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REPUBLIQUE DU CAMEROUN

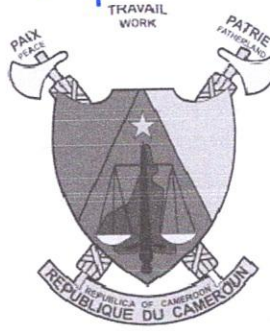
Paix-Travail-Patrie

MINISTÈRE DE LA
DÉCENTRALISATION ET DE
DEVELOPPEMENT LOCAL

RÉGION DU NORD-OUEST

DÉPARTEMENT DE LA MOMO

COMMUNE DE ANDEK



REPUBLIC OF CAMEROON

Peace -Work-Fatherland

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MOMO DIVISION

ANDEK COUNCIL

ANDEK COUNCIL INTERNAL TENDERS BOARD

REQUEST FOR QUOTATION

CONSULTATION FILE

REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEDUB PUBLIC INVESTMENT BUDGET (PIB) - 2026

BUBGET HEADS

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION	30,000,000	600,000	20,000

RECORD NO: _____

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REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

FUNDING: MINEDUB PUBLIC INVESTMENT BUDGET (PIB) - 2026

BUBGET HEADS

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION	30,000,000	600,000	20,000

RECORD NO: _____

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Peace –Work-Fatherland

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MOMO DIVISION

ANDEK COUNCIL

CONSULTATION NOTICE

Subject: REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

Within the framework of 2026 Investment Budget, the MAYOR of ANDEK COUNCIL; Contracting Authority and the Project Owner hereby launches a Request for Quotation for the REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

1. Participation:

Participation to this consultation is open to is open to Cameroonian enterprises that are in compliance with the fiscal laws.

2. Description of services:

The services of this request for quotation includes the REHABILITATION OF G.N.S. ANDEK

3. Project owner THE MAYOR OF ANDEK COUNCIL

4. Lots

The execution is in a single lot as indicated below.

5. Estimated cost

The estimated cost is as below

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION	30,000,000	600,000	20,000

6. Funding

This project shall be financed by the MINEDUB PUBLIC INVESTMENT BUDGET (PIB) - 2026 of the Ministry of secondary education with budget heads as indicated on the table above.

7. Bid bond

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in this Consultation File, of an amount of **600,000 Francs CFA (SIX HUNDRED THOUSAND francs CFA)** and valid for thirty (30) days beyond the date of validity of bids.

8. Consultation of the Tender file:

The file may be consulted during working hours at the General Secretariat of the Lord Mayor of ANDEK COUNCIL or contact Tel: 680295209, as soon as this notice is published

9. Acquisition of consultation file:

The file may be obtained from the General Secretariat of the Lord Mayor of ANDEK COUNCIL or contact Tel: 680295209 as soon as this consultation notice is published against payment of a non-refundable sum of **20,000 CFA francs (Twenty THOUSAND CFA)**, payable at the Andek Municipal Treasury, representing the cost of purchasing the tender file

10. Presentation of consultation file:

The tender file in two (02) volumes shall be enclosed in two sealed envelopes.

- Envelope A containing the administrative documents (Volume 1);
- Envelope B containing the technical and financial documents (Volume 2);

The two (02) volumes shall then be enclosed in a single sealed envelope bearing only the reference of the quotation in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

11. Submission of Files:

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the ANDEK COUNCIL Office not later than **25/04/2025** at **10 AM** local time and should carry the inscription:

TO THE CONTRACTING AUTHORITY
« REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE
REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST
REGION.»

To be opened only during the Tenders Board Opening session ».

12. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **25/04/2025** at 11 AM local time, at the Conference Hall of the council office designated by the Contracting Authority. Only bidders may attend or be represented by duly mandated persons of their choice

The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

13. Deadline of execution:

The deadline of execution is **Ninety (90) days** from the date of notification for the Jobbing Order to begin.

14. Evaluation criteria

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

REPUBLIQUE DU CAMEROUN

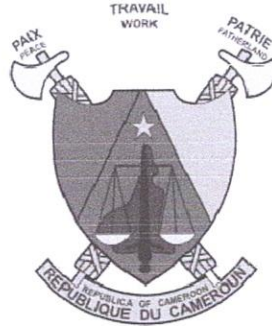
Paix-Travail-Patrie

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MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

MOMO DIVISION

ANDEK COUNCIL

II. AVIS DE CONSULTATION

Objet: DEMANDE DE QUOTATION N° 04/AC/ACITB/AC/2026 DU 02/04/2026 POUR LA REHABILITATION D'ECOLE MATERNELLE D'ANDEK DANS LA MUNICIPALITE D'ANDEK, DEPARTMENT DE LA MOMO, RÉGION DU NORD-OUEST.

Dans le cadre du Budget d'Investissement 2026, le MAIRE de la COMMUNE DE ANDEK ; Le Maître d'ouvrage et l'autorité contractante lance par la présente une demande de quotation pour la **REHABILITATION D'ECOLE MATERNELLE D'ANDEK, MUNICIPALITY DE ANDEK, DEPARTEMENT DE MOMO, RÉGION DU NORD-OUEST.**

1. Participation:

La participation à cette consultation est ouverte aux entreprises camerounaises qui respectent les lois fiscales.

2. Description of services:

Les prestations du présent marché comprennent la **REHABILITATION D'ECOLE MATERNELLE D'ANDEK** dans la division momo la COMMUNE DE ANDEK, Région du Nord-Ouest

3. Maître d'ouvrage: MAIRE de la COMMUNE DE ANDEK

4. Lots

La projet est en un seul lot comme indiqué ci-dessous.

5. Coût estimé

Le coût estimé est comme ci-dessous

Lot	Projet	COÛT PREVISIONNEL	Cautionnement provisoire	Coût du dossier d'appel d'offres
Single	REHABILITATION D'ECOLE MATERNELLE D'ANDEK MUNICIPALITY DE ANDEK, DEPARTEMENT DE MOMO, RÉGION DU NORD-OUEST	30,000,000	600,000	20,000

6. Financement :

Ce projet sera financé par le **Budget d'Investissement 2026** avec des têtes budgétaires comme indiqué dans le tableau ci-dessus

7. Cautionnement provisoire

Chaque soumissionnaire doit inclure dans ses documents administratifs, un cautionnement de soumission émis par un établissement bancaire de premier ordre agréé par le ministère en charge des finances et dont la liste se trouve dans ce dossier de consultation, d'un montant de **600,000 francs CFA (SIX CENT MILLES CFA)** et valable quatre vingt dix (90) jours au-delà de la date de validité des offres.

8. Consultation du Dossier:

Le dossier peut être consulté aux heures ouvrables au Secrétariat Général de la Mairie de Andek ou contacter tél : 680295209, dès la publication du présent avis.

9. Acquisition of consultation file:

Le dossier peut être obtenu auprès du Secrétariat Général de la Mairie de ANDEK ou contacter Tél: 680295209 dès la publication du présent avis de consultation contre paiement d'une somme non remboursable de **20,000 francs CFA (vingt mille CFA)**, payable au Trésor Municipale de Andek, représentant le coût d'achat du dossier d'appel d'offres.

10. Présentation du dossier de consultation:

Le dossier d'appel d'offres en deux (02) volumes doit être joint dans deux enveloppes scellées.

- ❖ Enveloppe A contenant les documents administratifs (Volume 1);
- ❖ Enveloppe B contenant les documents techniques et financiers (Volume 2);

Les deux (02) volumes seront alors enfermés dans une seule enveloppe scellée portant uniquement la *référence du devis en question*. Les différents documents de chaque offre seront numérotés comme indiqué dans l'offre et séparés par des intercalaires de même couleur.

11. Remise des offres:

Chaque offre rédigée en anglais ou en français en 07 (sept) exemplaires dont 01 (un) original et 06 (six) copies devra parvenir au Bureau de la Mairie de ANDEK au plus tard le **02/06/2026** à 10 heures locales et devra porter l'inscription :

**A MONSIEUR LE MAITRE D'OUVRAGE
« DEMANDE DE QUOTATION N° 04/AC/ACITB/RQ/2026 DU 02/04/2026 POUR LA
REHABILITATION D'ECOLE MATERNELLE D'ANDEK DANS LA MUNICIPALITE D'ANDEK,
DEPARTMENT DE LA MOMO, RÉGION DU NORD-OUEST»**

A ouvrir uniquement pendant la séance d'ouverture de la Commission des marchés ».

12. Ouverture des offres:

Les offres seront ouvertes en une seule phase. L'ouverture des dossiers administratifs, des offres Techniques et Financières aura lieu le **02/04/2026** à 11h00 heure locale, à la Salle des Conférences du bureau communal désignée par le Maître d'Ouvrage. Seuls les soumissionnaires pourront assister ou se faire représenter par des personnes de leur choix, dûment mandatées.

Les offres seront évaluées exclusivement en taxe sur la valeur ajoutée (TVA) et toutes taxes comprises (ATI) et accompagnées d'un modèle de soumission signé.

13. Délai d'exécution:

La date limite d'exécution est de **Quatre vingt dix (90) jours** à compter de la date de notification pour le début de la commande.

14. Principaux critères d'évaluation :

Les offres seront évaluées selon les principaux critères suivants :

A. Critères éliminatoires

- 1- Absence de la caution provisoire de soumission dans le dossier administrative ;
- 2- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- 3- Fausses déclarations ou pièces falsifiées ;
- 4- Offres dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- 5- Offres financière incomplète,
- 6- Le changement d'une unité ou d'une quantité dans l'offre financière ;
- 7- Le non-respect de **33/44(75%)** des critères essentiels ;
- 8- Suspendu par le MINMAP en 2026.
- 9- Manque de recépissé d'achat d'appelle d'offre.
- 10- Absence de certifiat de catégorisation (ci applicable).
- 11- Absence de caution avec de recépissé CEDEC

B. Critères essentiels

- 1- Présentation générale des dossiers d'appel d'offres;
- 2- Capacité financière;
- 3- Références de l'entreprise dans des réalisations similaires;
- 4- Catalogue des équipements en couleur avec spécifications et références ;
- 5- Qualité du formateur (personnel)
- 6- Ébauche de travail dûment remplie et paraphée dans toutes les pages signées et datées sur la dernière page.

15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins 75% de l'ensemble des critères pénale/essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre faisable la moins disant, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 75% des critères essentiels..

16. Durée de validité des offres :

Les soumissionnaires restent engagés par leur offre pendant 90 jours à partir de la date limite fixée pour la remise des offres.

17. Renseignements complémentaires:

Des informations techniques complémentaires peuvent être obtenues pendant les heures ouvrables au bureau communal de ANDEK ou en contactant le numéro de téléphone : 680295209.

Fait à Bamenda, le 02/04/2026

L'AUTORITE CONTRACTANTE
- le MAIRE de la COMMUNE DE

Copies

ANDEK

- MINMAP
- ARMP
- Maître d'Ouvrage
- Président CDPM/Momo;
- Affichage.

DOCUMENT No. II: RULES OF THE CONSULTATION

2.1- CONSULTATION FILE

ARTICLE 1 : Contents of the consultation file

- 1.1 The consultation file shall describe the supply which is subject to a certain type of jobbing order, lay down the consultation procedure and conditions for the jobbing orders.
- 1.2 The consultation file shall comprise the following documents:
- 1.3 the letter of invitation to tender,
- 1.4 technical specifications,
- 1.5 the bill of entry and quantities,
- 1.6 the model tender,
- 1.7 the draft jobbing order,
- 1.8 the model bid comparison table.
- 1.9 The Supplier shall study the instructions, models, conditions and specifications contained in The consultation file.

2.2- BID PREPARATION

ARTICLE 2 : Language

The bid as well as any correspondence comprising the bid shall be written in English or French.

ARTICLE 3: Documents comprising the bid

The bid presented by the Supplier shall comprise the following documents duly filled:

- (a) A stamped letter of submission signed and dated,
- (b) list of personnel with their diplomas as on the evaluation grid,
- (c) equipment as specified,
- (d) Technical organization of the supply;
- (e) Logistics;
- (f) Attestation and report of site visit;
- (g) The descriptive and quantitative estimate duly filled, signed and dated;
- (h) The draft Jobbing Order duly completed, initialed and signed;
- (i) A complete administrative file comprising of the following:
 1. A Certified Copy of the Business Registration, not more than three months old;
 2. Declaration of intention to tender stamped with the tariff in force (written by the bidder).
 3. Certificate of non-bankruptcy established by the Court of 1st instance of the place of residence of the bidder, not more than three (03) months;
 4. An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old;
 5. Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance in accordance with COBAC conditions;
 6. A receipt showing the payment representing the cost of the tender file issued by Andek municipal treasury;
 7. A bid bond issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
 8. A certified copy of the Business License (certified by the chief of center of Taxes, not more than three months);
 9. Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes;

DOCUMENT N° I: LETTER OF INVITATION TO BE SUBMITTED

Subject: REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION”

Dear Sir,

Within the framework of 2026 Investment Budget, the Mayor of ANDEK COUNCIL; Delegated Project Owner and Contracting Authority hereby launches a request for Quotation for the REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

For this reason, you will find attached, the descriptive and the quantitative estimates of the supply to be carried out which I am requesting you to cost them and return to me on the **25/04/2026** at **10 AM** in sealed envelopes addressed to the Contracting Authority bearing on:

« REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.”

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **25/04/2026** at 11 AM local time, at the Conference Hall of the council office designated by the Contracting Authority. Only bidders may attend or be represented by duly mandated persons of their choice

Your bid should be costed without value added taxes (HTVA) and All Taxes Inclusive (TTC), and accompanied with the signed model submission.

This execution shall be carried out within deadline of **90 (Ninety)** days taking effect from the date entered into of this Jobbing Order.

Accept Sir, Madam, my heartfelt greetings.

2.4- OPENING AND EVALUATION OF BIDS

ARTICLE 9 : Opening of bids by the Tenders Board

9.1 The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the **13/02/2025** at 11 AM local time, at the Conference Hall of the council office designated by the Contracting Authority. Only bidders may attend or be represented by duly mandated persons of their choice

The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

9.2 The above-mentioned Tenders Board shall prepare a report of the bid-opening session.

ARTICLE 10 : Verification of compliance and comparison of bids

The Tenders Board shall verify compliance and compare the bids in the following order:

- study of the compliance of bids, as regards the delivery periods and technical specifications
- verification of arithmetical operations by using, where necessary, the unit prices in words to make any necessary corrections
- Preparation of a summary table of bids.

2.5- AWARD OF THE JOBBING ORDER

ARTICLE 11 : Award of the jobbing order

The Tenders Board shall propose the award of the jobbing order to the contractor whose bid it would have deemed compliant with the provisions of the Consultation File, and is the **lowest excluding taxes**.

ARTICLE 12 : Announcement of award of the jobbing order

The contracting authority shall decide on the award and publish the result of the jobbing order in the Contracts Newsletter, through the media and/or by bill posting, stating:

- a) the name of the beneficiary,
- b) the object of the consultation,
- c) the amount of the jobbing order and of each lot (if the consultation had led to apportionment),
- d) The delivery deadline.

ARTICLE 13 : Signing of the jobbing order

Within 2 (two) weeks following the award, the jobbing order shall be signed by the Contracting Authority and notified to the contractor who shall be responsible for its registration according to the procedure in force.

ARTICLE 14 : Corruption and fraudulent practices

The Chairpersons and Member of Tenders Boards as well as Contractor should at all times comply with the strictest rules of professional ethics. More especially, they should refrain from corruption or any other form of fraudulent practices. By virtue of this principle, the expressions hereunder shall be defined as follows:

- (a) Whoever offers, gives, solicits or accepts any benefit whatsoever to influence the action of a State worker during the award or execution of a jobbing order shall be guilty of "corruption", and
- (b) Whoever provides, solicits or accepts several quotations tendered by the same contractor under different corporate names and/or under different registration numbers shall be guilty of "corruption",

10. A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old;
11. An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP);
12. Deadline for the execution of the supply;
13. Certificate of categorisation (if applicable).

The absence or the nonconformity of the one of these documents will result to the elimination of the offer

ARTICLE 4 : BID

- 4.1 The Supplier shall specify in the bid the place of delivery and nature of prices
 - a. Exclusive of VAT
and
 - b. All taxes and customs duties inclusive (ATI).

4.2 The contractor shall complete the Bill of Entry and Quantities provided in the consultation file, indicating the characteristics of the supply in the line reserved for that purpose, the unit prices, the total price for each item and the delivery period for the jobbing order.

4.3 The contractor shall fill and sign the draft jobbing order.

ARTICLE 5 : Bid currencies

Prices shall be written in CFA francs.

ARTICLE 6 : Bid validity period

Bids shall be valid for the period of 90 days.

2.3- SUBMISSION OF BIDS

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the ANDEK COUNCIL Office not later than 25/04/2025 at 10 AM local time and should carry the inscription:

ARTICLE 7: STAMPING AND MARKING OF BIDS

Each offer drafted in English or French in 07 (seven) copies including 01 (one) original and 06 (six) copies should reach the ANDEK COUNCIL Office not later than 25/04/2025 at 10 AM local time and should carry the inscription:

**TO THE CONTRACTING AUTHORITY
« REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE
REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST
REGION.»**

To be opened only during the Tenders Board Opening session »).

ARTICLE 8 : Latest time and date of submission of bids

Bids shall be received at the address latest at the time and date indicated in the letter of invitation to tender.

(c) Whoever deforms or distorts facts in order to influence the award or execution of a jobbing order in a manner prejudicial to the Project Owner indulges in "fraudulent practices".

"Fraudulent practices" shall comprise any understanding or collusion of bidders (before or after submission of the bid) seeking to artificially keep the bid prices at levels not corresponding to those resulting from free and open competition, thus depriving the Project Owner of the benefits of competition.

DOCUMENT No. III: MODEL APPENDICES

3.1- BID LETTER

Date

REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 02/04/2026 FOR THE REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION.

To : *The Chairperson of the Tenders Board*

Dear Sir/Madam,

After studying the Consultation File which we officially acknowledge receipt of, we, the undersigned, hereby tender to carry out the supply

..... in accordance with the request for Consultation and for the sum of

CFAF (*in words*) exclusive of Value Added Tax and all Taxes Inclusive.....

CFAF (*in figures*), exclusive of Value Added Tax and all Taxes Inclusive.

If our bid is approved, we undertake to do the supply in accordance with the provisions specified in the Bill of Entry and Quantities.

We are bound by the terms of this bid for a period of (number) days from the date fixed for opening of bids, as laid down in the letter of invitation to tender. The bid shall bind us and may be accepted at any time before the end of this period.

Pending the due preparation and signing of a jobbing order, this bid completed by your written acceptance and the notification of award of the jobbing order, shall serve as a jobbing order binding us mutually.

On

Signature

Name and capacity of signatory

On behalf of the Candidate.

3.2- UNIT PRICE SCHEDULE AND BILL OF QUANTITIES

UNIT PRICE SCHEDULE for the REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION

S/N	DESCRIPTION OF WORK	UNIT	QUANTITY	UP (in figures)	UP (in words)
100	PREPARATORY WORK				
101	Replacement of damaged ceiling board (4mm)	m ²	50.00		
102	Replacement of damaged window shutters	U	2.00		
103	W/C complete	U	6.00		
104	Replacement of damaged walls with cement blocks (15x20x40)	m ²	150.00		
105	Supply of pipe bone water in to the school from a nearby existing network through an existing water tank.	FF	1.00		
106	Installation of security lamp and 8 security cameras in the school campus	FF	1.00		
107	Replacement of damaged roofing sheets	m ²	50.00		
108	Wiring the building with cables (2.5mm, 1.5mm), sockets, switches and all accessories and connection to a neighboring existing network	FF	1.00		
200	FENCE				
201	Foundation with block work (20x20x40)	m ²	100.00		
202	Reinforced concrete for footing, pillars and beam dosed at 350kg/m ³	m ³	3.20		
203	Block work for elevation of walls dosed at 350kg/m ²	m ²	200.00		
204	Plastering of the walls with cement mortar paste dosed at 350kg/m ²	m ²	400.00		
300	PAINTING WORK				

BILL OF QUANTITIES for the REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION

S/N	DESCRIPTION OF WORK	UNIT	QTY	UNIT PRICE	AMOUNT
100	PREPARATORY WORK				
101	Replacement of damaged ceiling board (4mm)	m ²	50.00		
102	Replacement of damaged window shutters	U	2.00		
103	W/C complete	U	6.00		
104	Replacement of damaged walls with cement blocks (15x20x40)	m ²	150.00		
105	Supply of pipe bone water in to the school from a nearby existing network through an existing water tank.	FF	1.00		
106	Installation of security lamp and 8 security cameras in the school campus	FF	1.00		
107	Replacement of damaged roofing sheets	m ²	50.00		
108	Supply of pipe bone water in to the school from a nearby existing network through an existing water tank.	FF	1.00		
	SUB TOTAL				
200	FENCE				
201	Foundation with block work (20x20x40)	m ²	100.00		
202	Reinforced concrete for footing, pillars and beam dosed at 350kg/m ³	m ³	3.20		
203	Block work for elevation of walls dosed at 350kg/m ²	m ²	200.00		
204	Plastering of the walls with cement mortar paste dosed at 350kg/m ²	m ²	400.00		
	SUB TOTAL				
300	PAINTING WORK				
301	Painting of the ceiling with Pantex (800)	m ²	400.00		

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

MINISTÈRE DE LA
DÉCENTRALISATION ET DE
DEVELOPPEMENT LOCAL

RÉGION DU NORD-OUEST

DÉPARTEMENT DE LA MOMO

COMMUNE DE ANDEK



REPUBLIC OF CAMEROON

Peace –Work-Fatherland

MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT

NORTH WEST REGION

Momo DIVISION

ANDEK COUNCIL

DOCUMENT N° IV: DRAFT JOBBING ORDER

PART I: SPECIAL ADMINISTRATIVE CONDITIONS

JOBBING ORDER N° ____/JO/RQ/ACITB/2026

AWARDED AFTER REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 16/01/2026

CONTRACTOR : _____

TAX PAYER'S CARD NO : _____

ADDRESS : _____

BP : _____

TEL: _____

FAX : _____

BANK ACCOUNT NO _____

SUBJECT : "REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION"

AMOUNT : F CFA TTC
(..... F CFA TOUTES TAXES COMPRISES)

DELAI :Ninety (90) DAYS

FINANCING : **MINEDUB PUBLIC INVESTMENT BUDGET (PIB) - 2026**

VOTE CHARGE : :

ENTERED INTO ON :

SIGNED ON :

NOTIFIED ON :

REGISTERED ON :

REPUBLIQUE DU CAMEROUN

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DÉCENTRALISATION ET DE
DEVELOPPEMENT LOCAL

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DOCUMENT N° IV: DRAFT JOBBING ORDER

PART I: SPECIAL ADMINISTRATIVE CONDITIONS

JOBBING ORDER N° ____/JO/RQ/ACITB/2026

AWARDED AFTER REQUEST FOR QUOTATION N° 04/AC/ACITB/RQ/2026 OF 02/04/2026

CONTRACTOR : _____

TAX PAYER'S CARD NO : _____

ADDRESS : _____

BP : _____

TEL.: _____

FAX : _____

BANK ACCOUNT NO. _____

SUBJECT: "REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION"

AMOUNT : F CFA TTC

(..... F CFA TOUTES TAXES COMPRISES)

DELAJ :Ninety (90) DAYS

FINANCING : **MINEDUB PUBLIC INVESTMENT BUDGET (PIB) - 2026**

VOTE CHARGE : :

ENTERED INTO ON :

SIGNED ON :

NOTIFIED ON :

REGISTERED ON :

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- Decree N°2012/075 of 08 march 2012 to organize the Ministry of Public Contracts;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);
- Circular N° 01/CL/MINFI/MINDDEVEL of 4TH JANUARY 2024 relating to the execution, monitoring and control of the execution of the budgets of regional and local authorities for the 2024 financial year;
- Unified Technical Documents (DTU) for building supply;
- The Norms in force in the Republic of Cameroon;
- The CCTP;
- Other texts specific to contracting fields.

ARTICLE 5: DUTIES OF THE SERVICE HEAD AND THE ENGINEER

In pursuance of the provisions of this jobbing order, it shall be specified that

- The Contracting Authority shall be the **Lord mayor Of ANDEK COUNCIL.**
- He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.
- The Project Manager shall be the **Council Development Officer (CDO) of ANDEK COUNCIL** referred to as the Contract Manager.
- The Contact Manager shall be the **Divisional Delegate, MINDDEVEL, Momo Division.**
- He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The Contract Engineer shall be the **Divisional Chief of Service for State Property for Momo,** hereinafter referred to as the Engineer.
- The contractor shall be **[to be specified].**
- The authority in charge of ordering payment shall be the **Lord mayor Of ANDEK COUNCIL.**
- The authority in charge of the clearance of expenditures shall be the **Divisional Finance Controller for Momo.**
- The body or official in charge of payment shall be the **Municipal Treasurer, ANDEK COUNCIL.**
- The official competent to furnish information within the context of execution of this contract shall be the Project Owner Mayor of ANDEK COUNCIL Contracting Authority/ Divisional Delegate of Public Contracts for Momo.

ARTICLE 6 : PERIOD AND PLACE OF DELIVERY

The delivery period for equipment shall be fixed at **90 Days** with effect from the date of notification of this jobbing order.

Execution of this job shall be done at **REHABILITATION OF G.N.S. ANDEK IN ANDEK MUNICIPALITY, MOMO DIVISION, NORTH WEST REGION**

ARTICLE 7 : RESIDENCE OF THE CONTRACTOR

The supplier's main residence shall be :

at :
 P .O. Box :
 TEL :
 FAX :

All notifications to him shall validly be forwarded to this address.

S/N	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT
204	Plastering of the walls with cement mortar paste dosed at 350kg/m ²	m ²	400.00		
	SUB TOTAL				
300	PAINTING WORK				
301	Painting of the ceiling with Pantex (800)	m ²	400.00		
302	Painting of the walls of the building with Pantex	m ²	990.00		
303	Painting of the door shutters, window shutters, protectors, skirting and pillars with oil paint	m ²	300.00		
304	Painting of the fence with Pantex (800)	m ²	1800.00		
	SUB TOTAL				
400	CONCRETE PAVEMENT				
401	Concrete pavement around the building dosed at 350kg/m ²	FF	1.00		
402	Suck away pip	FF	1.00		
403	Septic tank	FF	1.00		
404	Inspection chambers	U	6.00		
	SUB TOTAL				
	TOTAL (HT)				
	VAT(19.25%)				
	AIR (2.2%)				
	NET TO BE PAID				
	TOTAL (TTC)				

ARTICLE 11 : INFORMATION AND DOCUMENTS TO BE FURNISHED

execution program of the supplies;

ARTICLE 12 : ACCEPTANCE OF WORKS

The Project Owner or Contract Manager shall fix the date for the reception of supply to be effected in the presence of the supplier by a commission composed of:

- ❖ The authorizing officerChairperson;
- ❖ The Contracting Authority.....Member;
- ❖ The contract Engineer(s).....secretary;
- ❖ Contract manager.....Member;

CHAPTER III: FINANCIAL PROVISIONS

ARTICLE 16: GENERAL NOTIONS – PRICES

The supplier shall be reputed to be perfectly knowledgeable about all the constraints inherent in the performance of the services and about all local conditions likely to influence such performance.

The prices of this jobbing order shall be final and not subject to review. They shall take into account all delivery, charges, false charges and contingences and shall be understood to be inclusive of taxes.

ARTICLE 17: AMOUNT OF THE JOBBING ORDER

The total amount of this jobbing order stands at
..... CFAF inclusive of taxes (amount in words)
.....
in accordance with the breakdown of estimates appended here to .

17.1 Start up advance:

Upon notification of the contract to the contractor, an advance payment corresponding to **(20% of the contract amount, after tax)** may be granted to the holder of the jobbing order, at his request. This advance payment shall be guaranteed 100% (one hundred percent) by a first class bank approved by the Ministry in charge of finance.
Release of this guarantee shall be issued upon acceptance of all the supply which were the purpose of the jobbing order.

17.2. Scheduling payments:

Payments shall be made in proportion to the services performed and deduction made of the advance payment.
The supplier shall be paid upon presentation of invoices after acceptance of supply.

ARTICLE 19: BANK DOMICILIATION

The Project Owner or Contract Manager shall pay in full all sums owed for the execution of this jobbing order by bank transfer to account No. at
..... in the name of

ARTICLE 20: TAX SYSTEM

This jobbing order shall be subject to all the taxes and duties in force in the Republic of Cameroon.

The Value Added Tax shall be borne by the Project Owner or Project Manager.

ARTICLE 21: STAMP DUTY AND REGISTRATION

Seven (7) original copies of this jobbing order shall be stamped and registered by the supplier at his cost, in accordance with the regulations in force.

CHAPTER IV: MISCELLANEOUS PROVISIONS

ARTICLE 22: PRODUCTION AND CIRCULATION OF THE JOBBING ORDER

Fifteen (7) copies of this jobbing order shall be produced and circulated.

PART II: SPECIAL TECHNICAL CONDITIONS

ANNEX

MODEL BID BOND

Addressed to *[indicate the Contracting Authority and his address]* "Contracting Authority"

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

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

The conditions of this commitment are as follows:

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

Or

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

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

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

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

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

Signed and authenticated by the bank at _____, on _____

[Bank's signature]

MODEL OF START-OFF ADVANCE BOND

Bank: reference, address _____

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of _____ [the holder] to the benefit of the Project Owner [address of the Project Owner] (the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that _____ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract No. _____ of _____ relating to _____ supply [indicate the subject of the supply, the references of the invitation to tender and the lot, if possible] of the total sum corresponding to the advance of [twenty (20) %] of the amount inclusive of all taxes of contract No. _____, payable upon notification of the corresponding Administrative Order that is, _____ CFA francs.

This bond shall enter into force and shall take effect upon reception of the respective parts of this advance into the accounts of _____ [the holder] opened in the _____ bank under No. _____.

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

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

List of banking establishments and financial bodies authorised to issue bonds for public contracts

FEASIBILITY STUDIES