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RÉPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRE DE LA DECENTRALISATION ET DU
DEVELOPMENT LOCAL

MINISTRY OF DECENTRALISATION AND
LOCAL DEVELOPMENT

RÉGION DU NORD OUEST

NORTH WEST REGION

DÉPARTEMENTALE DE MOMO

MOMO DIVISION

COMMUNE DE ANDEK

ANDEK COUNCIL



THE MAYOR OF ANDEK COUNCIL

ANDEK COUNCIL INTERNAL TENDERS BOARD

**OPEN NATIONAL INVITATION TO TENDER BY
EMERGENCY PROCEDURE
N°06/ONIT/ANDEKCOUNCIL/ACITB/2026 OF
01/04/2026 FOR THE CONSTRUCTION OF THE EBAT-
AZEM POTABLE WATER SUPPLY SCHEME, NGIE
SUBDIVISION, MOMO DIVISION OF THE NORTH-WEST
REGION**

FINANCING: PUBLIC INVESTMENT BUDGET MINEE 2026

BUDGET HEAD:

FINANCIAL YEAR 2026

RÉPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTÈRE DE LA DÉCENTRALISATION ET DU
DEVELOPPEMENT LOCAL

RÉGION DU NORD OUEST

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FINANCIAL YEAR 2026

- ✓ Lot 200: Construction/rehabilitation works;
- ✓ Lot 300: Piping Network;
- ✓ Lot 400: Environmental mitigation measures;
- ✓ Lot 500: Project sustainability.

3. Tranches/Allotment

The works are subdivided into lots defined here below:

- ✓ Lot N°.: construction of the EBAT-AZEM potable water supply scheme.

4. Estimated cost

The estimated cost of the operation following preliminary studies is **twenty-six million five hundred thousand (26,500,000) FCFA for lot 2.**

5. Estimated execution deadline

The maximum time frame provided for by the Project Owner for the execution of works subject of this invitation to tender is **four (04)** calendar months for each lot. This time frame shall run from the date of notification of the administrative order to commence the services.

6. Participation and origin

Participation in this invitation to tender is restricted to all Cameroonian companies and business enterprises selected within the framework of a categorisation concerned that are in compliance with the Cameroon laws.

7. Funding

The works under this invitation to tender shall be financed by Public Investment Budget **MINEE 2026** financial year(s), budget head N° _____

8. Bidding method

The submission method selected for this consultation is *offline*.

9. Bid bond

Each bidder must include in his administrative documents, a hand-endorsed bid bond, issued by a financial body or institution approved by the Minister in charge of finance to issue bonds for public contracts and whose list appears in document 14 of the Tender File (TF), of an amount of **five hundred and thirty thousand (530,000) CFA francs** and valid up to thirty (30) days beyond the initial date limit of the validity of bids. The absence of the bid bond issued by a first-rate bank or financial body of first category authorised by the Minister in charge of Finance to issue bonds for public contracts shall cause the immediate rejection of the offer. A bid bond submitted but that does not have any relation with the consultation concerned shall be considered as absent. The bid bond presented by a tenderer at the bid opening session shall not be accepted.

10. Consultation of Tender File

The hard copy of the file may be consulted free of charge during working hours in the services of the Project Owner at Andek Council (SIGAMP service), P.O. Box, telephone, fax, e-mail) as soon as this notice is published. It may equally be consulted **online on the COLEPS platform at the following addresses: <http://www.marchespublics.cm> and <http://www.publiccontracts.cm> on the ARMP website (www.armp.cm).**

11. Acquisition of Tender File

The hard copy version of the file may be obtained from Andek Council Office Secretariat SIGAMP service, P.O. Box, telephone, e-mail) as soon as this notice is published against payment of a non-refundable sum of **fifty thousand (50,000) CFA Francs** in accordance with the regulations in force, payable at the CAS- ARMP Special Account.

It is equally possible to obtain the electronic version of the Tender File by downloading it free of charge through the addresses indicated above. However, online submission is subject to the payment of Tender File purchase fees

12. Submission of bids

Each offer drafted in English or French in seven (07) copies including the original and six (06) copies marked as such, should reach the Andek Council Office Secretariat not later than **24th / 04/2026 at 10:00 noon** local time and should carry the inscription:

**<< OPEN NATIONAL INVITATION TO TENDER
N°06/ONIT/ANDEKCOUNCIL/ACITB/2026 OF 01/04 /2026 FOR THE CONSTRUCTION OF THE
EBAT-AZEM POTABLE WATER SUPPLY SCHEME, NGIE SUBDIVISION, MOMO DIVISION OF THE
NORTH-WEST REGION.>>**

“To be opened only during the bid-opening session”

13. Admissibility of bids

The administrative documents, the technical offer and the financial offer must be placed in separate envelopes and submitted in a sealed envelope.

- The Project Owner shall not accept:
- Bids bearing information on the identity of the tenderers;
- Bids submitted after the closing date and time for submission of bids;
- Bids non-compliant with the bidding method;
- Envelopes without indication on the identity of the Invitation to Tender;
- Failure to comply with the number of copies specified in the RPAO or offer in copies only;

Any incomplete offer in accordance with the prescriptions of the Tender File shall be declared inadmissible. Especially the absence of a bid bond issued by a financial body or institution approved by the Minister in charge of Finance to issue bonds for public contracts or the failure to comply with the model documents of the Tender File shall lead automatically to the rejection of the bid without any other procedure. A bid bond submitted but not relating to the consultation concerned shall be considered as absent. A bid bond presented by a bidder during the bid opening session shall not be accepted.

14. Opening of bids

The bids shall be opened in single phase and shall take place on **24th/04/2026 at 11:00 am** local time by the Project Owner Tenders Board in the conference hall of the Andek Council. Only tenderers may attend this opening session or be represented by a person of their choice, duly authorised, even in case of a group of enterprises.

Under pain of being rejected, the required administrative documents must be submitted in originals or true copies certified by the issuing service or the relevant administrative authority, in accordance with the provisions of the Special Regulations Governing the Invitation to Tender. They shall be no later than three (3) months old from the original deadline for the submission of tenders or must have been issued after the date of signature of the Tender Notice.

In case of absence or non-conformity of a document in the administrative file during the opening of bids, after a 48 (forty-eight) hours deadline granted by the Board, the file shall be rejected.

15. Evaluation criteria

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

15.1 Eliminary criteria

The eliminatory criteria include:

- Absence of bid bond at the opening of bids;
- Failure to submit, beyond the forty-eight (48) hours deadline after the opening of bids, a document of the administrative file deemed non-compliant or absent (except the bid bond);
- False declarations, fraudulent schemes or forged documents;
- Failure to comply with **30/40** essential criteria referring to the qualification threshold of technical bids;
- Absence of the sworn statement for not having abandoned contracts during the last three years;
- Failure to comply with bids file format;
- Absence of a quantified unit price in the financial offer;
- Absence of grading(categorisation) certificate if applicable;
- Absence of an element in the financial offer (submission, BPU, DQE);
- Absence of integrity charter dated and signed;
- Absence of the dated *and signed commitment statement to comply with environmental and social clauses*.
- Absence of caution backed by CEDEC receipt

NB: Depending on the specificity of the service, other relevant criteria may be added when drafting the Tender File

15.2 Essential criteria

The essential criteria for the qualification of bidders shall focus especially on:

- Presentation of bid;
- Bidder's references;
- Financial capacity; (Access to a line of credit or other financial resources, turnover, certificate of financial solvency);
- Personnel qualification and experience;
- Logistics means,
- Methodology.

This evaluation will be done in a binary way (**yes**) or (**no**) with an acceptable minimum of **30/40 (75%)** of the essential criteria taken in account.

16. Award of contract

The Project Owner shall award the contract to the bidder whose bid meets the required technical and financial qualification criteria and whose offer was evaluated as the lowest by including as the case may be, the rebates proposed. The maximum number of lots a candidate may be awarded is one.

17. Maximum number of lots:

A candidate may tender for one or several lots, but cannot be awarded more than one lots. In the event a bidder is the lowest bidder for more than one lot, the Project Owner shall award the one lot to the said bidder in accordance with the conditions provided for in the RPAO.

18. Duration of validity of bids

Bidders shall remain committed to their bids for 90 days from the initial deadline set for the submission of bids.

19. Further information

Additional information may be obtained during working hours from Andek Council (SIGAMP service), P.O Box, telephone, fax, e-mail or online on the COLEPS platform via <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>.

20. Fight against corruption and malpractices

For any denunciation of corruption attempt practices, facts or acts, please call the National Anti-Corruption Commission (NACC) on 1517, the Authority in charge of Public Contracts (MINMAP) (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48, the ARMP on or the PO on

Andek on 01/04/2026
The Lord Mayor of Andek Council
(Project Owner)



Copies:

- Authority in charge of Public Contracts (MINMAP);
- ARMP
- Project Owner concerned, if applicable;
- Chairperson of the TB concerned;
- Notice board/file

Ubangoh Hedy
Maryelle Akoba
Professeur des Lycées (Retraité)

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TENDER NOTICE

AVIS D'APPEL D'OFFRES NATIONAL OUVERT PAR LA PROCEDURE D'URGENCE N°06/AONO/COMMUNEANDEK/CIPMCA/2026 DU 01/04/2026 POUR LA CONSTRUCTION DU SYSTEME D'ADDUCTION D'EAU POTABLE DE EBAT-AZEM, ARRONDISSEMENT DE NGIE, DEPARTEMENT DE LA MOMO, REGION DU NORD-OUEST.

Objet de l'Appel d'Offres

Dans le cadre de l'exécution du Budget 2026, le Maire de la commune de Andek, Maître d'Ouvrage lance un appel d'offre national ouvert pour les travaux de réhabilitation du système d'adduction d'eau potable urbaine de Andek, couvrant Abang, Akooh, Akutah, Akoabang et Ibah, et les travaux de construction du système d'adduction d'eau potable de EBAT-AZEM, Arrondissement de Andek, Département de la Momo, Région du Nord-Ouest.

Lot:	Name of project	Amount of project	Amount of bid bond	Cost of tender file :
LOT	FOR THE CONSTRUCTION OF THE EBAT-AZEM POTABLE WATER SUPPLY SCHEME, NGIE SUBDIVISION, MOMO DIVISION OF THE NORTH-WEST REGION.	26 500 000F CFA	530 000F CFA	50 000F CFA

Consistance des travaux

Les travaux comprennent notamment :

- Lot 100: Travaux préparatoires ;
- Lot 200: Travaux de construction ;
- Lot 300: Canalisation et remblais de tuyauteries;
- Lot 400: Mesures mitigation environnementale;
- Lot 500: tests de qualité d'eau (physico-chimique et bactériologique-avant et après les travaux)

Tranches/Allotissement

Les travaux sont subdivisés en deux lots ci-après définis :

- Lot N°1 : réhabilitation du système d'adduction d'eau potable urbaine de Andek, couvrant Abang, Akooh, Akutah, Akoabang et Ibah ;
- Lot N°2 : construction du système d'adduction d'eau potable de EBAT-AZEM.

Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de **cinquante million francs CFA pour le lot 1 et vingt-six million cinq cent mille francs CFA pour le Lot 2.**

Délai prévisionnel d'exécution

Le délai maximum prévu par le Maître d'Ouvrage pour la réalisation des travaux, objet du présent appel d'offres est de *quatre (04)* mois calendaires pour chaque lot. Ce délai court à compter de la date de notification de l'ordre de service de commencer les prestations.

Participation et origine

La participation au présent appel d'offres est ouverte à toutes les sociétés et entreprises de droits camerounais retenues dans le cadre d'une catégorisation.

Financement

Les travaux objet du présent appel d'offres sont financés par BIP MINEE de l'exercice 2026 sur la ligne d'imputation budgétaire N°.....

Mode de soumission

Le mode de soumission retenu pour cette consultation est *hors ligne*. Toutefois, lorsque les deux possibilités sont ouvertes, un soumissionnaire ne peut utiliser à la fois le mode en ligne et le mode hors ligne.

Cautionnement de soumission

Chaque soumissionnaire doit joindre à ses pièces administratives un cautionnement de soumission, acquitté à la main, délivrée par un organisme ou une institution financière agréée par le Ministre chargé des finances pour émettre les cautions dans le domaine des marchés publics dont la liste figure dans la pièce 14 du DAO dont le montant s'élève à **un million (1,000,000) FCFA pour le lot 1 et cinq cent trente mille (530,000) FCFA pour le lot 2**, et valable jusqu'à trente (30) jours au-delà de la date initiale de validité des offres. L'absence de la caution de soumission délivrée par une banque de premier ordre ou un organisme financier de première catégorie autorisé par le Ministère chargé des Finances à émettre des cautions dans le cadre des marchés publics, entraînera le rejet pur et simple de l'offre. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

Consultation du Dossier d'Appel d'Offres

Le dossier physique peut être consulté gratuitement dans les services du MO aux heures ouvrables au Secrétariat de la Commune de ANDEK (service (SIGAMP), BP, téléphone, fax, e-mail) dès publication du présent avis. Il peut également être consulté **en ligne sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm>** sur le site internet de l'ARMP (www.armp.cm).

Acquisition du Dossier d'Appel d'Offres

La version physique du dossier d'appel d'offres peut être obtenue au Secrétariat de la Commune de ANDEK (service (SIGAMP) dès publication du présent avis, contre versement d'une somme non remboursable des frais d'achat du DAO de **quatre-vingt-deux mille (82,000) Francs CFA**, payable à dans le Compte spécial CAS-ARMP.

Il est également possible d'obtenir la version électronique du dossier par téléchargement gratuit aux adresses sus indiquées pour la version électronique. Toutefois, la soumission par voie physique ou électronique est conditionnée par le paiement des frais d'achat du DAO.

Remise des offres

Pour la soumission hors ligne, l'offre en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme tels, devra parvenir Secrétariat de la Commune de Andek, au plus tard le 24/04/2026 à 10h00, heure locale et devra porter la mention :

**“Avis d'Appel d'Offres N°06/AONO/COMMUNEANDEK/CIPMCA/2026 DU 01/04/2026 PAR LA
PROCEDURE D'URGENCE POUR LA CONSTRUCTION DU SYSTEME D'ADDUCTION D'EAU POTABLE DE
EBAT-AZEM, ARRONDISSEMENT DE NGIE, DEPARTEMENT DE LA MOMO, REGION DU NORD-OUEST A
n'ouvrir qu'en séance de dépouillement”**

Recevabilité des plis

Les pièces administratives, l'offre technique et l'offre financière doivent être placées dans des enveloppes différentes séparées et remises sous pli scellé.

Seront irrecevables par le Maître d'Ouvrage :

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

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 un organisme ou une institution financière agréée par le Ministre en charge des finances pour émettre les cautions dans le domaine des marchés publics ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet pur et simple de l'offre sans aucun recours. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

Ouverture des plis

L'ouverture des plis se fait en un temps et aura lieu le **24/04/2026 à 11h00**, heure locale, par la Commission de Passation des Marchés du Maître d'Ouvrage dans la salle de conférence de la Commune de ANDEK sise à Andek.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une seule personne de leur choix dûment mandatée même en cas de groupement d'entreprises.

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 l'autorité administrative compétente, conformément aux dispositions du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois ou avoir été établies postérieurement à la date de signature de l'avis d'Appel d'Offres

En cas d'absence ou de non-conformité d'une pièce du dossier administratif lors de l'ouverture des plis, après un délai de 48 heure accordé par la Commission, l'offre sera rejetée.

Critères d'évaluation

Les offres seront évaluées selon les principaux critères suivants :

15.1 Critères éliminatoires

Il s'agit notamment :

- de l'absence du cautionnement de soumission à l'ouverture des plis;
- de la non -production au-delà du délai de 48 h après l'ouverture des plis, d'une pièce du dossier administratif jugée non conforme ou absente lors de l'ouverture des plis, (excepté le cautionnement de soumission);
- des fausses déclarations, manœuvres frauduleuses ou des pièces falsifiées ;
- du non-respect de 30/40 critères essentiels au seuil de qualification des offres techniques ;
- de l'absence de la déclaration sur l'honneur de non abandon des chantiers au cours des trois dernières années ;
- du non-respect du format de fichier des offres ;
- l'absence d'un prix unitaire quantifié dans l'Offre financière ;
- de l'absence de l'attestation de catégorisation ;
- de l'absence d'un élément de l'offre financière (la soumission, les BPU, le DQE) ;
- de l'absence de la charte d'intégrité datée et signée ;
- de l'absence de la déclaration d'engagement au respect des clauses environnementales et sociales datée et signée ;
- Absence de caution avec de receipt CEDEC

15.2. Critères essentiels

Les critères essentiels à la qualification des soumissionnaires porteront à titre indicatif sur :

- la présentation de l'offre ;
- les références du soumissionnaire ;
- le service après-vente (disponibilité des pièces de rechange, atelier de réparation, personnel technique), (non applicable) ;
- la capacité financière (l'accès à une ligne de crédit ou autres ressources financières, le chiffre d'affaires, attestation de solvabilité financière).
- la qualification et l'expérience du personnel
- les moyens logistiques
- la méthodologie

Attribution

Le Maître d'Ouvrage ou le Maître d'Ouvrage Délégué attribue le marché au soumissionnaire ayant présenté une offre remplissant les critères de qualification technique et financière requises et dont l'offre est évaluée la moins-disante *en incluant le cas échéant les remises proposées*. Le nombre maximum de lots dont le candidat peut être attributaire est d'un (01).

Nombre maximum de lots :

Un candidat peut soumissionner pour plusieurs lots, mais ne peut être attributaire de plus d'un lot.

Au cas où un soumissionnaire serait le moins disant pour plus d'un lot, le Maître d'Ouvrage ou le Maître d'Ouvrage Délégué lui attribuera un seul lot selon les conditions prévues dans le RPAO.

Durée de validité des offres

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

Renseignements complémentaires

Les renseignements complémentaires peuvent être obtenus aux heures ouvrables à [service (SIGAMP), numéro de porte, BP, téléphone, fax, e-mail] ou en ligne sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm>, ou tout autres moyens de communication électronique indiqué par le Maître d'Ouvrage.

Lutte contre la corruption et les mauvaises pratiques

Pour toute dénonciation pour des pratiques, faits ou actes de corruption ou faits de mauvaises pratiques, bien vouloir appeler la CONAC au numéro 1 517, l'Autorité chargée des Marchés Publics (MINMAP) (SMS ou appel) aux numéros : (+237) 673 20 57 25 et 699 37 07 48, l'ARMP au numéro ou le MO au numéro

Andek on 01/04/2026

The Lord Mayor of Andek Council
(le Maître d'Ouvrage)

Copies :

- Autorité chargée des Marchés Publics (MINMAP)
- ARMP
- Maître d'Ouvrage ou MOD concerné, le cas échéant ;
- Président CPM concerné
- Présidents de CCCM, le cas échéant ;
- Affichage chrono

(le Maître d'Ouvrage)

Copies :

- Autorité chargée des Marchés Publics (MINMAP)
- ARMP
- Maître d'Ouvrage ou MOD concerné, le cas échéant ;
- Président CPM concerné
- Présidents de CCCM, le cas échéant ;
- Affichage chrono

DOCUMENT No. 2

**GENERAL REGULATIONS OF THE INVITATION TO
TENDER (RGAO)**

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1.2. The bidder retained or the successful bidder shall complete works within the provisional time limit indicated in the RPAO and which runs, except otherwise stipulated in the SAC, from the date of notification of the Administrative Order to commence works.

1.3. In this Tender File, the term 'day' stands for a working day, except calendar days expressly specified in the Public Contracts Code.

Article 2: Financing

Works source of financing subject of this invitation to tender shall be specified in the RPAO.

Article 3: Ethical Principles

3.1. Public sector employees, bidders and contract holders, as well as any other person involved in whatever capacity in the public contracts award, execution and regulation chain shall be subject to the provisions of the laws and regulations forbidding corruption, fraudulent schemes, collusive, coercive or obstructive practices, conflicts of interest, insider trading, and complicity.

In this respect, they subscribe to the integrity charter, the model of which is attached to this Tender File (Document No.10)

By virtue of these principles, the Project Owner or Delegated Project Owner:

a. defined, for the purposes of this clause, the expressions as follows:

i. Whoever offers, gives, solicits, or accepts any form of benefit to influence the action of a public employee during the award or execution of a contract shall be guilty of "corruption"

ii. Whoever deforms or distorts facts to influence the award or execution of a contract shall be indulging in "fraudulent schemes".

iii. Two or more bidders who connive to artificially keep bid prices at a level not commensurate with those which would result from competition shall be guilty of "collusive practices";

iv. Whoever harms persons or damages their property or makes threats against them, directly or indirectly, to influence their actions during the award or execution of a contract shall be indulging in "coercive practices"

v. "Conflict of interest" means any situation wherein the holder of a contract or the supervisor of public contracts award and/or execution procedures may derive direct or indirect benefits from a contract concluded by the Project Owner or the Delegated Project Owner, any transfer, or any situation in which he has enough personal interests to compromise his impartiality in the discharge of his duties or which may adversely affect his judgement.

vi. Complicity means:

- The omission or negligence to carry out controls or to give the prescribed technical opinion;
- Intentional omission to inform the Project Owner or the competent authority of irregularities noted in the discharge of his duties.

vii. Whoever commits acts aimed at destroying, falsifying, altering or concealing evidence on which an investigation is based or any misrepresentation made to investigators, or any threat, harassment, or intimidation against a person for purposes of preventing him from revealing information relating to an investigation or the continuation thereof, shall be indulging in "obstructive practices".

b. He shall reject any award proposal if there is evidence that the proposed successful bidder, directly or through an agent, is guilty of corruption, conflict of interest, and collusion or has indulged in fraudulent schemes, collusive, coercive, or obstructive practices in connection with the award of this contract.

c- has subscribed to all declarations provided for by the laws and regulations in force.

4.3. To submit an electronic bid via COLEPS or any other electronic communication medium indicated by the Project Owner, the candidate or bidder must be registered on the said platform and possess a valid electronic certificate.

4.4. If the invitation to tender is restricted, the consultation is open to all candidates selected at the end of the pre-qualification procedure and/or to those selected within the framework of the categorisation previously indicated in the invitation to tender and reiterated in the RPAO.

Article 5: Building materials, materials, supplies, equipment, and authorised services

5.1. The Contractor's building materials, materials, supplies, equipment and services to be supplied under the Contract must not come, as the case may be, from countries featuring on the list provided for in the RPAO.

5.2. Within the meaning of Article 5.1 above, the term "originate" shall designate the place where the goods and services grow, are extracted, cultivated, produced or manufactured, transformed, assembled or imported.

Article 6: Documents establishing bidder qualification

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

- a. submit a power of attorney making the signatory of the bid to commit the bidder;
- b. provide documents enabling to establish the qualification of the bidder according to the list provided for in Article 13 of the RGAO and including, especially, all the 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 from bidders in the RPAO.

Information relating to the following points shall be requested if need be:

- i. the production of an extract of balance sheets showing the turnover and the results;
 - ii. access to a credit line or availability of other financial resources;
 - iii. The executed contracts;
 - iv. List of key personnel;
 - v. Availability of indispensable equipment;
 - vi. The grading certificate for service providers of the building and public works sector, where applicable.
- 6.2. Bids presented by two or more associated enterprises (joint contracting) shall meet the following conditions:
- a. The offer must include for each of the enterprises, all the information listed in article 6.1. above. The Special Regulations shall specify the information to be provided by the group and the information to be provided by each member of the group;
 - b. The offer and the contract must be signed in a way that is binding on all members of the group;
 - c. The nature of the group (joint or several as required in the Special Regulations) must be specified and justified, with the production of a copy of the group agreement in due form;
 - d. The member of the group designated as representative shall represent all the group of enterprises vis-à-vis the Project Owner or Delegated Project Owner in the execution of the contract;
 - e. In case of a several group, the co-contractors shall share the sums which are paid by the Project Owner or Delegated Project Owner into a single account. In case of a joint group, the tasks for each member must be specified and each enterprise shall be paid by the Project Owner or Delegated Project Owner into his own account.

Appendix No. 7: Model of Technical Proposal Bidding Letter

Appendix No. 8: Model of planning framework

Appendix No.9: Model of list of staff to be mobilised

Appendix No.10: Model of Form of Services that may be Subcontracted;

Appendix No.11: Model of CV of staff to be mobilised

Document No.11 Integrity Charter Form

Document No.12 Declaration Statement to Comply with Social and Environmental Clauses

Document No.13 Visa of maturity or any proof of Preliminary Studies to be filled in by the Project Owner or Delegated Project Owner, the availability of funding or budgetary head

Document No.14 List of banking institutions and financial bodies authorised to issue bonds for Public Contracts.

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

Article 9: Clarifications on the Tender File and petitions

9.1. a) Any bidder who wants to obtain clarifications on the Tender File may make a request to the **Contracting Authority** in writing or by electronic mail (telecopy or e-mail) at the Project Owner or Delegated Project Owner's address indicated in the RPAO or **via COLEPS. However, the Contracting Authority shall reply in writing or by electronic mail or through COLEPS or any other mean of electronic communication indicated in the TF to any request for clarification received at least 14 (fourteen) days prior to the deadline for the submission of bids.**

9.1.b). A copy of the Contracting Authority's response indicating the question asked but not mentioning the author is addressed, within a maximum of 5 (five) days, to all bidders who bought the Tender File

9. 2. Any bidder who feels aggrieved may file a petition with the Project Owner or the Delegated Project Owner.

In the event of restricted invitation to tender;

a) During the prequalification phase, the petition may bear on requests for review of bidding conditions and prequalification or for review of the decisions or deeds taken and published by the Project Owner or the Delegated Project Owner during the prequalification procedure.

b) Candidates shall have five (5) working days prior to the date of submission of applications and five (5) working days after the publication of prequalification results to file their petitions to the Project Owner or the Delegated Project Owner, with copy to the Authority in charge of public contracts and the public contracts regulatory body.

c) this petition shall not be suspensive.

9.3. Where the invitation to tender is the procedure selected, the petition must be submitted between the publication of the tender notice and the opening of bids:

a) to the Project Owner or Delegated Project Owner with a copy to the Authority in charge of Public Contracts and to the public contracts regulatory body;

b) it should reach the Project Owner or Delegated Project Owner no later than fourteen (14) working days before the bid opening date;

c) The Project Owner or Delegated Project Owner shall have five (5) days to respond. A copy of the response shall be forwarded to the Authority in charge of Public Contracts and to the body in charge of the regulation of public contracts.

a.3 the written document empowering the signatory of the bid to commit the bidding legal entity, in accordance with the provisions of Article 6(1) of the RGAO.

b. Volume 2: Technical bid

It includes:

b.1. Information on qualification

The Special Regulations specify the documents to be provided by bidders to justify the qualification criteria mentioned in Article 6(1) of the Special Regulations Governing the Invitation to Tender, especially the references of the company, the equipment and list of personnel.

b.2 Methodology

The Special Conditions of the invitation to tender specify the constituent elements of tenderers' technical proposal especially: a methodological statement on an analysis of the works and specifying the organisation and programme which the bidder intends to put in place or use to execute the works (installations, schedule, Quality Assurance Plan (QAP), subcontracting, HIMO approach, as the case may be, etc.).

b.3 Proof of acceptance of the conditions of the contract

The bidder shall submit duly initialled, filled and signed copies of the administrative and technical documents governing the contract, namely:

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

b.4 Comments SAC and STC (optional)

Bidders shall make comments on the technical choices of the project and possible proposals.

b.5. the integrity charter

b.6. the commitment declaration to comply with social and environmental clauses

c. Volume 3: Financial bid

It comprises elements that help to justify the cost of the works, namely:

- c.1 The submission itself, in original, prepared in accordance with the attached model or standard form, stamped at the current rate, signed and dated;
- c.2 The unit price schedule duly filled;
- c.3 detailed cost estimate and quantities duly filled;
- c.4 The price sub-detail and/or the breakdown of the all-in prices;
- c.5 The provisional payment schedule, if applicable.

Bidders shall use the standard forms or documents provided for in the Tender File, subject to the provisions of Article 17.2 of the RGAO regarding other possible bid bond forms.

13.2. The RPAO indicate how long proposals must remain valid from the date of submission. During this period, bidders must keep the proposed specialised staff available for the assignment. The Project Owner or Delegated Project Owner shall make everything possible to complete the negotiations within this time limit. If the latter wishes to extend the period of validity of the proposals, candidates who do not consent to such an extension are free to refuse such extension.

Article 14: Offer price

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

appendix to the bids are reasonable; to this end, a detailed statement of their needs in foreign currencies shall be provided by the bidder.

15.5. During the execution of works, most of the foreign currencies to be paid as part of contract amount may be revised by mutual agreement between the Project Owner or Delegated Project Owner and the contractor so as to take into account any modification that occurred in foreign currency needs under the contract.

Article 16: Validity of offers

16.1. Bids must remain valid during the period stated in the Special Regulations from the date of submission of bids set by the Project Owner or Delegated Project Owner, in application of Article 22 of the Special Regulations. A bid valid for a shorter period shall be considered by the Tenders Board as not compliant, unless the validity period of the bid bond is compliant. In this case, the tenderer shall be given forty-eight (48) hours to submit a new tender letter.

16.2. Under exceptional circumstances, the Project Owner or Delegated Project Owner may seek the bidder's consent to extend the validity time limit. The request and the responses that will be given shall be in writing (or by telecopy). The validity of the bid bond provided for in Article 17 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his offer without losing his bid bond. A bidder who consents to an extension shall not be required to modify his bid nor be authorised to do so.

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

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

Article 17: Bid bond

17.1. In application of Article 13 of the General Regulations, the bidder shall provide a bid bond of the amount specified in the Special Regulations and which shall become a full part of his offer.

17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised by the Project Owner or Delegated Project Owner. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time limit requested by the Project Owner or Delegated Project Owner and accepted by the bidder, in accordance with Article 16 (2) of the RGAO.

For services under Jobbing Orders, certified cheques and bank cheques shall be accepted as bid bond.

17.3. Any offer without an acceptable bid bond shall be rejected by the Tenders Board as incomplete. The bid bond of associated enterprises must be established in the name of the representative submitting the offer.

17.4. The offers of bidders who are not retained (with the exception of the copy meant for the public contracts regulatory body) shall be returned within fifteen (15) days after publication of the award result. Tenders not withdrawn within this period may be destroyed, without any claim being made.

17.5. The bid bond of the tenderers who are not retained shall be returned upon publication of the award results.

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

Regulations in a volume clearly indicated 'ORIGINAL'. In addition, the bidder shall submit, for each volume, the number required for each in the General Regulations, bearing the indication "COPY". In case of discrepancy between the original and the copy, the original shall be authentic.

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

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

For electronic submission.

20.4 The offer should be submitted by the bidder on the COLEPS platform or on any other electronic means of communication specified by the Project Owner in the Tender File. A back-up copy of the tender recorded on a USB key or CD/DVD must be deposited in the offices of the relevant PO/DPO or CA in a sealed envelope clearly and legibly marked "back-up copy" and with the tender references within the specified time limit.

20.5. The offers, together with the required documents, are put together in electronic files and grouped according to their administrative, technical and financial nature. However, administrative documents are entered into COLEPS by the issuing structures.

20.6 The file formats chosen for the submission of offers via COLEPS must be common formats that are widely used in the professional sector comprising the operators likely to be interested in the consultation, for better exploitation.

20.7. Documents transmitted in the COLEPS platform are electronically signed by using a certificate.

D. SUBMISSION OF OFFERS

Article 21: Sealing and marking of offers

21.1. Offers shall be presented taking into account the principle of separation of administrative documents (Volume 1), Technical offer (Volume 2) and financial Offer (Volume 3), all these placed in an external envelope that shall give no indication on the bidder's identity. Bidders shall place the original and all copies of the administrative documents listed in the RPAO in an envelope clearly marked "ADMINISTRATIVE FILE", the original and all copies of the technical proposal in an envelope clearly marked "TECHNICAL PROPOSAL", and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL".

The various documents of each volume shall be numbered in the order of the RPAO and separated by a divider of a colour other than the white colour.

21.2. The external and internal envelopes:

a. should be addressed to the Project Owner or Delegated Project Owner at the address indicated in the Special Regulations Governing the Invitation to Tender;

b) should bear the name of the project and the number of the Tender Notice as indicated in the Special Regulations and bear the indication 'TO BE OPENED ONLY DURING THE BID-OPENING SESSION'.

21.3. The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Project Owner or Delegated Project Owner return the sealed offer if it is declared late offer in accordance with Articles 23 and 24 of the General Regulations.

21.4. If the external envelope is not sealed and marked as indicated in Articles 21.1. and 21.2. referred to above, the Project Owner or Delegated Project Owner shall in no way be responsible if the bid is misplaced

Article 23: Late offers

Whatever the method of submission, any bid received by the Project Owner or Delegated Project Owner beyond the deadline for the submission of bids shall be inadmissible.

Article 24: Modification, substitution and withdrawal of bids

For offline submissions,

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

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

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

24.4 No offer may be withdrawn in the interval between the submission of bids and the expiry of the validity of bids specified by the model offer. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of Article 17(7) of the General Regulations.

For online submissions,

24.5 Several tenders may be submitted by the same tenderer before the date and time limit for the receipt of tenders. In this case, only the bid that arrived the latest and its corresponding back-up copy, if any, will be taken into account in the evaluation, and any other back-up copies must be returned unopened.

24.6 The modification, replacement or withdrawal of the backup copy is done in accordance with the provisions of Article 24 paragraphs 1 to 4.

E. OPENING OF ENVELOPES AND EVALUATION OF OFFERS

Article 25: Opening of envelopes and petitions

25.1 Prior to the opening of bids, electronically submitted bids are decrypted by the Contracting Authority. Decryption is the process of making tenders readable and accessible only to the Tenders Board.

25.2. All offers shall be opened in single phase, including for major or complex works that have been subject to a prequalification procedure.

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

Firstly, envelopes marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding offer or the back-up copy shall be returned to the bidder unopened. Withdrawal of an offer or back-up copy shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "Replacement bid or back-up copy" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which

Tenders Board in the award proposal, the Project Owner or Delegated Project Owner in the award decision may cause the rejection of his offer.

26.3. Notwithstanding the provisions of Article 26.2 above, between the opening of bids and the award of the contract, if a bidder wishes to enter into contact with the Project Owner or Delegated Project Owner for reasons having to do with his offer, he should do so in writing.

Article 27: Clarifications on the offers and contact with the Project Owner or Delegated Project Owner

27.1. To ease the examination, evaluation and comparison of bids, the Chairperson of the Tenders Board may, on the proposal of the evaluation sub-committee, if it so desires, request any bidder, the competent services or bodies to give clarifications on the offers.

27.2 The request for clarification and the response shall be in writing or via COLEPS or such other electronic means of communication indicated by the Project Owner in the Tender File, with copy to the regulatory body, but no change on the amount or content of the bid to make it more competitive is sought, offered or authorised. The purpose of the request for clarification must be, in particular, to find information contained in the tender, to verify the accuracy of the information provided by a candidate, if necessary, with the issuing authorities, to ask a tenderer to confirm the correction of a calculation error or omission discovered, to provide clarification on technical aspects not understood by the evaluation sub-committee or on the content of the price sub-detail, or to justify the prices of offers deemed abnormally low.

27.3. Requests for clarification shall be answered no later than seven (7) working days.

27.4. Subject to the provisions of paragraph 1 referred to 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: Determining the conformity of offers and technical evaluation

28.1. The Evaluation sub-committee set up by the Tenders Board shall, beforehand, verify the eligibility of the bidders and carry out a detailed examination of bids to determine if they are complete, if the required guarantees are provided, if the documents were correctly signed and if generally the bids are in proper order.

28.2. Then the Evaluation subcommittee shall determine if the bid is essentially in compliance with the provisions of the Tender File based on the content without recourse to extrinsic elements of proof. As such, the Evaluation Sub-Committee shall:

- review the offer to confirm that all the terms and conditions specified in the RPAO and SAC have been accepted by the Bidder without substantial discrepancy or reservation;
- evaluate the technical aspects of the tender submitted in accordance with clause 13.1.b of the RGAO to ensure that all the stipulations of the Price Schedule, the Methodology Note relating to the analysis of the works and specifying the organisation and programme that the tenderer intends to put in place or implement to carry them out (installations, planning, QAP, subcontracting, certificate of site visit if applicable, etc.) are complied with without any substantial discrepancies or reservations.

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

- i. which substantially affects the scope, quality or execution of the works;
- ii. which substantially limits, and is not in conformity with the Tender File, the rights of the Project Owner or Delegated Project Owner or his obligations in relation to the contract;

in the summary of the detailed quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.

c. By converting into a single currency the amount resulting from the rectifications (a) and (b) above, in accordance with the provisions of article 31.2 of the General Regulations;

d. By conveniently adjusting any other modification, divergence or quantifiable reservation on technical or financial basis.

e. By taking into consideration the various execution time limits proposed by the bidders, if they are authorised by the Special Regulations;

f. If need be, in accordance with the provisions of Article 13.2 of the General Regulations and the Special Regulations by applying the rebates granted by the bidder for the award of more than one lot, if this invitation to tender is launched simultaneously for several lots.

g. If need be, in accordance with the provisions of Article 18.3 of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are authorised, shall be evaluated on their own merit and irrespective of the fact that the bidder offered or not a price for the technical solution specified by the Project Owner or Delegated Project Owner in the Special Regulations.

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

32.4. If the bid evaluated as the lowest bid is considered abnormally low or significantly unbalanced in relation to the estimates of the Project Owner or Delegated Project Owner for the works to be executed in this Contract, the Subcommittee may, from the sub-detail of prices provided by the bidder for any element or all the elements of the detailed quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar.

32.5 On the proposal of the Evaluation subcommittee, the Chairperson of the Tenders Board may ask the tenderers or the competent administrations and bodies for clarifications on the offers.

32.6 In case an offer is deemed abnormally low, the Tenders Board shall propose to the Project Owner or Delegated Project Owner to request justifications from the bidder concerned. If they are deemed unacceptable, they shall be forwarded by the PO/DPO to the public contracts regulatory body, for opinion, at the same time as the request for clarification.

The Project Owner or Delegated Project Owner shall take into account the opinion of the contracts regulatory body to take a decision.

Article 33: Preference granted national bidders

33.1 In case of equivalent bids, during contract award under an international competitive bidding, a preference margin shall be granted, in the order of priority, to offers submitted by:

- a) A natural person of Cameroonian nationality or a legal entity under Cameroonian law
- b) A company all or majority of whose capital is held by persons of Cameroonian nationality;
- c) A natural person or legal entity carrying out economic activities in Cameroon;
- d) Consortiums comprising Cameroonian enterprises;

33.2 Offers are considered equivalent when they have met the required technical conditions.

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

33.4 National preference shall only apply where the tender file so provides.

37.4. After publication of the award results, offers that are not withdrawn within fifteen (15) days shall be destroyed, without any claim for compensation being entertained. Only the copy intended for the body in charge of the regulation of public contracts shall be kept if it was not collected on the spot.

37.5. In case of petition, it should be addressed to the Petitions Review Committee, with copies to the Project Owner or Delegated Project Owner, the Chairperson of the Tenders Board concerned, to the body in charge of regulating public contracts and to the Authority in charge of public contracts.

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

37.6 Such a petition may cause the suspension of the procedure following the appraisal of the public contracts regulatory body.

Article 38: Signing of the contract

38.1. After publication of the results, the Project Owner or Delegated Project Owner shall have five (5) working days to sign the contract from date of subscription of the draft contract by the successful bidder.

38.2. The successful tenderer shall have a period of fifteen (15) working days from receipt to subscribe the contract or the jobbing order. Beyond this period, the Project Owner or Delegated Project Owner reserves the right to cancel the award decision after the successful bidder has been given a formal notice but without any response. In this case, the bid bond is forfeited and the contract is awarded to the second-ranked candidate.

38.3. The Project Owner or Delegated Project Owner has a period of five (5) working days for the signature of the contract, from the date of receipt of the draft contract subscribed by the successful bidder; or for mutual agreement contracts, from the date of receipt of the opinion of the competent Central Contracts Control Board, after their subscription by the successful bidder.

38.4. The Project Owner or Delegated Project Owner shall notify the contract to the holder within five (5) working days from the date of its signature

Article 39: Final Bond

39.1. Within the twenty (20) calendar days following the notification of the contract by the Project Owner or Delegated Project Owner, the contractor shall provide the Project Owner or Delegated Project Owner with a final bond, to guarantee the complete execution of the works, in the form stipulated in the RPAO, in accordance with the model provided in the Tender File.

39.2. The final bond whose rate, set in the RPAO, varies between 2 and 5 percent of the amount of the contract inclusive of all taxes, increased as the case may be, of the amount of amendments, may be replaced by a guarantee from a banking establishment approved according to the instruments in force, and issued with the Project Owner or Delegated Project Owner as beneficiary or by a personal and joint security.

39.3. Small and Medium-sized Enterprises (SMEs) constituted of national capital and managed by nationals as well as civil society organisations may provide a certified cheque, a bank cheque, a legal mortgage or a guarantee from a banking institution in lieu of a bond issued by a banking establishment or a 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. In this case, the bid bond is seized by the Project Owner.

39.5. Holders of a jobbing order may be exempted from the obligation to provide the final bond.

Special Regulations Governing the Invitation to Tender

References of the RGAO	Description of the provision of the RPAO
A. GENERALITIES	
1.1	<ul style="list-style-type: none"> ✓ Name and address of the Project Owner: The Lord Mayor of Andek Council ✓ Reference of Invitation to tender: N° ___/ONIT/ANDEKCOUNCIL/ACITB/2026 ✓ Number of lots: 02 <p>Definition of works: The works consist in:</p> <p>Lot 1:</p> <ul style="list-style-type: none"> ✓ Lot 100: Preparatory works; ✓ Lot 200: Construction/rehabilitation works; ✓ Lot 300: Piping Network; ✓ Lot 400: Environmental mitigation measures; ✓ Lot 500: Project sustainability. <p>Lot 2:</p> <ul style="list-style-type: none"> ✓ Lot 100: Preparatory works; ✓ Lot 200: Construction/rehabilitation works; ✓ Lot 300: Piping Network; ✓ Lot 400: Environmental mitigation measures; ✓ Lot 500: Project sustainability. <p>NB: The information on the work to be carried out is detailed in the unit price schedule, the detailed quantity and cost estimate and the Special Technical Clauses.</p>
1.2.	<p>The provisional deadline for the execution of the works for each lot is: four months</p> <p>This period for each of the lots runs from the date of notification of the administrative order to commence the works.</p>
1.4	<p>Name, subject of the works:</p> <ul style="list-style-type: none"> ✓ Lot 1: rehabilitation of the Andek urban potable water supply scheme covering Abang, Akooh, Akutah, Akoabong and Ibah; ✓ Lot 2: construction of the EBAT-AZEM potable water supply scheme. <p>The work involves several phases: No</p> <p>Preparatory conference for the establishment of proposals: Yes ___ No ___</p> <p><i>[if yes, indicate date, time and place]</i></p>
2	<p>Source(s) of funding:</p> <p>The works subject of this invitation to tender shall be financed by:</p> <p>Budget: PIB MINEE Financial year: 2026 Line</p>
4.2	<p>The invitation to tender is opened to Cameroonian companies categorized to work under the water supply domain.</p>
5.1	<p>Origin/ Source of building materials, materials, and supply of equipment and services.</p> <p><i>No building materials, materials, equipment for use in this project shall be obtained from the following locations: [not applicable]</i></p>

References of the RGAO	Description of the provision of the RPAO
	<p>exceed that of the bids by thirty (30) days.</p> <p>c) The notarised group agreement -----(specify the form of the grouping, notarised or under private seal) and specifying the representative, if applicable (the Project Owner must give preference to several undertakings);</p> <p>d) Power of attorney where necessary;</p> <p>e) A tax clearance certificate issued by the tax authorities and;</p> <p>f) A certificate of non-bankruptcy issued by the Court of First Instance or any other document issued by the competent institution of the foreign tenderer's country of residence;</p> <p>g) A certificate of the tenderer's bank domiciliation, issued by a banking establishment or institution authorised by the Cameroon Minister in charge of Finance, unless otherwise provided for in the financing agreement;</p> <p>h) The Tender File purchase fee receipt for the payment of a non-refundable sum of eighty-two thousand (82,000) CFA francs payable to the CAS- ARMP Special Account for other Project Owners unless expressly exempted].</p> <p>i) A certificate of non-exclusion from public contracts issued by the body in charge of the regulation of public contracts;</p> <p>j) A clearance certificate issued by the National Social Insurance Fund testifying that the tenderer has met his social obligations towards the said Fund, dated less than three months from the date of signature of the said certificate;</p> <p>k) A valid attestation of categorisation;</p> <p>NB: In the event of categorisation, the Project Owner or Delegated Project Owner defines the additional requirements to be requested from categorised enterprises.</p> <p><i>In the case of a group of enterprises, each member of the group must submit a complete administrative file, documents a, b, g, h must only be presented by the group's representative.</i></p> <p>NB: The required administrative documents must be submitted in originals or true copies certified by the issuing department or the competent administrative authority, in accordance with the provisions of the Special Rules of the Invitation to Tender, failing which they will be rejected. They must be valid on the original deadline for the submission of tenders.</p> <p>B-Volume II: Technical offer</p> <p>It includes:</p> <p>b1 Information on qualification</p> <p>The list of documents to be provided by tenderers to justify their qualification, especially as regards references, equipment and personnel, includes:</p> <p>b.1.1 the letter of submission of the technical proposal</p> <p>b.1.2 Tenderer's references</p> <ul style="list-style-type: none"> • The list of contracts carried out (Project Owner, Subject, Amount, Date of acceptance). by the tenderer as main contractor (or subcontractor) during the last five years in the domain of water supply scheme construction. <p><i>These references must be accompanied by supporting documents, in this case:</i></p> <ul style="list-style-type: none"> • Copies of the first, second and last pages of the contract; • Final or provisional acceptance minutes or performance certificate; • Other supporting documents, if any, to be specified.

References of the RGAO	Description of the provision of the RPAO
	<p><u>NB</u>: Failure to accept the terms of the contract shall cause the elimination of the tenderer.</p> <p>b.5. Comments on SAC and STC The tenderer must attach the observation note on the SACs and/or the STCs, together with any proposals.</p> <p>b 6- Financial capacity Tenderers must submit in particular:</p> <ul style="list-style-type: none"> ▪ Certified financial statements or, if not required by the regulations of the applicant's country, other financial statements acceptable to the Project Owner or Delegated Project Owner for the last three (03) of years, demonstrating the current soundness of the applicant's financial position; ▪ A certificate of financial capacity worth 32,500,000CFA francs for Lot 1 and 17,225,000 CFA francs for Lot 2 issued by a 1st rate approved bank; ▪ Annual turnovers based on a certified balance sheet or a statistical and tax returns, in accordance with the attached model. <p><i>The financial information provided by a candidate should be carefully examined in order to make an informed judgement. Any information of an abnormal nature, which could lead to financial difficulties during the performance of the Contract, should prompt the chairperson of the committee concerned to seek the opinion of a financial expert when evaluating the tenders].</i></p> <p>In the case of new companies, this situation may be assessed objectively by reference to the applicant's financial capacity (appropriate declarations from banks or authorised financial bodies, or where appropriate, proof of professional risk insurance) and the contract's financing requirements.</p> <p>1. <i>The amount entered (financial capacity) must not normally be less than 30% of the annual turnover or cash flow of the proposed service contract (based on a projection in identical monthly instalments of the cost estimated by the Project Owner, including contingencies, for the duration of the contract).</i></p> <p>2. <i>The period is normally three years.</i></p> <p>3. <i>In case of a group, it may be indicated that each member of the group must meet 25 or 30% of the total amount required and that the leader of a consortium must meet 50 or 60% of the total amount required.</i></p> <p>5. <i>The amount of the turnover must not be set too high as to prevent companies with the required technical and financial capacity from meeting the qualification criteria].</i></p> <p>b-7- certificate that no work has been abandoned during the last three years</p> <p>C. Volume 3: Financial offer</p> <p>This envelope shall include the following documents:</p> <p>c.1 The offer proper, in original, prepared in accordance with the attached model, stamped at the current rate, signed and dated;</p> <p>c.2 The duly filled Unit Price Schedule;</p> <p>c.3. The duly filled detailed quantity and cost estimates;</p> <p>c.4 The sub-detail of prices and/or the breakdown of all-in prices;</p>

References of the RGAO	Description of the provision of the RPAO
20.	<p align="center">Online submission FORM, FORMAT AND SIGNATURE OF THE OFFER</p> <p align="center">[File size and format:</p> <p>For electronic submission, the maximum sizes of the documents that will transit on the platform and constitute the tenderer's offer are as follows</p> <ul style="list-style-type: none"> • 5 MB for the Administrative Offer; • 15 MB for the Technical Offer; • 5 MB for the Financial Offer. <p>The following formats are accepted:</p> <ul style="list-style-type: none"> • PDF format for text documents; • JPEG for images. <p>The candidate shall ensure that compression software is used to reduce the size of the files to be transmitted].</p> <p>For electronic submission, the offer must be sent by the tenderer on the COLEPS platform or any other electronic means of communication indicated by the Project Owner in the DAO.</p> <p>A back-up copy of the offer recorded on a USB key or CD/DVD must be deposited in the services of the PO/DPO or CA concerned in a sealed envelope clearly and legibly marked "back-up copy" and with the tender references within the specified time limit].</p> <p>[For online submission, they must be sent electronically via the COLEPS platform available at http://www.marchespublics.cm or http://www.publiccontracts.cm.</p> <p>Off-line submission</p> <p>Each offer drafted in English or French in seven (07) copies of which one original and six (06) copies of each proposal marked as such, must reach the secretariat of the Andek Council Office (SIGAMP Office), no later than 13/02/2026 at 10:00am and must be marked as follows on the sealed envelopes:</p> <p align="center"><< OPEN NATIONAL INVITATION TO TENDER N°06/ONIT/ANDEKCOUNCIL/ACITB/2026 OF 16/01/2026 FOR THE CONSTRUCTION OF THE EBAT-AZEM POTABLE WATER SUPPLY SCHEME, NGIE SUBDIVISION, MOMO DIVISION OF THE NORTH-WEST REGION.>></p> <p align="center">"To be opened only during the bid-opening session"</p>
	<p>Call for Tenders Number: Open National Invitation to Tender N°06/ONIT/ANDEKCOUNCIL/ACITB/2026 OF 01/04/2026 for the construction of the Ebat-Azem potable water supply scheme, Ngie Subdivision, Momo Division of the North-West Region</p> <p>For the purpose of submitting offers, the address of the Project Owner or the Delegated Project Owner to be used for sending bids is as follows:</p> <p>Department of the Project Owner or the Delegated Project Owner: Andek Council Address:</p>
20.1.	<p>The closing date and time for submission of offers are as follows:</p> <p>Date: 24/04/2026 Time: 10:00am</p> <p>The reference time zone is the local time (GMT/UTC + 1) visible on the submission page.</p>
	<p align="center">D. SUBMISSION OF OFFERS</p> <p align="center">SUBMISSION METHOD</p> <p>The method of submission for this consultation is <i>online, offline, online and offline.</i></p>

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- absence of a sworn declaration that no worksite has been abandoned during the last three years;
- non-compliance with the file format of the offers;
- the absence of a quantified unit price in the financial offer;
- the absence of the Integrity charter;
- absence of the declaration statement to comply with social and environmental clauses.

NB: Depending on the specificity of the service, other relevant criteria may be added when preparing the TF.

- The **so-called essential** (primordial or key) criteria, which attest to the technical and financial capacity of the candidates to provide the services subject of the tender. These must be determined according to the nature and consistency of the services to be provided.

The essential criteria for the qualification of tenderers for information purpose shall focus on the following:

MARKING GRID				
N°	CRITERIA	CONFORMITY		OBSERVATIONS
		YES	NO	
GENERAL PRESENTATION OF THE BIDS				
1	Properly bind			
2	Page separators in colour apart from white			
3	Order prescribed respected			
REFERENCES OF THE COMPANY IN THE DOMAIN OF POTABLE WATER SUPPLY				
4	Photocopies of minimum two (02) registered contract (1 st , 2 nd and last pages) certified by a competent authority			
5	Photocopies of minimum two (02) Minutes of reception corresponding to the-joint contracts certified by a competent authority			
PERMANENT OR MOBILIZABLE MATERIAL MEANS				
6	Proof of a concrete vibrator in good operating condition			
7	Proof of a vehicle (Pick up 4 x 4 or van) (owned or hired)			
8	Proof of head pans, rubber buckets, spades, shovels, dig axes, hammers			
QUALIFICATION OF SITE PERSONNEL				
9	Organizational Chart of the company			
10	Organizational Chart of site with comments			
11	Works Director (Civil or Rural Engineer with at least 05 years of experience in similar works)			
12	Certified copy of National identity card not more than three months old			
13	Certified copy of the Diploma of Work Director not more than three months old and signed by an administrative authority			
14	CV signed and dated by the works Director			
15	Attestation of availability			

References of the RGAO	Description of the provision of the RPAO
	<p>instalments of the cost estimated by the Project Owner, including contingencies, for the duration of the contract).</p> <p>2 The period is normally three years.</p> <p>3 In the case of a group, it may be indicated that each member of the group must meet 25 or 30 % of the total amount required and that the representative of a group must meet 50 or 60 % of the total amount required.</p> <p>5 The amount of the turnover should not be set too high as to prevent companies with the required technical and financial capacities from meeting the qualification criteria].</p> <p style="text-align: center;">▪ <u>Proof of acceptance of the terms of the contract</u></p> <p>Bidders must submit duly initialled and signed copies, marked "read and approved", of the following administrative and technical documents governing the contract:</p> <ul style="list-style-type: none"> ➤ The Special Administrative Clauses (SAC); ➤ The Special Technical Clauses (STC), <p>NB: A detailed evaluation grid consistent with the requirements of the Special Regulations Governing the Invitation to Tender may be attached to these Special Regulations Governing the Invitation to Tender. The said grid and the criteria detailed below must formally specify the procedures for validating a criterion based on the number of sub-criteria met].</p> <p>In the event of a conflict between the contents of the Tender File, the elimination of a tender for non-compliance with the provisions of the Tender File must be based solely on the criteria contained in the RPAO, the provisions of which take precedence over those of the other documents.</p>
31.2	<p>The currency used for the conversion into a single currency is the CFA franc, the source of the exchange rate being the Bank of Central African States (BEAC).</p> <p>The exchange rate date is: [Select a date between zero and 14 days before the tender expiry date].</p> <p>The date of the exchange rate is: [Retain a date that will not be more than twenty-eight (28) days before the deadline for submission of tenders, nor later than the initial date of expiry of the period of validity of offers.</p> <p>the exchange rate for converting the bidder's offer into local currency and for converting future detailed accounts into foreign currency shall be that [to be specified, for example, that of the BEAC three working days before the deadline for submission of offers].</p>
32.2.(b)	<p>The method of evaluation for costing works to be executed under State supervision is defined as follows: [to be specified if applicable] and the percentage of such work should be specified</p>
32.2.(e)	<p>The execution deadline will be evaluated as follows:(to be specified if applicable)</p> <p>[If the execution deadline is a factor in the assessment, the method of assessment should be specified here, in the form of a specific amount per week of delay based on a 'standard' or minimum execution deadline, which amount is related to the estimated prejudice to the Project Owner or Delegated Project Owner. The amount shall not exceed the corresponding amount of penalties for delay set in the SAC].</p>
32.2(g)	<p>The method for assessing the technical variants is the following:</p> <p>[To be inserted, where appropriate, with reference to the provisions of the Technical Specifications].</p>
33.1	<p>This tender is opened to National bidders</p>
F- AWARD	
34.1	<p>The Project Owner or the Delegated Project Owner awards the contract to the bidder whose bid has</p>

DOCUMENT No.4
SPECIAL ADMINISTRATIVE CLAUSES
(SAC)

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	<p>Call for Tenders Number: Open National Invitation to Tender N°06/ONIT/ANDEKCOUNCIL/ACITB/2026 OF 16/01/2026 for the construction of the Ebat-Azem potable water supply scheme, Ngie Subdivision, Momo Division of the North-West</p>

Chapter I: Generalities

Article 1: Subject of the contract

The purpose of this contract is the rehabilitation of the Andek urban potable water supply scheme covering Abang, Akooh, Akutah, Akoabong and Ibah, and for the construction of the EBAT-AZEM potable water supply scheme, Andek Subdivision, Momo Division of the North-West Region.

- ✓ Lot No.1: rehabilitation of the Andek urban potable water supply scheme covering Abang, Akooh, Akutah, Akoabong and Ibah;
- ✓ Lot No.2: construction of the EBAT-AZEM potable water supply scheme.

This jobbing order is awarded after an Open National Invitation to tender, following procedures laid down for the award of public contracts in Cameroon.

Article 3: Duties and security

For the application of the provisions of this contract, it is specified that:

3.1 Duties (see. Public Contracts Code)

For the application of the provisions of this contract, it is specified that:

- **The Project Owner shall be the Mayor of Andek Council:** He signs the contract, orders payment of services, ensures the preservation of originals of the documents relating thereto and the transmission of copies to the Authority in charge of Public Contracts and the Public Contracts Regulatory Body and to the Ministry in charge of Public Contracts or its relevant devolved service;
- **The Contract Manager shall be the Divisional Chief of Service for Water and Sanitation Momo.** He ensures compliance with administrative, technical and financial clauses and contractual time-limits. He is responsible for the general management of the execution of services, he makes all the technical and financial arrangements and represents the Project Owner or the Delegated Project Owner in the competent dispute arbitration bodies. He provides the Project Owner or Delegated Project Owner with general administrative, financial and technical assistance during the definition, development, execution and acceptance stages of the works covered by the contract.
- **The Contract Engineer shall be the Divisional Delegate of MINEE for Momo.** He is accredited by the Project Owner to monitor the contract execution under the supervision of the Contracts Manager to whom he reports;
- **The Project Manager** of this contract shall be the **CDO of Andek Council** Herein after referred to as the Project Manager; He is responsible for defending the interests of the Project Owner or the Delegated Project Owner at the definition, preparation, execution and acceptance stages of the services under the contract.
- **The body responsible for external control of public contracts** is the Ministry in charge of public contracts. The Ministry of Public Contracts or its relevant devolved service is responsible for checking that the contract has been properly executed, issuing the required prior approvals and approving the general and final detailed account.
- **The Administration's contracting partner or the contract holder** is [To be specified] and is responsible for executing the services under the contract.

3.2. Security

For the purpose of applying the security regime provided for in Article 150 of Decree No. 2018/366 of June 20, 2018 on the Public Contracts Code, the duties are defined as follows:

- The authority in charge of ordering payment shall be the **Mayor of Andek Council.**

Article 7- General applicable instruments

This contract is subject to the following general instruments:

1. Law No. 75/15 of 8 December 1975 on compulsory insurance of construction risks;
2. Law No. 92/007 of 14 August 1992 on the Labour Code;
3. Law No. 2015/018 of 21 December 2015 governing commercial activity in Cameroon;
4. Law No. 98/013 of 14 July 1998 on competition;
5. Law No. 096/12 of 5 August 1996 framework law on environmental management;
6. Law No. 2018/012 of 11 July 2018 on the financial regime of the State;
7. Law No. 2016/17 of 14 December 2016 on the Mining Code;
8. Law No. 2025/012 of 17th December 2025: Finance law of the Republic of Cameroon for the 2026 financial year;
9. financial year;
10. Framework Law No. 2011/012 of 6 May 2011 on Consumer Protection in Cameroon;
11. Law No. 2018/011 of 11 July 2018 on the code of transparency and good governance in the management of public finances in Cameroon;
12. Decree No. 77-318 of 17 August 1977 on the application of Law No. 75-15 of 8 December 1975 making compulsory construction risks insurance;
13. Decree No. 2012/075 of 8 March 2012 to organise the Ministry of Public Contracts in its provisions not contrary to the Public Contracts Code;
14. Decree No. 2001/048 of 23 February 2001 on the setting up, organisation and functioning of the Public Contracts Regulatory Agency and its subsequent amending instruments;
15. Decree No. 2005/577 of 23 February 2005 laying down the procedures for carrying out environmental impact studies;
16. Decree No. 2011/408 of 9 December 2011 to organise the Government, as amended and completed by Decree No. 2018/190 of 2 March 2018;
17. Decree No. 2014/0611/PM of 24 March 2014 to lay down the conditions for the use and application of the Labour-intensive Approach (HIMO);
18. Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code and its implementing instruments;
19. The order to put into force the General Administrative Clauses (GAC) applicable to public works contracts in force;
20. Order No. 212/A/MINMAP of 28th September 2021 organizing the functioning of SIGAMP;
21. Circular letter No. 000019/LC/MINMAP of 05th June 2024 concerning the modalities of constitution, deposit, conservation, restitution and withdrawal of guarantee on Public Contract;
22. Circular No. 0001877/C/MINFI of 31st December 2025 bearing instructions relating to the implementation of the Finance laws, the monitoring and control of the execution of the Budgets of the State and other entities for the 2026 fiscal year;
23. The Circular No. 0001879/C/MINFI of 31st December 2025 relating to the execution, the monitoring and control of the execution of the budgets of the Regional and Local Authorities for the financial year 2026;
24. Instruments governing other trades;
25. Other instruments specific to the field concerned by the contract;
26. The standards in force.

Article 8: Communication

Only communications in writing should be considered within the framework of this contract and the notifications sent to the following address:

8.1. 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.....

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 the [to the specified] council, chief town of the region in which the work

11.3 If the administration's contracting partner so requests, the Project Owner or Delegated Project Owner shall do his utmost best, to help him obtain in time and with all due diligence from the local, regional or national administrations or public services, the permits, authorisations and licences required by these bodies for the contractor, his subcontractors or the contractor's or his subcontractors' personnel, as the case may be, to carry out the Contract.

11.4 The Project Owner will protect the contractor against any threats, outrage, violence, assaults, insults or defamation to which he may be victim as a result of or in connection with the performance of his duties.

Article 12: Administrative orders

The various administrative orders shall be prepared and notified under the following conditions:

12.1. Once the contract has been notified to the contract holder, the Project Owner or the Delegated Project Owner has fifteen (15) calendar days to sign the works start-up service order. This Service Order is notified to the contractor by the Contract Manager within seven (7) calendar days. A copy of the said Service Order is sent to the Ministry in charge Public Contracts or its relevant devolved service, to the Regulatory Body, to the Contract Manager, to the Contract Engineer, to the Paying Body and to the Project Manager, if applicable.

12.2 The administrative orders having an incidence on the amount and/or contract deadline, shall be signed by the Project Owner under the following conditions:

- a) where an administrative order is likely to cause contract amount overrun, its signature is subject to proof of funding from the Project Owner or the Delegated Project Owner;
- b) In case of contract amount overrun, changes can only be made through an amendment and additional services can be paid for only after the amendment has been signed by the Project Owner or the Delegated Project Owner;
- c) Administrative orders for additional services may be signed by the Project Owner or Delegated Project Owner and regularised later through an amendment, as long as their financial incidence is less than ten percent (10) of the contract amount.

A copy of the administrative orders referred to above will be sent to the Contract Manager, the Contract Engineer, the Paying Body and the Project Manager if applicable.

- d) The Paying Body's prior visa may possibly be required before the signature of those having an incidence on the amount;
- e) In any case, any modification affecting the technical specifications or the special technical clauses shall be subject of prior study on the scope, cost and contract deadlines.

12.3 Administrative Orders of technical nature linked to the normal progress of the work shall be signed directly by the Contract Manager and notified to the Contractor by the Engineer or the Project Manager (if applicable) with a copy to the Minister in charge of Public Contracts, to the Regulatory Body and the Paying Body.

12.4 Administrative orders serving as formal notice shall be signed by the Project Owner or the Delegated Project Owner and notified to the Contractor by the Contract Manager, with a copy to the Minister in charge of Public Contracts, the Regulatory Body, the Contract Engineer and the Project Manager if applicable.

12.5 Administrative orders for the suspension and resumption of works due to bad weather or other cases of force majeure shall be signed by the Project Owner or Delegated Project notified by the Contract Manager to the Contractor, with a copy to the Minister in charge of Public Contracts, the body in charge of regulation, the Contract Engineer and the Project Manager, if applicable.

12.6 Administrative orders prescribing the works necessary to remedy any disorders not arising from the normal use that appears in the works during the guarantee period shall be signed by the Contract Manager,

13.6 The other party and its associates or subcontractors shall refrain during the term of the contract, and at the end of the contract for [six (6) months], from supplying goods, services or utilities to the Project Owner arising from or closely related to the services (with the exception of the execution or continuation of the services). The contractor must bear all professional expenses and to cover all risks of illness and accident in the context of his mission.

The contractor may not modify the composition of the team proposed in his technical offer without the Project Owner's written approval.

In the case of foreign enterprises, if the Contractor is not resident, he must maintain a duly authorised permanent representative in the Republic of Cameroon during the period of performance of the contract.

Article 14- Conditional tranche contracts (not applicable)

14.1. [Specify whether the contract comprises one or more tranches and the conditions for notification of each of the tranches].

At the end of a tranche, the Project Owner or the Delegated Project Owner shall take delivery of the services for the tranche in question and issue a performance certificate to the Contractor in the year in which the contract is executed. This acceptance shall be a condition for the start of the next conditional tranche.

14.2. The period from the date of provisional acceptance of the previous tranche for the signature and notification by the Project Owner or the Delegated Project Owner of the administrative order to commence a conditional tranche is: [number of days to be specified if applicable].

14.3. The deadline for notification of this administrative order by the Contract Manager shall be a maximum of fifteen (15) days. This period is the same as that for the firm tranche.

Article 15- Contractor's personnel and equipment

15.1. Personnel of the enterprise

The enterprise shall be required to use the personnel proposed in the offer, whose team is composed as follows:

Key personnel for the execution the works:

- ✓ Work Director
- ✓ Site foreman
- ✓ Site technician

In addition, indicate the personnel to be recruited in the case of the labour-intensive approach (HIMO), if any, and the method of their remuneration.

15.2. Replacement of key personnel

Any modification, even partial, to the proposals in the technical offer will only be made after written approval by the Project Owner or the Delegated Project Owner or the Contract Manager. In the event of a modification, the contractor will have him replaced by personnel of at least equal competence (qualifications and experience) or by equipment of similar performance and in good working order.

In any event, the lists of supervisory personnel to be put in place must be submitted for the prior written approval of the Project Owner or the Engineer, as appropriate, within _____ days following notification of the administrative order to commence service. After this deadline, the lists will be deemed to have been approved. The Project Owner or the Engineer, as appropriate, shall have days to notify his opinion in writing to the Contract Manager. The Project Owner reserves the right to refuse approval to a person proposed by the contractor whose qualifications are insufficient.

Any unilateral change made to the proposals for supervisory staff in the technical offer, before and during the works, is grounds for termination of the contract as referred to in Article 41 below or for the application of penalties [To be specified].

Any changes made shall be notified to the Project Owner for prior approval.

15.3 Withdrawal of personnel (if applicable)

This programme shall be presented exclusively according to the models provided and shall include:

- The minutes specifying the tasks to be carried out, if applicable;
- The list of works to be subcontracted;
- The description of the modalities to keep traffic, if necessary
- Etc.

Two (2) copies of these documents shall be returned to him/her within [To be specified] of their receipt with:

- Or the approval note, 'GOOD FOR EXECUTION.'
- Or the mention of their rejection together with the reasons for the rejection.

The administration's contracting partner shall then have [To be specified] to submit a new project. The Contract Manager or the Project Manager shall then have a period of [To be specified] to give his approval or make possible comments. The time limits for approval of the execution project are suspensive of the execution deadline.

The approval given by the Contract Manager or Project Manager shall in no way reduce the liability of the contractor. However, work carried out before the approval of the programme will not be recorded or remunerated unless it has been expressly ordered. The updated and approved schedule will become the contractual planning.

The Administration's contracting partner shall constantly update, on the worksite, a work planning that takes into account the actual progress of the works. Substantial changes to the contractual programme may only be made after approval by the Contract Manager. After the Contract Manager has approved the execution program, he shall forward it to the Project Owner or Delegated Project Owner within [To be specified], without suspending effect of its execution. However, if significant modifications which alter the objective of the contract or the consistency of the works are noted, the Project Owner or Delegated Project Owner shall return the execution programme together with the reservations to be lifted within fifteen (15) days from the date of receipt.

b. The Environmental and Social Management Plan shall highlight especially the conditions for the choice of technical sites and residential area, the conditions for borrowing extraction sites and the conditions for restoring the worksites and installation sites.

c. The contractor shall indicate in this programme the materials and methods he intends to use and the number of personnel he intends to employ.

16.2 Execution project

a. Within a maximum period of fifteen (15) days from the date of notification of the administrative order to commence works, the Contractor shall submit to the Engineer or the Project Manager, as the case may be, for approval, an execution project in [to be specified] copies including especially:

- the minutes specifying the tasks to be carried out;
- a record of deteriorations, if any;
- the itinerary diagram or the linear of the works to be carried out, if applicable;
- a description of the processes and methods of execution of the works envisaged, with estimates of the use of personnel, equipment and materials;
- the execution plans for the works/structures and the related calculation notes;
- supply plans;
- the graphic planning of the works;
- the list of works that the contractor will have them carried out by subcontractors, if any.

The updated and approved planning will become the contractual schedule. It should show the critical tasks. The contractor shall constantly keep up-to-date on the worksite, a works updated planning which will take into

Article 19- Subcontracting

This contract may give rise to subsidiary orders or to have part of the works executed by subcontractors in accordance with the procedures laid down by the Code and the General Administrative Clauses applicable to works, after prior authorisation by the Project Owner or the Delegated Project Owner.

Notwithstanding any recourse to a subsidiary order, the main company remains responsible for the execution of all obligations resulting from the contract. The sub-contracting contract must comply with the commitments of the main enterprise. They will carry out their part of the work under the sole and full responsibility of the contractor.

The amount of works that may be subcontracted is limited to thirty per cent (30%) of the amount of the contract and any amendments thereto.

The services subject of subsidiary order must be awarded in priority to national Small and Medium-sized Enterprises of which at least fifty-one (51%) of the capital is held by nationals, and in the event of insufficiency or deficiency, to SMEs and Large Enterprises of which at least thirty-three percent (33%) of the capital is held by nationals.

Payment of the subcontractor may be made by the Project Owner when the amount of the service subcontracted by a single company is greater than or equal to ten percent (10%) of the total amount of the contract and any amendments or when it is established that the main enterprise is engaging in unorthodox practices vis-à-vis the subcontractor. Where the subcontractor is to be paid directly, the main contractor is required, when requesting authorisation, to establish that the assignment or security of receivables resulting from the contract does not prevent direct payment to the subcontractor.

Article 20- Site laboratory and tests

The contractor is bound to have his own laboratory on the site to enable him carry out all identification trials and/or studies on building materials defined in the STC. The personnel and the equipment in this laboratory must be approved by the Project Manager and the Contract Engineer within a period of [to be specified].

20.1 The trials, if applicable, provided for under this contract include: [to be specified].

20.2 The necessary laboratory equipment and materials are: [to be specified].

20.3 The modalities for the implementation of these trials are: [to be specified].

The costs of these trials and controls shall be borne by the Contractor.

Article 21: Site logbook and meetings

21.1 Site logbook.

The contractor is bound to open a site logbook before the start of works. It is a single contradictory document. Its pages are numbered and initialled. No page should be removed. Parts that are crossed out or cancelled should be signalled in the margin for validation. Each day, the following information must be entered inside:

- the administrative operations relating to the execution and payment of the contract (notification, results of trials, job cost sheets);
- atmospheric conditions;
- reception of building materials and all types of approvals;
- incidents or details of all types which are of interest from the point of view of the future carriage structures or the actual duration of the works;
- Etc.

The contractor may enter incidents or observations likely to give rise to claims on his part.

This logbook shall be jointly signed by the Project Manager and the contractor's representative during each

24.2 Preliminary operations to acceptance

The Contractor must inform the Contract Manager of the date on which he wishes the work to be accepted, no later than ten (10) days before the end of the contractual period.

Provisional acceptance shall be pronounced immediately at the end of the execution of the work covered by this contract and after the Pre-Acceptance Operations. After visiting the site, the Committee shall examine the minutes of the pre-acceptance operations and proceed to provisional acceptance of the works if necessary.

For contracts comprising several tranches, the Project Owner or the Delegated Project Owner shall proceed with the provisional acceptance of the works for the tranche in question. This acceptance shall be a condition for the start of the next conditional tranche.

The acceptance visit is marked by the signing, on the spot, by all the participants, of an acceptance report mentioning whether acceptance is pronounced or not and, if applicable, the reservations to be lifted, together with deadlines, before pronouncing the said acceptance. If acceptance is not granted, the acceptance report shall specify the reservations to be lifted and the deadline before acceptance is granted.

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

24.3 Composition of the acceptance committee

The Acceptance Committee shall be made up of the following members [as indication]:

- **Chairperson:** The Project Owner or the Delegated Project Owner or his representative;
- **Rapporteur:** The Contract Engineer
- **Members:**
 - The Contract Manager or his representative;
 - The Project Manager;
 - The Project Owner's stores-accountant in accordance with the circular implementing the finance law for the year 2026.
 - the representative of beneficiaries;
- **Observer:** The MINMAP representative;
- **Guest:** The Contractor;

The members of the Acceptance Committee are convened at least ten (10) days before the date of acceptance. The Contractor or the Service Provider is invited to the acceptance exercise by post at least ten (10) days before the date of the acceptance exercise. He must attend (or be represented). The absence of the Contractor or Service Provider is equivalent to acceptance without reservations of the conclusions of the Acceptance Committee.

24.4. Partial acceptances.

The contractor may, if the nature of the services so requires or in cases of force majeure, request partial acceptance. In this case, the committee responsible for partial acceptance shall be the same as that responsible for provisional acceptance. A report of partial acceptance shall be drawn up and signed by all the parties [Indicate if partial acceptance is planned].

24.5. Start of the guarantee period. The guarantee period is twelve (12) months as from the date of the provisional acceptance

24.6 Taking possession of the works

Any possession taking of the structures must be preceded by a partial or provisional acceptance. However, if there is urgency, taking possession may occur before acceptance, subject to the establishment of a joint statement on the situation.

The contractor shall be automatically liable to the Project Owner or Delegated Project Owner for ten (10) years from provisional acceptance for damage that undermines the solidity of the structure or affects the structure in one of its constituent parts or one of its equipment elements, making it inadequate for its purpose.

To this end, he shall recruit an approved Technical Control Office (TCO) to assess the works with a view to obtaining a ten-year insurance.

CHAPTER IV: FINANCIAL CLAUSES

Article 29- Contract price

The amount of this contract, as shown in the [detailed estimates] is: _____ (in figures) _____ (in words) CFA francs inclusive of all taxes (IAT); that is:

- Amount EVAT: _____ (____) CFA francs;
- Amount of VAT: _____ (____) CFA francs
- AIR amount: _____ (____) CFA francs
- Net to be paid = Net amount with all taxes and duties deducted: _____ (____) CFA francs.

Article 30- Place and method of payment

Any payment relating to a public contract shall be made by transfer to an account held in a first-rate Cameroon credit institution approved by the Minister of Finance, in accordance with regulations in force, or by documentary credit.

The Project Owner shall pay the sums due by bank transfer in the name of the contractor in the following manner: [The bank domiciliation must be the same as that of the final bond].

- a) For payments in CFA francs, either (net amount to be paid in figures and words), by credit to account No. _____ opened in the name of the contractor at the _____ bank
- b) For payments in currencies (if applicable) either (net amount to be mandated in figures and words), by crediting account No. _____ opened in the name of the contractor at the _____ bank.

Article 31- Guarantees and bonds

The contractor must provide guarantees from financial institutions approved by the Minister in charge of Finance or that have local correspondents approved by the said Minister.

The guarantees described below in favour of the Project Owner or Delegated Project Owner shall be required within the deadlines, for the amount and according to and under the model indicated below:

31.1 Final Bond

- a) It shall be constituted by the contract holder and sent to the Contract Manager within a maximum of twenty (20) calendar days from the date of notification of the contract and, in any case, before the first payment.
- b) The amount is set at: **one million (1,000,000) for lot 1 and five hundred and thirty thousand (530,000) for lot 2.**
- c) The guarantee shall be expressed in the currency(ies) of the Contract, or in a freely convertible currency satisfactory to the Project Owner or Delegated Project Owner, and shall follow one of the models provided in the Tender File, as specified by the Project Owner or Delegated Project Owner in the SAC, or any other document satisfactory to the Project Owner or Delegated Project Owner.
- d) The substitution methods of the security are provided for in Article 140 of the Public Contracts Code.
- e) The final bond will be returned consecutively by the Project Owner or the Delegated Project Owner within a period of one month following the date of provisional acceptance of the works, following a release order issued by the Project Owner or the Delegated Project Owner at the request of the contractor.

Article 33- Price revision formulae

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

Article 34- Price updating formulae (not applicable).

Article 35- Works executed under State supervision

35.1 The contractor shall be bound to make available to the Project Owner or Delegated Project Owner, the labour, materials, tools and all the necessary means that may be required to carry out some works under State supervision, provided that the request is made at least eight (8) days in advance and that it is related to the subject of the contract.

The amount of the works executed under State supervision referred to in paragraph 1 above shall not exceed 2% (two percent) of the contract amount, inclusive of all taxes.

35.2 In the event of duly established default by the Administration's contracting partner, the Project Owner or Delegated Project Owner may, failing to terminate the contract, and after the written authorisation of the Authority in charge of Public Contracts, prescribe total or partial supervision at the cost and risks of the said contracting partner. *[Refer to the separate instrument of the Authority in charge of public contracts laying down the conditions for executing works under State supervision.]*

35.3 Works executed under State supervision shall be remunerated on the basis of the State supervision unit prices provided for in the contract, or, failing that, salaries, allowances, social security charges, sums spent on supplies and equipment, increased under the conditions laid down in the specific instrument of the Authority in charge of Public Contracts defining the conditions for executing works under State supervision to cover overheads, taxes, duties and profits.

Article 36 : Valuing the supplies

36.1 Payments on account for supplies may be made in respect of expenditure incurred for the execution of works, supplies or services subject of a contract.

The terms for the payment of these advances are laid down in the Public Contracts Code.

36.2 A deposit is not required for payments on accounts for supplies.

36.3 In any case, the administration's contracting partner shall be responsible for the safekeeping of the materials which have given rise to an advance for supplies up to the acceptance of works.

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

Article 37- Advances

37.1 The Project Owner or Delegated Project Owner may grant a start-off advance. This advance whose amount shall not exceed twenty percent (20%), all taxes inclusive, of the initial contract price shall be guaranteed at one hundred percent (100%) by a banking establishment governed by Cameroon law or a first-rate financial institution authorized according to the instruments in force.

37.2 The start-up advance can be obtained by the administration's contracting partner on simple request addressed to the Project Owner or the Delegated Project Owner without justification. This advance starts to be reimbursed by deducting 20% from each payment on account once the total amount of work reaches 40% of the contract amount. The payment on account for the start-up advance shall take place after the deposits due have been put in place, in accordance with the provisions of the Public Contracts Code.

reasons for refusing to sign.

If the contractor signs with reservations or does not sign the final detailed account, the reasons for this refusal or reservation must be expressed by the contractor in a summary document of all the claims for which he is claiming payment, accompanied by the necessary supporting documents, and sent to the Project Manager within the same time limit as above, under pain of foreclosure.

The dispute is then settled in accordance with the provisions of the Public Contracts Code in force and the applicable GAC.

38.4 General and Final detailed account

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

At the end of the guarantee period, which gives rise to the final acceptance of the works, the Contract Manager shall prepare the general and final detailed account of the contract and has it signed jointly by the contractor and the Project Owner or Delegated Project Owner. This detailed account includes:

- the final detailed account,
- the balance,
- the summary of monthly down payments.

The signing of the general and final detailed account without reservation by the contractor binds the parties completely and puts an end to the contract, and releases the Project Owner and the Delegated Project Owner from any obligations, except as regards interests on overdue payments.

35.8.2 The contractor then has one (01) month from the date of this notification to return this general detailed account, with or without reservations, to make known the reasons for his refusal to sign the general detailed account.

The transmission of the general and final detailed account to the paying body for payment is subject to MINMAP prior endorsement. For this purpose, a copy of the corresponding job cost sheet and all the provisional detailed accounts must be sent to him beforehand or handed to his representative on the site, as appropriate.

The deadlines and conditions for signing and handling disagreements are the same as for the final detailed account.

Article 39- Interests on overdue payments

The possible interests on overdue payments shall be paid by statement of sums due and calculated in accordance with the provisions of Article 166 and 167 of Decree No.2018/366 of 20 June 2018 to institute the Public Contracts Code and using the formula below:

$L = M \times (n/360) \times (i)$ where:

M = Amount, inclusive of taxes, owed to the holder;

N = Number of calendar days of delay;

i = BEAC corporate lending rates increased by one (1) point or discount rate applied by the Bank issuing the currency involved, increased by at most one (1) point, as the case may be.

Article 40- Penalties

A. Penalties for delay

40.1 In case of overrun of the contractual deadline attributable to the contract holder, he shall be liable to a delay penalty, the amount of which shall be fixed as follows:

- Dues and taxes attached to the execution of the services provided for by the contract:
 - Fees and taxes for entry in the Cameroon territory (customs duties, VAT, computer tax);
 - Council dues and taxes;
 - Dues and taxes on the extraction of materials and water.

These elements should be included in the charges the contracting partner incorporates in his intervention costs and constitute one of the elements of the sub-detail of prices tax exclusive.

The price all taxes inclusive (ATI) means VAT included.

Except otherwise stipulated in the contract, the contracting partner shall bear and pay the dues, taxes, duties and charges that are of his responsibility as well as of his subcontractors.

Article 43- Stamp duty and registration of contracts

Seven (7) original copies of the contract shall be stamped and registered by and at the cost of the administration's contracting partner, in accordance with the regulations in force.

CHAPTER V: MISCELLANEOUS PROVISIONS

Article 44- Termination of the contract

44.1 The contract shall be automatically terminated in any of the following cases:

- a) death of the contract holder. In this case, the Project Owner or Delegated Project Owner may, if necessary, authorise that the proposals submitted by the rightful claimants be accepted for the continuation of the services;
- b) bankruptcy of the contract holder. In this case, the Project Owner may accept, if appropriate, the proposals that may be submitted by the creditors for the continuation of the services;
- c) judicial liquidation, if the Administration's contracting partner is not authorised by the court to continue running his enterprise;
- d) in case of subcontracting, co-contracting or subsidiary orders without the prior authorisation of the Project Owner or Delegated Project Owner;
- e) Default by the Administration's Contracting Partner duly established and notified by the Project Owner or the Delegated Project Owner by administrative order serving as formal notice after evaluation and the default established;
- f) Failure to comply with labour laws and regulations;
- g) significant price variation under the conditions laid down in the General Administrative Clauses, following the modification of the economic conditions or the initial quantities of the contract;
- h) Fraudulent schemes and corruption duly established.

44.2 The contract may also be terminated under the conditions stipulated in GAC, notably in the event of:

- Delay in the execution of works resulting in penalties beyond 10% of the amount of works;
- Adjournment or prolonged stoppage decided by the Project Owner or the Delegated Project Owner;
- Persistent non-payment of services;
- Refusal to repair poorly executed works;

Article 44.3 The contract may equally be terminated under the conditions stipulated in the GAC, notably in one of the following cases:

- In case of force majeure and after obtaining the opinion of the Authority in charge of Public Contracts in the absence of Administration's Contracting Partner responsibility without prejudice to damages the latter may claim;
- Persistent non-payment of the services;
- Reason of general interest.

DOCUMENT No. 5
SPECIAL TECHNICAL CLAUSES (STC)

by the Contractor and submitted to the Project Manager at least 28 days prior to the date when the Contractor proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

In case of conflicts of terms or issues in these technical specifications with the GCC and / or Contract Data the terms or issues in the GCC and / or Contract Data shall prevail.

Article 2: LOCATION OF WORKS AND VOLUME OF WORK

Works will involve the construction / CONSTRUCTION of water supply schemes.

Their location is defined on the locations and communities in various Divisions of the Northwest Region. The various works to be executed are detailed in the bill of quantities and the execution drawings conform to the typical drawings for model plans in the consultation dossier.

Article 3 : GENERAL INSTRUCTIONS

It should be taken into consideration that these specifications complete the plans and the plans complete the specifications. The Supervisor shall give modifications to plans provided or technical specifications in writing. For this purpose, a numbered page book shall be on site in which the instructions are written. Both the contractor and the Supervisor shall initial the book pages. Therefore, the site contractor must execute the works in conjunction with the document. The contractor shall take note of any omissions or discrepancies that may exist in the document and call the attention of the Supervisor who is at his disposal for necessary information and inquires. Any works carried out in negation of these instructions or provisions shall be demolished at the expense of the contractor.

CHAPTER II – ORIGIN, QUALITY AND PREPARATION OF MATERIALS

Article 4: QUALITY AND SUPPLY OF MATERIALS

The contractor shall be responsible for the supply of sand, stones and gravel. He shall also be responsible for the excavation and backfilling of the pipeline under the supervision of the engineer. In making his bids the contractor shall visit the sites at his own expense. He shall make any reservations concerning materials in his bid. He shall be required to include transport cost of these materials to the various locations of the structures in the community.

Article 5: SAND

The nature and origin of sand remains subject to the Supervisor's approval. It shall be obtained from rivers or through crushing. The sand component should be more than 80% and the very fine constituents eliminated by settling should be less than 4%. The sand should be of high quality and must be free from dirt, clay or any organic matter and if deemed necessary, it should be washed before being used.

Article 6: GRAVEL

They shall be obtained from deposits or quarries chosen by the Contractor, and approved by the Supervisor. They should be clean (constituents eliminated through settling should be less than 2%) and their grading suited to their use. If deemed necessary, it shall be washed before being used.

Article 7: STONES

They shall be obtained from a quarry or deposit approved by the Supervisor and none should be smaller than 20cm. basalt stones commonly called black stone are recommended for the project or stones of other quality duly tested and approved by the supervising engineer.

Article 8: CEMENT

They should be of CPA 325 class and be obtained from an approved factory.

Article 9: CONCRETE WORKS

Concrete Works shall be of 4 kinds:

- Lean concrete for foundation works where indicated shall be of PC 150kg/m³ and 10cm thick.
- Mass concrete for foundations shall be PC 250kg/m³ and thickness as shown on the plans

The tolerance shall be $\pm 0.3\text{mm}$ for pipes of external diameters between 25mm and 50mm, and $\pm 0.4\text{mm}$ for pipes above 63mm diameters. Before reception, the supervisor shall verify the external diameters of 15 pipes for every 300 pipes. If 6 or more pipes do not meet the tolerance prescribed above, he reserves the rejected.

c) Thickness

Thickness verification should adhere to the specifications presented on table B.

Table B: Thickness verification

N° of pipes in the lot	N° of pipes randomly selected for verification	N° of bad pipes X	
		Lot accepted if X max =	Lot rejected if Xmin =
100 – 199	10	2	3
200 – 299	15	3	4
300 – 499	20	3	4
500 – 899	25	5	6
899 – 1300	30	6	7
1300 – 3200	40	8	9

The supervisor shall carry out thickness verification in accordance with table B.

d) Socket length

The socket length has to be verified according to agreed norms. The value obtained should have the theoretical value of the diameter of the tube plus 1.3mm. The tolerance shall be 0.6mm.

e) Shrinkage cracks

Shrinkage crack tests should be carried out according to agree methods by the supervisor on a 15 – 30cm long sample. No shrinkage cracks should occur if the pipe is at 90° to its horizontal axis. If this occurs for 15 samples representing a lot of 100 pipes, the lot shall be rejected.

f) Internal pressure

Pipe sample shall be subjected to 1.5 times the service pressure for a duration of one hour. If one out of every five samples ruptures, another set of five is selected for a retest. If the second set respects the specified relation with the service pressure, the set is considered satisfactory. Otherwise, necessary adjustments are carried out to meet the required specification, or the lot is rejected.

g) Impact

This test is carried out on three samples, one from each extremity and the third from the centre, all three, one meter long. Perpendicular masses are dropped from a height of one meter onto the samples as in table C.

Table C: Impact test schedule

Pipe diameter	Mass (kg)
25	1
32	1
40	1
50	3.5
63	5
75	7.5
90	7.5

The pipes are accepted if the percentage of broken pipes in the tested samples does not exceed 20%

The contractor is requested to furnish the supervisor with all information (name, address, phone etc) on the factory being used to procure pipes for his project.

When the pipes are checked and tested the contractor shall present to the supervisor a quality certificate from the manufacturer ascertaining that the pipes meet the required standards as described in the sections above.

The contractor shall arrange for free access to the factory for the supervisor to enable him request as required for all factory tests described in the sections above to be carried out by the manufacturer.

The performance guarantee of works shall cover all defects in pipes, handling and workmanship.

10.2 Fittings specifications

Contractors are required to strictly respect standards and specifications.

All fittings for these constructions must resist a pressure of above 16 Bars

water as chambers for air valves, valves and washouts shall be 1 coat of plaster 1 cm thick and a mix of 1:3 (M400)

Article 15 PLUMBING WORKS

Description

This item shall consist of the provision and installation of all pipes including the installation of accessories like coupling, tees, reducers, etc.. to entirely complete this item as per these specifications and plans.

Construction methods

The soil in the bottom of the trench shall be lightly scarified before placing the pipe or other elements.

During transport, storage, and assembling of piping elements care shall be taken to avoid soil and other contamination from entering the system.

Laying of the pipes, assembling of pipes and all other works, directly related to the piping works, shall only be executed during dry weather conditions.

Pipe elements and connecting accessories shall be assembled in such a way that no tension can occur in the separate elements.

Only skilled plumbers shall be employed on any plumbing work.

Pipe joints, reducers, tees, etc. shall be connected in conformity with the manufacture's prescriptions.

Method of measurement

The quantity of PVC shall be measured per linear meter of installed pipe. Measurements shall be made for each class of pipe and each diameter of pipe separately.

Basis of payment

Payments shall be made at the contract's unit price. This unit price shall be full compensation for the provision, transportation, installation and testing of all piping material including the installation of all accessories like coupling, tees, reducers, etc.

Article 16: EXCAVATIONS OF TRENCHES

The trench for pipes up to 110mm shall be excavated to a depth of at least 60cm deep and 40cm wide or other such depths and widths as directed by the supervisor and shown on the plan.

The trench for pipes above 110mm shall be excavated to a depth of at least 100cm deep and 40cm wide or other such depths and widths as directed by the supervisor and shown on the plan.

Article 17: NOMENCLATURE OF WORK

17.1 Setting out of works

The contractor shall be responsible for the setting out of all pertinent lines, works, grades and levels as required for the proper and accurate positioning of the structures on the site.

17.2 Earth Works

17.2.1 Description

This item shall consist of all excavation and backfill works in accordance with these specifications and in conformity with the lines shown on the plans or as indicated by the supervisor.

17.2.2 Construction methods

Excavation

Excavation works for the piping system shall be performed by the contractor. The bottom of the trench shall be free of any stones or other materials which could incur damage to the pipes. *Excavations for intakes, reservoir tanks, wash – out chambers, valve boxes, break – pressure tanks and public tap – stand shall be performed by the contractor*

Backfill

Backfill of the pipeline shall be performed by the contractor. No backfill operations shall be allowed before the approval from the supervisor has been granted.

The compaction requirement for backfill shall be at least 90% of the dry modified optimum proctor density.

Maintenance of excavations.

The contractor shall carry the risk of collapse of excavated faces whether or not he takes any precautions, the nature of the precautions shall be entirely at his own discretion.

No water shall be allowed to accumulate in any portion of the excavations.

The excavations shall be protected against flooding, and any water entering them whether by any means.

MAINTENANCE

- 0 : others
- 1 : Artisan repairer
- 2 : Réparateur villager
- 3 : Private operator
- 4 : Administration
- 5 : other information :.....

NUMBER OF CONSUMMERS

- 0_200
- 201_350
- 351_500
- 501_700
- More than 701
- Imprecise

PRINCIPAL USAGES

- Domestic
- AnimaLS
- Irrigation
- Institutions (schools, hospital etc)
- Industries
- others :

Enough water quantity ?

yes no

Observation :
.....

WATER QUALITY

Physico-chemical parameters

Ph

- Acidic
- Basic

CONDUCTIVITY

Organoleptic Parameter

Color

- bright
- Disorder

Taste

- Acceptable
- bad
- dirty
- others :

Odeur

- Acceptable
- Bad

In a radius of 3 km :

- presence water supply point yes no
- if yes, indicate the name :

Registered/Declaration of collected samples :

- availability of carnet management samples yes no
- is water collected declared annually at :
 - Council water service yes no
 - Other organs yes no

Are they refugies around the structures? yes no

Development

Exhaure.....?

- Submerged pump/ surface
- With a rope
- Taps
- Generator pumping
- Solar

Base.....?

- Reinforced concrete
- None reinforced concrete

Margelle.....?

- Reinforced concrete
- None reinforced concrete

Cover.....?

- Reinforced concrete
- None reinforced concrete
- Enrochement

Water outlet.....?

Supply.....?

Spare parts.....? yes no

Name and signature of constructor At..... the	Name and signature of beneficiary At..... the	Name and signature of Project engineer At..... the
--------------------------------------------------------------------	--------------------------------------------------------------------	-------------------------------------------------------------------------

300	CONSTRUCTION OF A NEW PIPING NETWORK			
301	Pipeline excavation and backfilling	LM		
302	Supply and laying of HDPE100 pipes Ø63 NP10	LM		
303	Supply and laying of HDPE100 pipes Ø50 NP10	LM		
304	Supply and laying of HDPE100 pipes Ø40 NP10	LM		
305	Supply and laying of HDPE100 pipes Ø32 NP10	LM		
306	Supply and laying of HDPE100 pipes Ø25 NP12.5	LM		
307	Supply and laying of GI pipe 2" for stream crossing	LM		
308	Production and implantation of pipeline indicators in reinforced concrete every 50m.	U		
309	Supply and installation of plumbing accessories	LS		
500	ENVIRONMENTAL MITIGATION MEASURES			
501	Water quality test after construction. These include physico-chemical and bacteriological analyses of the sampled water	U		
502	Cleaning and disinfection of pipeline	LS		
503	Protection of the catchment area by: - the demarcation of its zone of influence through the erection of a fence made of barbed wire; - the planting of water friendly trees in it (Pinus African, Mysopsis or Wenge);- the erection of a metallic sign board prohibiting human activities in the area	LS		
600	PROJECT SUSTAINABILITY			
601	Training and putting in place of a Water Management Committee [WMC] + Training of two (02) Caretakers. And the production of the Internal Rules and Regulations [I & R] governing the management of the Water Supply Scheme. The [I & R] should be co-signed by the D.O. of the Division, the Divisional Delegate MINEE of the Division, the Development Association President and the Chairman of the WMC. Indicators: Signed list of elected members WMC with ID Cards and Telephone contact numbers, Report on WMC Training, and six (06) signed copies of the [I & R].	session		
602	Supply of a complete tool box and spare parts (List of tools and spare parts to be obtained at the Divisional Delegation of MINEE MOMO). Equipment to be officially handed to the Chairman of the WMC by the Divisional Delegate of MINEE during the Provisional Reception.	U		

208	Construction of double standpipes with soak-away pit and control valve chambers	U	3		
209	Construction of a set of two reinforced concrete pillar 0.3x0.2x2.5m for stream and river crossing	set	1		
210	Supply and installation of plumbing accessories	LS	1		
SUB TOTAL 200					
300	CONSTRUCTION OF A NEW PIPING NETWORK				
301	Pipeline excavation and backfilling	LM	2,915		
302	Supply and laying of HDPE100 pipes Ø63 NP10	LM	450		
303	Supply and laying of HDPE100 pipes Ø50 NP10	LM	890		
304	Supply and laying of HDPE100 pipes Ø40 NP10	LM	1,080		
305	Supply and laying of HDPE100 pipes Ø32 NP10	LM	1,090		
306	Supply and laying of HDPE100 pipes Ø25 NP12.5	LM	295		
307	Supply and laying of GI pipe 2" for stream crossing	LM	6		
308	Production and implantation of pipeline indicators in reinforced concrete every 50m.	U	58		
309	Supply and installation of plumbing accessories	LS	1		
SUB TOTAL 300					
500	ENVIRONMENTAL MITIGATION MEASURES				
501	Water quality test after construction. These include physico-chemical and bacteriological analyses of the sampled water	U	1		
502	Cleaning and disinfection of pipeline	LS	1		
503	Protection of the catchment area by: - the demarcation of its zone of influence through the erection of a fence made of barbed wire; - the planting of water friendly trees in it (Pinus African, Mysopsis or Wenge);- the erection of a metallic sign board prohibiting human activities in the area	LS	1		
SUB TOTAL 500					
600	PROJECT SUSTAINABILITY				
601	Training and putting in place of a Water Management Committee [WMC] + Training of two (02) Caretakers. And the production of the Internal Rules and Regulations [I & R] governing the management of the Water Supply Scheme. The [I & R] should be co-signed by the D.O. of the Division, the Divisional Delegate MINEE of the Division, the Development Association President and the Chairman of the WMC. Indicators: Signed list of elected members WMC with ID Cards and Telephone contact numbers, Report on WMC Training, and six (06) signed copies of the [I & R].	session	2		
602	Supply of a complete tool box and spare parts (List of tools and spare parts to be obtained at the Divisional Delegation of MINEE MOMO). Equipment to be officially handed to the Chairman of the WMC by the Divisional Delegate of MINEE during the Provisional Reception.	U	1		
SUB TOTAL 600					
TOTAL EXCLUDING TAXES					
VAT (19.25%)					
AIR (2.2%)					
TOTAL INCLUDING TAXES					
NET TO BE PAID					

Approved these detailed quantities and estimates at the sum of (in words)
..... CFA F ATI

Date and Signature

DOCUMENT No. 8
FRAMEWORK OF SUB-DETAIL OF PRICES

DOCUMENT No. 9
CONTRACT MODEL

The Government of the Republic of Cameroon, represented by _____ hereinafter referred to the "Project owner"

On the one hand,

And

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

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

On the other hand,

Agree on the following:

Awarded after OPEN NATIONAL INVITATION TO TENDER N° ____/ONIT/ANDEKCOUNCIL/ACITB/2026 of __/__/2026 FOR THE CONSTRUCTION OF THE EBAT-AZEM POTABLE WATER SUPPLY SCHEME, NGIE SUBDIVISION, MOMO DIVISION OF THE NORTH WEST REGION.

With _____,

For the execution of _____ works

EXECUTION DEADLINE _____ (04) months

Amount of Contract in CFA F:

IAT	
EVAT	
VAT (19.25)	
AIR (2.2 %)	
Net to be paid	

Read and accepted by the Contractor

(place of signature) _____ (date)

Signature of Contracting Authority

(place of signature) _____ (date)

Registration

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(8)..... with Head office
at.....registered in the
Trade Register of under No.

Having taken cognisance of all the documents contained or mentioned in the Tender File
N°___/ONIT/ANDEKCOUNCIL/ACITB/2026 of ___/___/2026 for the construction of the Ebat-Azem
potable water supply scheme, Ngie subdivision, Momo Division of the North-West Region.

- Submit and commit myself to deliver the supplies or execute the services in accordance with the Tender File, in return for the prices that I have established myself based on the price and quantity schedules, which prices give the amount of the offer for lot No. at
-[in figures and words] CFA francs exclusive of VAT, and at
..... CFA francs all taxes inclusive. [in figures and words]
- I undertake to execute the services within a deadline of..... months
- I further pledge to maintain my offer within the period of..... days [indicate the validity period, in principle 90 days] as from the deadline for the submission of offers.
- I entirely adhere to the integrity charter and the commitment statement to comply with environmental and social clauses attached to this TF.

The rebates offered and the application modalities of the said rebates are as follows:

.....
.....
.....

The Project Owner or the Delegated Project Owner will pay the sums owed under this contract by crediting account number No. opened in the name of
.....in..... Bank Branch
.....

Prior to the signing of the contract, this bid accepted by you shall constitute a commitment between us.

Done in.....

on.....

Signature of.....

In the capacity of.....duly authorised to sign bids for and on behalf of (9)

.....

(8) Delete the unnecessary indication

(9) Attach power of attorney

Appendix No. 4: Final bond model

Financial body:

Bond reference: No.

Addressed to *Mayor Andek Council*,(address) Cameroon, hereinafter referred to as "the Project Owner"

Whereas [name and address of Supplier or service provider], hereinafter referred to as "the Supplier or service provider", committed himself, in execution of the contract referred to as "the Contract", to be executed for the construction of the Ebat-Azem potable water supply scheme, Ngie subdivision, Momo Division of the North-West Region (lot...)

Whereas it is stipulated in the contract that the Supplier shall entrust to the Project Owner or the Delegated Project Owner a final bond, of an amount equal to [indicate the percentage included between 2 and 5 %] of the amount of the tranche of the corresponding contract, as guarantee of execution of his obligations of proper execution in accordance with the terms of the contract,

Whereas we have agreed to give the Supplier this guarantee,

We,.....[name and address of the bank], represented by [names of signatories], hereinafter referred to as "the financial body", we commit ourselves to pay to the Project Owner or the Delegated Project Owner, within a maximum deadline of eight (8) weeks, upon simple written request of the latter declaring that the Supplier or service provider has not satisfied his contractual commitments within the meaning of the contract, without being able to differ the payment nor raise any contests for whatever reason, any sum up to the sum of [in figures and in words].

We agree that no change or addendum or any other amendment to the contract shall free us of any obligation incumbent on us by virtue of this final bid bond and we hereby incline to the notification of any modification, addendum or change.

This final bond shall enter into force as soon as it is signed and upon notification of the contract. The bond shall be released within a deadline of (indicate the deadline) from the date of the provisional acceptance of the supplies.

Beyond the deadline referred to above, the bond shall be baseless and should be automatically returned to us without any form of procedure.

Any request for payment formulated by the Project Owner or the Delegated Project Owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the validity period of this commitment.

This final bond shall, for the purpose of its interpretation and execution be subject to Cameroon Law. Cameroon courts shall be the sole jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the financial body

at....., on

[Bank's signature]

Appendix No. 4: Start-up advance bond model

Appendix No. 6: Model of performance bond in replacement of the retention bond

Financial body:

Bond reference: No.

Addressed to [Indicate the Project Owner or the Delegated Project Owner]

[Address of the Project Owner or the Delegated Project Owner]

Hereinafter referred to as "the Project Owner or the Delegated Project Owner"

Whereasname and address of the supplier or service provider], hereinafter referred to as "the Supplier", commits himself, in execution of the Contract, to deliver the supplies of [indicate the subject of the services]

Whereas it is stipulated in the contract that the retention bond set at [percentage below 10% to be specified] of the amount of the contract all taxes inclusive may be replaced by a several guarantee,

Whereas we have agreed to provide the Supplier with this surety,

We, address of the financial body], represented bynames of the signatories], and hereinafter referred to as "financial body"

Hence, we hereby affirm that on behalf of the Supplier or Service Provider, we guarantee and are responsible to the Project Owner or the Delegated Project Owner for a maximum amount of [in figures and in words], corresponding to [percentage below 10% to be specified] of the contract price⁽¹⁰⁾

And we commit ourselves to pay the Project Owner or the Delegated Project Owner within a maximum deadline of eight (8) weeks upon his simple written request declaring that the supplier did not fulfil his contractual obligations or is indebted to the Project Owner or the Delegated Project Owner within the contract amended if applicable by its amendments, without being able to differ the payment nor raise any contest for whatever reason, any sum (s) within the limits of the amount equal to [percentage below 10% to be specified] of the total amount of works featuring in the final detailed account), without the Project Owner or the Delegated Project Owner prove or give the reasons nor the reason for his request of the amount of the sum indicated above.

We hereby agree that no change or addendum or any other modification to the contract shall release us from any obligation incumbent on us by virtue of this surety and we hereby incline to the notification of any modification, addendum or change.

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

Any request for payment formulated by the Project Owner or the Delegated Project Owner by virtue of this surety should be done by registered mail with acknowledgement of receipt to reach the bank during the validity period of this commitment.

This guarantee shall, for purposes of 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 financial body

at.....,on

.[signature of the financial body

⁽¹⁰⁾ Case where the surety is established once works start and covers the total guarantee, that is 10% of the contract.

Appendix No. 8: Planning schedule model

ACTIVITIES SCHEDULE (WORK PROGRAMME)

A. Specify the nature of the activity

	<i>[Months or weeks from the start of the mission]</i>												

B. Completion and submission of reports

Reports	Date
1. Initial report	
2. Progress reports a. First progress report b. Second report	
3. Final report draft	
4. Final report	

APPENDIX No.9: MODEL LIST OF THE STAFF TO BE MOBILISED

1. Key technical/management personnel

Name	Proposed function	Minimum qualification	Years of General experience	Years of specific experience In terms of similar projects executed	Position or function occupied for each project

2. Support staff (head office and local)

Name	Specialisation	Position	Year of experience	Duties

APPENDIX No.10: MODEL OF SHEET FOR SERVICES LIKELY TO BE SUB-CONTRACTED / ORDERED

No.	Description of the Supplies	Quantity (Number of units)
	<i>[Insert the description of the Supplies]</i>	<i>[insert the quantity of items to be supplied]</i>

Service No.	Description of service	Unit of measurement
<i>[insert the number of Service]</i>	<i>[insert the description of service]</i>	<i>[unit of measurement]</i>

[In about one quarter page, summarise university studies and other specialised studies of the employee, indicating the names and addresses of schools or universities attended, with dates of attendance as well as the certificates obtained.]

Attached documents:

- Certified true copy of the highest certificate and eventually an attestation of professional trade
- Attestation of availability

.....
.....

Work experience:

[In about two pages, list the jobs executed by the employee since the end of studies by inversed chronological order, beginning by the present position. For each, indicate the dates, name of employer, title of the position occupied and the place of work. For the last ten years, specify in addition, the type of activity carried out, and, if applicable, the name of customers likely to provide references.]

.....
.....

Computer knowledge:

[Indicate knowledge level]

.....
.....

Languages:

[Indicate, for each, knowledge level: poor/average/ good/excellent, with regard to the language read/written/ spoken.]

.....
.....

**APPENDIX No.14: MODEL OF INFORMATION SHEET RELATING TO
ESSENTIAL EQUIPMENT, IF APPLICABLE**

No.	Description and characteristics of equipment	Age / Condition	Minimum number required (column to be filled by the PO/DPO)	Owner/hiring	Year of acquisition	Justification
1						
2						
...						
N						

[Insert in the table above: (i) the list of equipment and tools required for the execution of services (ii) minimum number required for each type of equipment (iii) it may be envisaged, the provision of equipment by hiring, in which case, you should present a hiring commitment of the equipment signed and legalised by the relevant government services.]

Note: For each equipment, attach the certified copy of the bill or registration document, if applicable

DOCUMENT No.11 : INTEGRITY CHARTER

Note on the Integrity Charter

The tenderer undertakes to respect the integrity charter. In the case of a group of enterprises, all members of the group are committed to the charter; all its members must subscribe to this charter.

to information contained in our respective bids, to influence them, or to influence the decisions of the Project Owner;

2.4) be engaged for an advice assignment which, by its nature, may be incompatible with our obligations vis-à-vis the Project Owner;

2.5) in the case of a procedure for the award of a works or supply contract:

i) prepared ourselves or were associated with a consultant who prepared specifications, plans, calculations and other documents used in the competitive bidding process under consideration;

ii) be ourselves or one of the firms with which we are affiliated, engaged, or to be engaged, by the Project Owner to carry out supervision or control of the works under the Contract.

3 If we are a public institution or a public enterprise, we testify that we are legally and financially autonomous and that we are managed according to the rules of private accounting, and that we are not under the supervision of the Project Owner or the relevant Delegated Project Owner, unless expressly authorised by the Authority in charge of Public Contracts

4 We undertake to inform the Project Owner without delay, who will inform the Authority in charge of Public Contracts, of any change in the situation with regard to points 1 to 3 above.

5 In the context of the award and execution of the Contract:

5.1) We have not and will not commit any unorthodox manoeuvres (actions or omissions) intended to deliberately deceive others, intentionally conceal matters from them, surprise or vitiate their consent or cause them to circumvent legal or regulatory obligations and/or violate their internal rules in order to obtain an illegitimate benefit.

5.2) We have not and will not commit any unorthodox manoeuvres (actions or omissions) contrary to our legal or regulatory obligations and/or violate its internal rules in order to obtain an illegitimate benefit.

5.3) We have not promised, offered or granted, and will not promise, offer or grant, directly or indirectly, to (i) any person holding a legislative, executive, administrative or judicial mandate in the State, whether appointed or elected, whether permanent or not, whether paid or unpaid, and at any level (ii) any other person who discharges a public function, including for a public body or public enterprise, or provides a public service, or (iii) any other person defined as a public official in the State, an undue advantage of any kind, for himself or herself or for another person or entity, in order that he or she may perform or refrain from performing any act in the exercise of his or her official functions.

DOCUMENT No.12

COMMITMENT STATEMENT TO COMPLY WITH SOCIAL AND ENVIRONMENTAL CLAUSES

Note on the commitment statement to comply with social and environmental clauses

The bidder shall fill and submit in his offer, the commitment statement to comply with social and environmental clauses addressed to the Project Owner and signed by the official(s) authorised to commit him. In case of group of enterprises, the charter shall be subscribed by all its members.

DOCUMENT No. 13

VISA OF MATURITY OR PROOF OF PRELIMINARY STUDIES

[To be filled in systematically by the Project Owner or the Delegated Project Owner according to the nature of the services to be carried out and in accordance with the details of articles 54 to 57 of the Public Contracts Code].

Note on the maturity visa or on preliminary studies

In accordance with the Public Contracts Code, the Project Owner or the Delegated Project Owner, before initiating the contracts award procedure or before submitting a file to the relevant Tenders Board, must ensure that the draft tender files are based on preliminary studies.

These studies should be required when the tender files are examined by the Tenders or Control Boards. The Project Owner or the Delegated Project Owner is required to fill in the questionnaire in Appendix 1 together with the supporting documents for the said studies.

DOCUMENT No. 14

LIST OF INSTITUTIONS AUTHORISED TO ISSUE BONDS FOR PUBLIC CONTRACTS

I- BANKS:

1. Afriland First Bank;
2. Banque Atlantique;
3. Banque Gabonaise pour le Financement International (BGFI BANK);
4. Banque Internationale du Cameroun pour l'Epargne et le Crédit;
5. CITI Bank;
6. Commercial Bank of Cameroon;
7. Ecobank;
8. National Financial Credit Bank;
9. Société Camerounaise de Banque au Cameroun;
10. Société Générale de Banque au Cameroun;
11. Standard Chartered Bank Cameroon;
12. Union Bank of Cameroon;
13. United Bank for Africa;
14. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), P.O. Box: 12962 Yaoundé;
15. Bank Of Africa Cameroun (BOA Cameroun), P.O. Box: 4593 Douala;
16. Crédit Communautaire d'Afrique- (CCA-Bank) P O Box 30 338 Yaounde;
17. Credit Communautaire d'Afrique – Bank (CCA – Bank), P.O.Box :30 388, Yaoundé;
18. La regionale Bank, P.O.Box : 30 145 Yaoundé, Tél : (+237) 222 22 02 39.

II- Insurance companies:

1. Chanas assurances;
2. Activa Assurances
3. Atlantique Assurances S .A., .P O Box. 2933 Douala ;
4. Zénithe Insurance S.A. ;
5. Pro-Assur S.A ;
6. Aréa Assurances S.A, P.O.Box . 1531 Douala ;
7. Bénéficial General Insurance S .A., P.O. Box. 2328 Douala ;
8. CPA S.A., P.O.Box. 54Douala ;
9. NSIA Assurances S.A., .P.O.Box 2759 Douala ;
10. SAAR S.A., .P.O. Box 1011 Douala ;
11. Saham Assurances S.A., .P. O.Box 11315 Douala

N.B.: Since this list changes; the Project Owner or Delegated Project Owner shall ensure that, when preparing the TF that it is the latest list from the Minister of Finance.

- Connect to the address <http://www.camgovca.cm/fr/operations-certificats.html> and download the Electronic Certificate onto a removable medium (blank) using the information (reference number and authorisation code) contained in the receipt.

(Remember to keep the password for connections to COLEPS).

Step 3: Registering the Electronic Certificate on COLEPS

- Log on to COLEPS at <https://www.marchespublics.cm> or <https://www.publicscontratcs.cm>;
- Go to the "Bidders Registration" tab, then the "New Registration / Additional Certificate" section; identify the company using the trade register, then add the certificate after filling in the form carefully.

Technical assistance

For technical assistance, in the event of a problem occurred while using the platform, please call (+237) 222 238 155 / 222 237 084/677 006 110 or send an e-mail to dsi@minmap.cm.