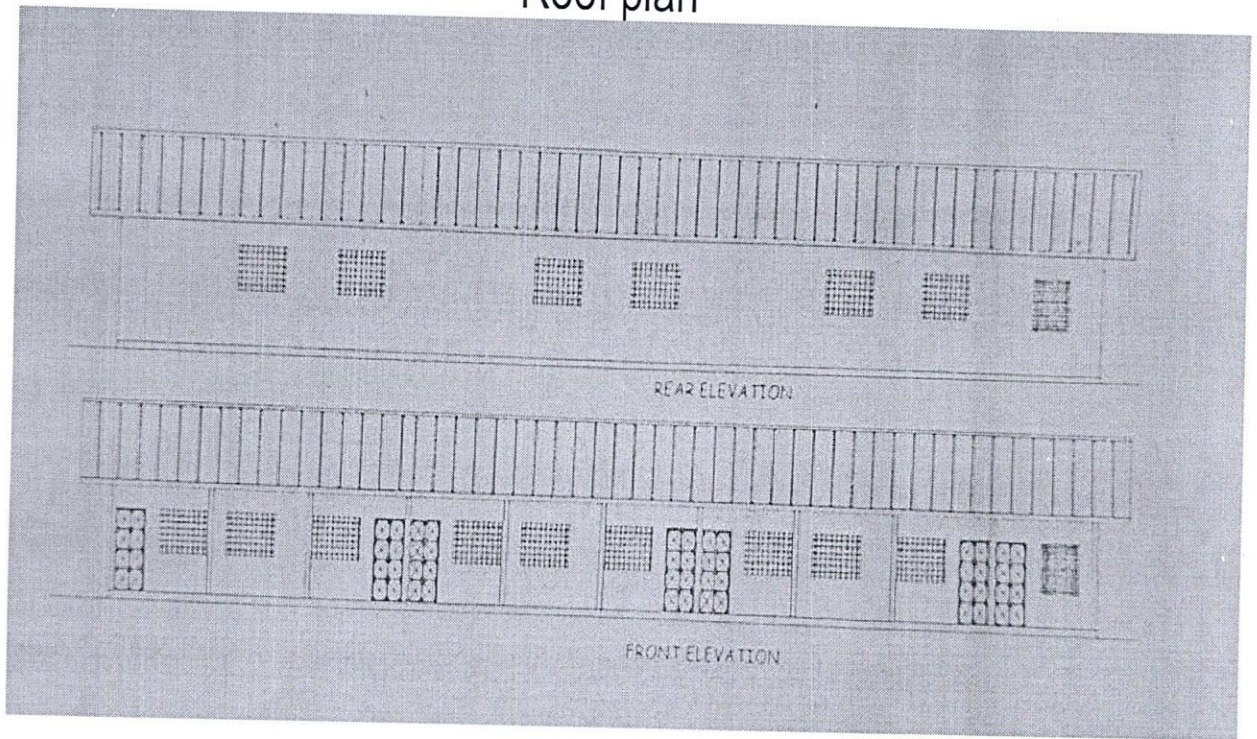
Signature and Names of the Director



**DOCUMENT N°13:
WORKING PLANS**



Roof plan



Elevations