

Fc n°01794/26/PPN/NWRRTB/CAA/NW

DAD

REPUBLIQUE DU CAMEROUN  
PAIX-TRAVAIL-PATRIE

REPUBLIC OF CAMEROON  
PEACE-WORK-FATHERLAND

MINISTERE DE L'ADMINISTRATION  
TERRITORIALE

MINISTRY OF TERRITORIAL  
ADMINISTRATION

REGION DU NORD-OUEST

NORTH-WEST REGION

SERVICE DU GOUVERNEUR

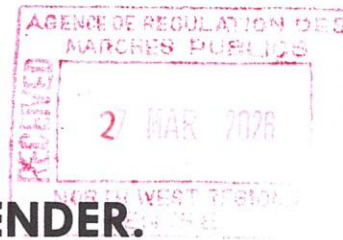
GOVERNOR'S OFFICE

## REGIONAL TENDERS' BOARD

\*\*\*\*\*

### OPENED NATIONAL INVITATION TO TENDER.

## TENDER FILE



**OPENED NATIONAL INVITATION TO TENDER**  
**N°003/ONIT/GOV/NWRTB/2026 OF 27 / 03 / 2026**  
**FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION**

DELEGATED CONTRACTING AUTHORITY: THE GOVERNOR OF NORTH WEST REGION

PROJECT OWNER: THE REGIONAL CHIEF OF CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION

FINANCING: PUBLIC INVESTMENT BUDGET - 2026

AUTHORIZATION NUMBER: JB02098  
IMPUTATION: 601922244600010133523412

**RCRI: ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION**

FINANCIAL YEAR 2026

R-27/03 1

## TABLE OF CONTENTS

Document No. 1: Tender Notice.....	3
Document No. 2: General Regulations of the Invitation to Tender.....	10
Document No. 3: Special Regulations of the Invitation to Tender.....	26
Document No. 4: Special Administrative Conditions.....	33
Document No. 5: Special Technical Conditions.....	46
Document No. 6: Schedule of unit prices .....	57
Document No. 7: Bill of quantities and estimates.....	59
Document No. 8: The sub-detail of prices.....	61
Document No. 9: Model Contract.....	63
Document No. 10: Model documents to be used by bidders.....	68
Document No. 11: Justifications of preliminary studies.....	81
Document No. 12: List of banking establishments and financial bodies authorised to issue bonds for Public Contracts.....	83

Document N° 1

TENDER NOTICE

REPUBLIQUE DU CAMEROUN

PAIX-TRAVAIL-PATRIE

MINISTERE DE L'ADMINISTRATION  
TERRITORIALE

REGION DU NORD-OUEST

SERVICE DU GOUVERNEUR

REPUBLIC OF CAMEROON

PEACE-WORK-FATHERLAND

MINISTRY OF TERRITORIAL  
ADMINISTRATION

NORTH-WEST REGION

GOVERNOR'S OFFICE

## TENDER NOTICE

### OPENED NATIONAL INVITATION TO TENDER

N° 003 /ONIT/GOV/NWRTB/2026 OF 27/03 /2026

**FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL  
CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION**

Financing: Public Investment Budget - 2026

**1. Subject of the Invitation to Tender:**

Within the framework of 2026 Public Investment Budget, The Governor of the North-West Region, Delegated Contracting Authority, hereby launches an Opened National Invitation to Tender **FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION.**

**Nature of work:**

Work to be done consists of:

Construction works

- ✓ GENERAL SITE INSTALLATION
- ✓ CONSTRUCTION WORKS (AN ELEVATED PLATFORM)
- ✓ PURCHASE AND INSTALLATION OF PLASTIC TANK 5M3
- ✓ PIPING NETWORK

**2. Execution deadline**

The maximum deadline provided by the Delegated Contracting Authority for the execution of the works forming the subject of this Invitation to Tender is **Ninety (90) days.**

**3. Lot: This project is in a single lot as shown below:**

LOT No.	DIVISION	LOCALITY	PROJECT
01	MEZAM	UPSTATION	ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION

**4. Estimated cost**

The estimated cost after preliminary studies is 10 000 000 FCFA (Ten million FCFA).

**5. Participation and origin**

Participation to this Invitation to Tender is opened to Cameroonian enterprises that are in compliance with the Cameroon laws.

## 6. Financing

Works which form the subject of this Invitation to Tender shall be financed by the 2026 Public Investment Budget

## 7. Bid bond

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of Finance and whose list is found in document N°. 12 of the Tender File, of an amount of **Two hundred thousand (200 000) francs CFA** and valid for thirty (30) days beyond the date of validity of bids.

## 8. Consultation of Tender File:

The file may be consulted during working hours at the Governor of North-West Region office in Bamenda or online using the address; **www.marchespublics.cm**, as soon as this notice is published.

## 10. Acquisition of Tender File:

The file may be obtained from the Governor of North-West Region office in Bamenda, or online using the address: **www.marchespublics.cm**, as soon as this notice is published against payment of the sum of **18 000 CFA francs** (Eighteen thousand Francs CFA), payable at a Public Treasury, representing the cost of purchasing the Tender File.

## 11. Submission of bids:

The method of submission shall be online and each offer should be drafted in English or French.

The Tender must be submitted by the Tenderer on the **COLEPS** Platform not later than **29/04/2026 at 11:00am** local time. A backup copy of the Tender saved in a **USB** key or a **CD/DVD** must be sent in a sealed envelope with a clear and legible indication "backup copy" within the time limit and should carry the inscription:

**<< OPENED NATIONAL INVITATION TO TENDER N° \_\_\_/ONIT/GOV/NWRTB/2026 OF \_\_\_/\_\_\_/2026 FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION. >>**

*"To be opened only during the bid-opening session"*

## File Size and Format:

The maximum size of the documents that will be uploaded on the platform and constituting the bidder's offer shall be;

- **5Mb** for Administrative offers;
- **15Mb** for the Technical offers;
- **5Mb** for the financial offers.

Supported formats shall include:

- **PDF** formats for texts documents;
- **JPEG** formats for images.

The Tenderer shall use a compression software to reduce the size of the file to be submitted.

## 12. Admissibility of bids

Under penalty of being rejected, only originals or certified true copies signed by the issuing service or administrative authorities (Governor, Senior Divisional Officer and Divisional Officers) must imperatively be produced in accordance with the Special Regulations of the Invitation to Tender.

They must obligatorily not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice

Any bid not in compliance with the prescriptions of the Tender File shall be rejected. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance. .

### 13. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 29/04/2026 at **12: 00 NOON** local time, in the conference hall of the Regional Tenders' Board, by its competent Members. Only bidders may attend or be represented by duly mandated persons of their choice and having a good knowledge of their files.

### 14. Evaluation criteria

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

#### A. Eliminatory criteria

1. Absence or non-conformity of an element in the administrative file;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. Absence or insufficient bid bond;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Incomplete financial file;
7. Change of quantity or unit;
8. Non respect of **40/46 (85%)** of essential criteria;
9. Non completion of any project in the previous years in the North West Region and suspended by MINMAP in 2026;
10. Average annual turnover of at least the tendering amount (Average annual turnover calculated total certified payments received for contracts in progress or completed, within the last five (5) years (from 2021). This should be justified by copies of past contracts (completed or ongoing). Final reception minutes for all completed contracts before 2026 and provisional reception minutes for contracts completed in 2025 should be presented.
11. Failure to provide a backup copy of offers saved in a USB key or a CD/DVD on time;
12. Failure to comply with the format of file type and size for online submission;
13. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund.
14. Failure to present a certificate of categorization or receipt of deposit of file for categorisation of the enterprise in the "**Building Construction and General Equipment**" sub-sector of activities.

#### B. Essential criteria

- 1- General presentation of the Tender Files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;
- 8- Attestation of site visit duly signed by the Regional Chief of Center MINERESSI for North West or by honour and report of site visit;
- 9- Special Technical Clauses initialed in all the pages;
- 10- Special Administrative Clauses completed and initialed in all the pages.

**15. Award**

This evaluation will be done in a binary way (**yes**) or (**no**) with an acceptable minimum of **40/46 (85%)** of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **40/46 (85%)** of the essential criteria.

**16. Validity of bids**

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

**17. Complementary information**

Complementary technical information may be obtained during working hours from the Governor of North-West Region office in Bamenda.

Done at Bamenda on 27 MARS 2026  
**The Governor of North-West Region**  
**(The Delegated Contracting Authority)**

Copies:

- RD RCRI/NW/B'DA
- RD MINMAP NW
- ARMP BAMENDA
- Chairperson of NWRTB
- Notice Board
- File/archive



**FOR THE GOVERNOR  
AND BY DELEGATION  
THE SECRETARY GENERAL**

*Saidouna Ali*  
**Administrateur Civil Principal  
Classe Exceptionnelle**

## AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°<sup>003</sup>/AONO/GOUV/CPMNO/2026 DU <sup>27/03</sup> 2026  
POUR L'INSTALLATION ET L'ACQUISITION D'UN RÉSERVOIR DE L'EAU AU CENTRE RÉGIONAL DE  
RECHERCHE ET D'INNOVATION DU NORD-OUEST.

Financement : Budget d'Investissement Public 2026

### 1. Objet de l'Appel d'Offre

Dans le cadre de l'exercice budgétaire 2026, le Gouverneur de la Région du Nord-Ouest, Autorité Contractante délègue lance un Appel d'Offres National POUR L'INSTALLATION ET L'ACQUISITION D'UN RÉSERVOIR DE L'EAU AU CENTRE RÉGIONAL DE RECHERCHE ET D'INNOVATION DU NORD-OUEST.

### 2. Consistance des travaux

Les travaux comprennent notamment :

- ✓ Installation générale du chantier
- ✓ Travaux des constructions (Une plateforme surelevee)
- ✓ Achat et installation d'un réservoir en plastique de 5m3
- ✓ Réseau de canalisations

### 3. Délais d'exécution

Le délai maximum prévu le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de **quatre vingt dix (90) jours**.

### 4. Allotissement

Le travail est ci-après défini :

LOT No.	DEPARTMENT	LOCALITE	PROJET
01	MEZAM	UPSTATION BAMENDA	POUR L'INSTALLATION ET L'ACQUISITION D'UN RÉSERVOIR DE L'EAU AU CENTRE RÉGIONAL DE RECHERCHE ET D'INNOVATION DU NORD-OUEST.

### 5. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de Dix millions francs CFA  
(10 000 000 FCFA)

## 6. Participation et origine

La participation à cette consultation est ouverte aux entreprises de droit camerounais.

## 7. Financement

Les travaux objet du présent appel d'offres sont financés par le Budget d'Investissement Publics MINEPAT du Cameroun de l'exercice 2026.

## 8. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans la pièce 12 du DAO, d'un montant de **Deux cent mille FCFA (200 000 FCFA)** et valable pendant trente (30) jours au-delà de la date originale de validité des offres.

## 9. Consultation du Dossier d'Appel d'Offres

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables au Bureau du Gouverneur de la Région du Nord-Ouest ou **ou en ligne à l'adresse: [www.marchespublics.cm](http://www.marchespublics.cm)** dès Publication du présent avis.

## 10. Acquisition du Dossier d'Appel d'Offres

Le dossier peut être obtenu aux heures ouvrables au Bureau du Gouverneur de la Région du Nord-Ouest ou **ou en ligne à l'adresse: [www.marchespublics.cm](http://www.marchespublics.cm)** dès Publication du présent avis, contre présentation d'une quittance de versement au Trésor Public de la somme non remboursable de **F CFA 18 000 (Dix huit mille Francs CFA)**.

## 11. Remise des offres

La méthode de remis edoit être en ligne et rédigée en français ou en anglais.

L'offre devra être déposée par le soumissionnaire sur la plateforme COLEPS au plus tard de le 22/04/2026 à 11 h 00. Une copie de sauvegarde de l'offre sauvegardée sur une clé USB ou un CD/DVD devra être envoyée dans une enveloppe fermée avec la mention claire et lisible « copie de sauvegarde » portant le libellé dans le délai imparti.

**«AVIS D'APPEL D'OFFRES NATIONAL OUVERT N° \_\_\_/AONO/GOUV/CPMNW/2026 POUR L'INSTALLATION ET L'ACQUISITION D'UN RÉSERVOIR DE L'EAU AU CENTRE RÉGIONAL DE RECHERCHE ET D'INNOVATION DU NORD-OUEST.**

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

Taille et format du fichier :

Pour le enchèresenligne, lataille maximale de documents qui seront téléchargés sur la plateforme et constituant l'offre du soumissionnaire sera de ;

- 5Mo pour les offres administratives,
- 15Mo pour les offres Techniques,
- 5Mo pour les offres financements.

Les formats pris en charge doivent inclure :

- Formats PDF pour documents textes,
- Formats JPEG pour les images.

Le soumissionnaire devra utiliser unlogiciel de compression pour réduire la taille du fichier à soumettre.

## 12. Recevabilité des offres

Sous peinede rejet, les pièces du dossier administratif requises doivent être produites enoriginauxou en copies certifiées conformes par le service émetteur ou une autorité administrative (Gouverneur, Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

- 4- Qualité du personnel ;
- 5- Organisation technique des travaux ;
- 6- Sécurité au chantier ;
- 7- Moyens logistiques ;
- 8- Attestation de visite du site signée par le Chef de Centre MINERESSI ou par l'honneur et rapport de visite du site ;
- 9- Cahier des Clauses Techniques Particulières paraphé à chaque page ;
- 10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page.

Les critères essentiels sont soumis à des minima dont le détail est donné dans le Règlement Particulier de l'Appel d'Offres (RPAO).

#### 15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins **40/46 (85%)** de l'ensemble des critères essentiels pris en compte. Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disante, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à **100%** des critères éliminatoires et au moins **40/46 (85%)** des critères essentiels.

#### 16. Durée de validité des offres

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

#### 17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès au Bureau du Gouverneur de la Région du Nord-Ouest, Services de Passation des Marchés Publics.

Fait à Bamenda, le 27 MARS 2026  
Le Gouverneur de la Région du Nord-Ouest,  
(Autorité Contractante Délégué)

#### Copie :

- CC MINERESI/NW/B'DA
- RD MINMAP NW
- ARMP ;
- Présidents CPM ;
- Affichage.
- Chrono/archive



**FOR THE GOVERNOR  
AND BY DELEGATION  
THE SECRETARY GENERAL**

*Saidouna Ali*  
**Administrateur Civil Principal  
Classe Exceptionnelle**

**Document N°. 2**  
**GENERAL REGULATIONS OF THE**  
**INVITATION TO TENDER**

## Table of contents

<b>A. General</b>	
Article 1: Scope of the tender.....	
Article 2: Financing.....	
Article 3: Fraud and corruption.....	
Article 4: Candidates admitted to compete.....	
Article 5: Building materials, materials, supplies, equipment and authorised services...	
Article 6: Qualification of the bidder.....	
Article 7: Visit of work site .....	
<b>B. Tender File.....</b>	
Article 8: Content of Tender File.....	
Article 9: Clarifications on Tender File and complaints .....	
Article 10: Modification of the Tender File.....	
<b>C. Preparation of Bids</b>	
Article 11: Tender fees.....	
Article 12: Language of bid.....	
Article 13: Constituent documents of the bid.....	
Article 14: Amount of bid.....	
Article 15: Currency of bid and payment.....	
Article 16: Validity of bids.....	
Article 17: Bid bond.....	
Article 18: Varying proposals by bidders.....	
Article 19: Preparatory meeting to the establishment of bids.....	
Article 20: Form and signature of bids.....	
<b>D. Submission of bids.....</b>	
Article 21: Sealing and marking of bids.....	
Article 22: Date and time-limit for submission of bids.....	
Article 23: Out of time-limit bids.....	
Article 24: Modification, substitution and withdrawal of bids.....	
<b>E. Opening and evaluation of bids .....</b>	
Article 25: Opening of bids.....	
Article 26: Confidential nature of the procedure.....	
Article 27: Clarifications on the bid and contact with Contracting Authority.....	
Article 28: Determination of their compliance.....	
Article 29: Qualification of the bidder.....	
Article 30: Correction of errors.....	
Article 31: Conversion into a single currency.....	
Article 32: Evaluation of financial bids.....	
Article 33: National preference.....	
<b>F. Award of the Contract.....</b>	
Article 34: Award.....	
Article 35: Right of the Delegated Contracting Authority to declare an Invitation to Tender unsuccessful or to cancel a procedure.....	
Article 36: Notification of the award of the Contract.....	
Article 37: Signature of the Contract.....	
Article 38: Final bond.....	

# GENERAL RULES OF THE INVITATION TO TENDER

## A. General

### Article 1: Scope of the tender

1.1 The Delegated Contracting Authority, The Governor for North-West hereby launches an OPENED National Invitation to Tender N° \_\_\_/ONIT/GOV/NWRTB/2026 OF \_\_\_/\_\_\_/2026 FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION.

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

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

### Article 2: Financing

The source of financing of the works forming the subject of this Invitation to Tender shall be specified in the Special Regulations.

### Article 3: Fraud and corruption

3.1 The Contracting Authority requires of bidders and Contractors the strict respect of rules of professional ethics during the award and execution of Public Contracts. By virtue of this principle:

a) The following definitions shall be admitted:

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

ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a Contract;

iii) "Collusive practices" shall mean any form of agreement between two or among several bidders (whether the Delegated Contracting Authority is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding to those resulting from competition;

iv) "Coercive practices" shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a Contract.

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

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

### Article 4: Candidates allowed to compete

4.1 If the Invitation to Tender is opened, consultation is addressed to all candidates retained after a pre-qualification procedure.

4.2 Generally, the Invitation to Tender is addressed to all entrepreneurs, subject to the following provisions:

- (a) A bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must be from an eligible country, in accordance with the funding agreement.
- (b) A bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:
  - i) Is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of Contracts awarded for this Invitation to Tender; or
  - ii) Presents more than one bid within the context of Invitation to Tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-Contractors in more than one bid.
  - iii) The Delegated Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of Public Contracts.
- (c) The bidder must not have been excluded from bidding for Public Contracts.
- (d) A Cameroonian Public enterprise may participate in the consultation if it can demonstrate that it is (i) legally and financially autonomous (ii) managed according to commercial laws and (iii) not under the direct supervisory authority of the Contracting Authority or Project Owner.

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

- 5.1 Building materials, the Contractor's materials, supplies, equipment and services forming the subject of this Contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the Invitation to Tender and all expenditure done within the context of the Contract shall be limited to the said building materials, materials, supplies, equipment and services.
- 5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

**Article 6: Qualification of bidder**

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

- (a) submit a power of attorney making the signatory of the bid bound by the bid; and
- (b) provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the Invitation to Tender, in order to establish their qualification to execute the Contract.

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

- (i) The production of certified balance sheets and recent turnovers;
  - (ii) Access to a line of credit or availability of other financial resources;
  - (iii) Orders acquired and Contracts awarded;
  - (iv) Pending litigations;
  - (v) Availability of indispensable equipment.
- 6.2 Bids presented by two or more associated undertakings (joint-Contracting) must satisfy the following conditions:

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

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

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

#### **Article 7: Visit of works site**

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

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

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

### **B. Tender File**

#### **Article 8: Content of Tender File**

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

- Document No. 1. The Tender Notice;
- Document No. 2. The General Regulations of the Invitation to Tender;
- Document No. 3. The Special Regulations of the Invitation to Tender;
- Document No. 4. The Special Administrative Conditions;
- Document No. 5. The Special Technical Conditions;
- Document No. 6. The schedule of unit prices;
- Document No. 7. The bill of quantities and estimates;
- Document No. 8. The sub details of unit prices;
- Document No. 9. Model documents of the Contract:
  - a. The execution schedule;
  - b. Model of forms presenting the equipment, personnel and references;
  - c. Model bidding letter;

- d. Model bid bond;
- e. Model final bond;
- f. Model of bond of start-off advance;
- g. Model of guarantee in replacement of the retention fund;
- h. Model Contract;

Document No. 10. Models to be used by bidders;

- a. Model Contract;

Document No. 11. Justifications of preliminary studies; to be filled by the Project Owner or Delegated Project Owner;

Document No. 12. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for Public Contracts to be inserted by the Delegated Contracting Authority.

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

### **Article 9: Clarifications on the Tender File and complaints**

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

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

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

9.3 A copy of the complaint should be addressed to the Delegated Contracting Authority and to the body in charge of the Regulation of Public Contracts and the chairperson of the Tenders Board.

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

### **Article 10: Amendment of the Tender File**

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

10.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 8.1 of the General Regulations of the Invitation to Tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File.

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

## C Preparation of bids

### Article 11: Tender costs

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

### Article 12: Language of bid

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

### Article 13: Constituent documents of the bid

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

#### a. Volume 1: Administrative file

It includes:

- i) all documents attesting that the bidder:
  - has subscribed to all declarations provided for by the laws and regulations in force;
  - paid all taxes, duties, contributions, fees or deductions of whatever nature;
  - is not winding up or bankrupt;
  - is not the subject of an exclusion order or forfeiture provided for by the law in force;
- ii) The bid bond established in accordance with the provisions of article 17 of the General Regulations of the Invitation to Tender;
- iii) the written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of Invitation to Tender.

#### b. Volume 2: Technical bid

##### b.1 Information on qualifications

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

##### b.2 Methodology

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

##### b.3 Proof of acceptance of conditions of the Contract

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

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

##### b.4 Commentaries (optional)

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

**c. Volume 3: Financial bid**

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

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

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

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

**Article 14: Bid price**

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

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

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

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

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

**Article 15: Currency of bid and payment**

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

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

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

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

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

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

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

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

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

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

#### **Article 16: Validity of bids**

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

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

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

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

#### **Article 17: Bid bond**

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

17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Delegated Contracting Authority. The bid bond will

remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Delegated Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.

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

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

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

17.6 The bid bond may be seized:

- (a) if the bidder withdraws his bid during the period of validity;
- (b) if the retained bidder:
  - i) fails in his obligation to register the Contract in application of article 38 of the General Regulations;
  - ii) fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;
  - iii) refuses to receive notification of the Administrative Order to commence execution.

#### **Article 18: Varying proposals of bidders**

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

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

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

#### **Article 19: Preparatory meeting to the establishment of bids**

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

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

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

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

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

#### **Article 20: Form and signature of bid**

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

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

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

### **D. SUBMISSION OF BIDS**

#### **Article 21: Sealing and marking of bids**

The Tender must be submitted by the Tenderer on the COLEPS Platform not later than \_\_\_/\_\_\_/2026 at 11:00am. A backup copy of the Tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" bearing the afore-mentioned label, within the time limit.

##### **File Size and Format:**

For online bidding, the maximum size of the documents that will be uploaded on the platform and constituting the bidder's offer shall be;

- 5Mb for Administrative offers;
- 15Mb for the Technical offers;
- 5Mb for the financial offers.

Supported formats shall include:

- PDF formats for text documents;
- JPEG formats for images.

The Tenderer shall use a compression software to reduce the size of the file to be submitted.

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

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

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

Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

#### **Article 23: Late bids**

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

#### **Article 24: Modification, substitution and withdrawal of bids**

- 24.1 A bidder may modify or withdraw his bid after submitting it, on condition that the written notification of the modification or withdrawal is received by the Delegated Contracting Authority prior to the end of the time-limit prescribed for the submission of the bids. The said notification must be signed by an authorised representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must bear the inscription "**WITHDRAWAL**", and "**REPLACEMENT BID**" or "**MODIFICATION**".
- 24.2 Notification of modification, replacement or withdrawal of the bid by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of bids.
- 24.3 In application of article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.
- 24.4 No bid may be withdrawn during the interval between the submission of bids and the expiry of the validity of bids specified by the model tender. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

### **E. Opening of envelopes and evaluation of bids**

#### **Article 25: Opening of envelopes and petitions**

- 25.1 The Regional Tenders Board shall open the envelopes in single or double phases and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.
- 25.2 Firstly, envelopes marked "**withdrawal**" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "**Replacement bid**" are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "**modification**" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.
- 25.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [*in case of opening of financial bids*] and any variant, where necessary, the existence of a guarantee of the bid if it is

required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

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

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

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

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

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

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

#### **Article 26: Confidential nature of the procedure**

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

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

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

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

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

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

## **Article 28: Determination of compliance of bids**

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

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

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

- i) which substantially limits the scope, quality or realisation of the works;
- ii) which substantially limits, contrary to the Tender File, the rights of the Delegated Contracting Authority or his obligations in relation to the Contract;
- iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.

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

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

## **Article 29: Qualification of the bidder**

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

## **Article 30: Correction of errors**

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

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

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

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

### **Article 31: Conversion into a single currency**

- 31.1 To facilitate the evaluation and comparison of bids, the Evaluation sub-committee shall convert the prices of bids expressed in various currencies into those in which the bid is payable in CFA francs.
- 31.2 The conversion shall be done using the selling rate fixed by the Bank of Central African States (BEAC) under the conditions defined by the Special Regulations.

### **Article 32: Evaluation and comparison of financial bids**

- 32.1 Only bids considered as being in compliance, as per the provisions of article 28 of the General Regulations, shall be evaluated and compared by the Evaluation sub-committee.
- 32.2 By evaluating the bids, the Evaluation Sub-committee shall determine for each bid the evaluated amount of the bid by rectifying the amount as follows:
- By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;
  - By excluding projected sums and where necessary provisions for unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.
  - 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;
  - By appropriately adjusting any other modification, divergence or quantifiable reservation on technical or financial basis.
  - By taking into consideration the various execution time-limits proposed by the bidders, if they are authorised by the Special Regulations;
  - If need be, in accordance with the provisions of article 13(2) of the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this Invitation to Tender is launched simultaneously for several lots.
  - If need be, in accordance with the provisions of article 18(3) of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated on their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Delegated Contracting Authority in the Special Regulations.
- 32.3 The estimated effect of price revision formulae featuring in the GAC and SAC applied during the period of execution of the Contract shall not be considered during the evaluation of bids.
- 32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this Contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory, the Contracting Authority may reject the bid after the technical opinion of the Public Contracts Regulatory Agency.

### **Article 33: Preference granted national bidders**

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

### **Article 34: Award**

- 34.1 The Delegated Contracting Authority shall award the Contract to the bidder whose bid was judged essentially in compliance with the Tender File and who has the required technical and financial capacities to execute the Contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates
- 34.2 If, according to article 13(2) of the General Regulations, the Invitation to Tender comprises several lots, the lowest bid shall be determined by evaluating this Contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot.

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

**Article 35: The right by the Delegated Contracting Authority to declare an Invitation to Tender unsuccessful or cancel a procedure**

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

**Article 36: Notification of award of the Contract**

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

**Article 37: Publication of results of award and petitions**

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

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

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

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

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

**Article 38: Signing of the Contract**

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

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

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

**Article 39: Final Bond**

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

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

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

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

**Document N°. 3**  
**SPECIAL REGULATIONS OF THE**  
**INVITATION TO TENDER**

## Special regulations of the Invitation to Tender

References of the General regulations	General
1	<p><b>Definition of works:</b>  <b>FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION.</b></p> <p>Name and address of the Delegated Contracting Authority: The Governor of North-West Region.</p> <p>Reference of Invitation to Tender by Emergency Procedure:            N° ___/ONIT/GOV/NWRTB/2026 OF ___/___/2026</p>
2	Execution deadline: Ninety (90) days
3	<p><b>Source of financing</b>            Works which form the subject of this Invitation to Tender shall be financed by the 2026 Public Investment Budget (MINERESI)</p>
4	List of pre-qualified candidates, not applicable
5	Origin of building materials, equipment, materials and supplies: The materials will generally be from natural sources in Cameroon.

### 6.1 Evaluation criteria

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

#### C. Eliminary criteria

1. Absence or non-conformity of a document in the administrative file;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. Absence or insufficient bid bond;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Incomplete financial file;
7. Change of quantity or unit;
8. Non respect of 40/46 (85%) of essential criteria;
9. Non completion of any project in previous years in the Country and suspended by MINMAP in 2026;
10. Average annual turnover of at least the tendering amount (Average annual turnover calculated as total certified payments received for contracts in progress or completed, within the last five (5) years (from 2021). This should be justified by copies of past contracts (completed or ongoing). Final reception minutes for all completed contracts before 2026 and provisional reception minutes for contracts completed in 2025 should be presented ;
11. Failure to provide a backup copy of offers saved in a USB key or a CD/DVD ontime;
12. Failure to comply with the format of file type and size for online submission;
13. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund;
14. Failure to present a certificate of categorization or receipt of deposit of file for categorisation of the enterprise in the “**Building and General Equipment**” sub-sector of activities.

#### D. Essential criteria

- 1- General presentation of the Tender Files;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;
- 7- Logistics;
- 8- Attestation of site visit duly signed by the Chief of Center MINERESSI or by honour and report of site visit;
- 9- Special Technical Clauses initialed in all the pages and signed at the last page;
- 10-Special Administrative Clauses completed and initialed in all the pages and signed at the last page.

The criteria relating to the qualification of candidates could be indicative on the following:  
The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least **40/46 (85%)** of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **40/46 (85%)** of the essential criteria.

#### **ARTICLE 6 : Language of the bids:**

The offer like any correspondence and all documents concerning the tender, exchanged between the renderer and the Project Owner will be written in French or English. The complementary documents and the printed papers form provided by the Bidder can be written in another language in condition of being accompanied by a precise translation in French or English; in which case and for purposes of interpretation of the offer, the translation will be taken.

#### **PRESENTATION OF THE TENDER. ADMINISTRATIVE DOCUMENTS.**

**ENVELOPE A: ADMINISTRATIVE DOCUMENTS:** It shall contain the administrative documents of the enterprise. These documents shall be original or copies certified by competent authorities not more than three months.

#### **ADMINISTRATIVE DOCUMENTS.**

DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.2	Certified Copy of the Business Registration, not more than three months old.
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months. (See list of approved banks on page 85 of this tender file)
A.5	Purchase receipt of Tender File issued by Public treasury
A.6	A bid bond of <b>200,000 FCFA (Two Hundred Thousand FCFA)</b> issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBA conditions and a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and

	Guarantee Fund.
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation valid within the given time.
A.9	Tax compliance certificate or Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; This certificate should be less than three months old.
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.11	A certified copy by MINMAP of the Certificate of categorization or receipt of deposit of file for categorization of the enterprise in the "Building and General Equipment" sub Sector of activities
A.12	An original of CDEC Receipt of payment and a proof of the bank transfer
A.13	Plan and attestation of location of the Company signed by the Chief of Taxation
A.14	Power of attorney if necessary
A.15	Group agreement where applicable
A.16	Special Administrative Clauses completed and initialed on all the pages, signed, dated and Stamped on the last page.

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

#### MARKING GRID

N°	CRITERIA	CONFORMITY		OBSERVATIONS
		YES	NO	
<b>1- GENERAL PRESENTATION OF THE BIDS</b>				
	Presence of all the documents			
1	Presence of all the documents			
2	Properly bind			
3	Table of content from white			
4	Page separators in colour apart			
5	Order prescribed respected			
6	Clearness of the documents			
<b>2. REFERENCES OF THE COMPANY</b>				
<b>References of the company in similar works for the past ten (10) years:</b>				
7	- One (01) PV of reception corresponding to the joint Jobbing Order or contracts amount <b>equal or above 10 million</b> certified by a competent authority for construction works.			
8	- One (01) PV of reception corresponding to the joint Jobbing Order or contracts amount <b>equal or above 10 million</b> certified by a competent authority for water supply works.			
<b>3. PERMANENT OR MOBILISABLE MATERIAL MEANS</b>				
9	Proof of a vibrator in good operating condition (own)			
10	Proof of a vehicle (pick up 4 X 4 or a van) (own or hire)			
11	Proof of a Tipper (own or hire)			
12	Proof of ownership or hire of plumbing tool kits			

13	Proof of a mason tools (head pans, rubber buckets, spades, shovels, dig axes)			
14	Proof of ownership of carpentry tool kids			
<b>4. QUALIFICATION OF SITE PERSONNEL</b>				
15	Organizational chart of the company			
16	Organizational chart of site with comments			
17	Detailed technical note on the quality of the personnel, their level of education as well as their experience in the domain of borehole			
18	Works director who is an Engineer in Rural Engineering with atleast 03 years of experience with similar works)			
19	Certified copy of national identity card signed three times by the bearer not more than three months old			
20	Certified copy of the diploma of Work Director signed by the Governor, SDO or DO			
21	CV signed and dated by the Works Director			
22	Attestation of availability			
23	Presentation of originals of diploma			
24	Site foreman 1 who is a Civil Tehnician with HND in Civil Engineering with atleast 03 years of experience with similar works)			
25	Certified copy of certificate of Foreman			
26	Certified copy of national identity card signed three times by the bearer not more than three months old			
27	CV signed and dated by the site foreman			
28	Certificate of availability signed three times by the owner			
29	Presentation of originals of Diploma			
30	Assistant site foreman (atleast a technician in Civil or Rural Engineering with atleast 03 years of expirience)			
31	Certified copy of certificate of Foreman			
32	Certified copy of national identity card signed three times by the bearer not more than three months old			
33	CV signed and dated by the site foreman			
34	Certificates of availability signed three times by the owner			
35	Presentation of originals of Diploma			
<b>5. METHODOLOGY OF INTERVENTION AND EXECUTION OF THE WORKS</b>				
36	Attestation of site visit isigned and dated by the bidder on honour			
37	Site visit report signed and dated by the bidder or duly representative. (attached pictures)			
38	Detailed technical note concerning the organization and the execution of works (Detailed geomorphological surveys presentation for the site selection and site implementation plan)			
39	Planning of execution of works			
40	Respect of the duration of work			
41	Description of safety measures at the work site			
42	Description of socio-environmental measures for the protection site			
43	Coherence in the execution of works			
44	Coherence in the organization of the site			

45	CCTP duly initialed on each page and signed and dated on the last page			
<b>5. CAPACITY OF SELF-FINANCING</b>				
46	Attestation of credibility minimum 85% of the bid price in FCFA			
	<b>TOTAL=1 + 2 + 3 + 4 + 5 + 6</b>			

**ENVELOPE B: TECHNICAL DOCUMENT** and shall contain the following:

### ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.
C1	A submission letter, signed, dated and stamped.(see ANNEX 3)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
C4	Sub details of unit prices

- The bidders will use for this purpose the documents and models envisaged in the Tender Documents, subject to the provisions of Article 19.2 of the RGAO concerning the other possible forms of bid bond.
- The various parts of the same file must be separated with colour guides from as well in the original as in the copies, so as to facilitate its examination

#### **Article 7: Submission**

The Tender must be submitted by the Tenderer on the COLEPS Platform not later than    /   /2026 at **11:00am**. A backup copy of the Tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" within the time limit bearing the label:

**<< OPENED NATIONAL INVITATION TO TENDER N°    /ONIT/GOV/NWRTB/2026 OF    /   /2026 FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION. >>**

*"To be opened only during the bid-opening session"*

#### **File Size and Format:**

The maximum size of the documents that will be uploaded on the platform and constituting the bidder's offer shall be;

- **5Mb** for Administrative offers;
- **15Mb** for the Technical offers;
- **5Mb** for the financial offers.

Supported formats shall include:

- **PDF** formats for texts documents;
- **JPEG** formats for images.

The Tenderer shall use a compression software to reduce the size of the file to be submitted.

**Contract price**

#### **ARTICLE 8: Currency of payment**

This National Invitation to Tender is awarded on total and Contractual price, inclusive of all taxes, firm and non-revisable for the whole of the works and the equipment defined in the present Invitation to Tender.

The corresponding amount will be calculated inclusive of all taxes and the prices will be obligatorily expressed in francs CFA.

The unit schedule price expressed out in figures and letters and in seven (07) copies will be joined to the offer. In the event of error between the prices in figures and letters, the latter will precede and be used as a basis of calculation of the amount of the offer.

The establishment of the prices will be done on the basis of economic condition into force in Republic of Cameroon at the handover date of the offers.

#### **ARTICLE 9: Transport and delivery**

The materials for work must be protected during transportation through packaging whether by air, railway or road according as the case may be. The conditions of storage must be of tropical type.

#### **ARTICLE 10: Guarantee and retention guarantee**

##### **10.1 Provisional guarantee**

The amount of the provisional guarantee or guarantee of tender is fixed at **200 000 CFA (Two hundred thousand CFA)**.

The time of validity of this guarantee is **Nine (90) days** as from the date of depositing of the offers. It must also have a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund.

##### **10.2 Final Bond**

The final Bond is fixed at ten percent (2%) of the initial amount of the services envisaged in the country.

It could be replaced by a guarantee personal and interdependent of a banking house approved by the Ministry of Finances following COBAC conditions.

It will have to be made up in the twenty (20) days following the notification of the signature of the Contract in a bank approved by the Minister in charge of Finances. It must also have a CDEC receipt or proof of deposit of the amount of the final bond requested into the Deposit and Guarantee Fund.

##### **10.3 Guarantee Retention**

Guarantee Retention of ten percent (10%) will be operated on amount including all taxes of the Contract. The corresponding sum will be paid or the released guarantee, with the final acceptance of work.

#### **ARTICLE 11: Period of validity of the offers**

The bidder will remain committed to his offer for Niney (90) days as from the handover date of the offers.

If at the end of this period, the Contract were not notified to him, the bidder will be able, either to cancel his offer, or to ask for a new negotiation of the unit prices.

#### **ARTICLE 12: A number of copies of the offer which must be filled and sent For Online submission, see article 7 page 33.**

#### **ARTICLE 13: Date and latest time of deposit of offers**

The backup copy of offers saved in a USB key or a CD/DVD will have to arrive under closed fold and seal latest \_\_\_/\_\_\_/2026 at 11:00am, by mail registered with

acknowledgement of delivery or by deposit against receipt to the following address: Office of the Governor of the North West, Bureau in charge of of Public Contract or submitted online using the address: [www.marchespublics.cm](http://www.marchespublics.cm). Beyond this time no offer will be received nor accepted.

Beyond this time no offer will be received nor accepted.

#### **ARTICLE 14: Opening of the tenders**

The opening of the bids will be carried out in the conference room of the **Governor of the North west** on \_\_\_/\_\_\_/2026 as from **12 noon**, by the North West Regional Internal Tenders' Board sitting in the presence of the bidders or their mandated representatives having a good knowledge of the file.

### **AWARD OF THE CONTRACT**

#### **ARTICLE 15: Award of the Contract**

The Tenders Board will propose to the Delegated Contracting Authority to award the Contract to the bidder who will have presented the offer with the lowest offer, essentially conforming to the regulations the Tender File, having satisfied to **100% of all the eliminatory criteria and at least 40/46 (85%) of the essential criteria** taken into account.

The decision carrying attribution of the Contract will be published by way of press release or any other means of Publication of use in the Administration.

If the Contract passed on the basis of technical alternative suggested by the bidder, the Delegated Contracting Authority reserves the right to introduce all the provisions there allowing him to guarantee itself against the real overrun costs of the alternative compared to his estimate of origin. In the absence of these last precise details, any additional charge due to an alternative will be inadmissible.

To this end, it is specified that a bidder cannot claim to be compensated, if it is not taken action on his offer.

The Contracting Authority reserves the right not to take action on an Invitation to Tender, if it did not obtain a proposal which appears acceptable to him.

#### **ARTICLE 16: COMMENCEMENT OF WORK:**

Before the commencement of work the Contractor must be installed on the site by the following:

- ❖ the Delegated Contrating Authority or his representative, the Governor of North West region;
- ❖ the Authorizing Officer or his representative, RD MINERESI for North West Region;
- ❖ the Contract Engineer, the RDMINEE for North West;
- ❖ the representative of RDMINMAP for North West;
- ❖ the representative of RDMINEPAT for North West;
- ❖ the contractor or representative

**Document N°. 4**  
**SPECIAL ADMINISTRATIVE CONDITIONS**  
**(SAC)**

## Table of contents

### Chapter I: General

- Article 1 - Subject of the Contract
- Article 2 - Award procedure
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Language, applicable law and regulations
- Article 5 - Constituent documents of the Contract (article 4 of GAC)
- Article 6 - General applicable instruments
- Article 7 - Communication (GAC articles 6 and 10 supplemented)
- Article 8 - Administrative Orders (article 8 of GAC supplemented)
- Article 9 - Contracts with conditional phases (article 15 of GAC)
- Article 10 - Contractor's personnel (article 15 of GAC supplemented)

### Chapter II: Financial conditions

- Article 11 - Guarantees and bonds (articles 29 and 41 of GAC supplemented)
- Article 12 - Amount of Contract (articles 18 and 19 supplemented)
- Article 13 - Place and method of payment
- Article 14 - Price variation (article 20 of GAC)
- Article 15 - Price revision formulas
- Article 16 - Price updating formulas (article 21 of GAC)
- Article 17 - Work under State supervision (article 22 of GAC supplemented)
- Article 18 - Evaluation of works (article 23 supplemented)
- Article 19 - Evaluation of supplies (article 24 of GAC) supplemented)
- Article 20 - Advances (article 28 of GAC)
- Article 21 - Payments for the works (articles 26, 27 and 30 of GAC supplemented)
- Article 22 - Interests on overdue payments (article 31 of GAC supplemented)
- Article 23 - Penalties for delay (article 32 of GAC supplemented)
- Article 24 - Payment in case of a group of enterprises (article 33 of GAC)
- Article 25 - Final detailed account (article 35 of GAC)
- Article 26 - General detailed account (article 35 of GAC)
- Article 27 - Tax and customs schedule (article 36 of GAC)
- Article 28 - Stamp duty and registration (article 37 of GAC)

### Chapter III: Execution of the works

- Article 29 - Nature of works
- Article 30 - Obligations of the Project Owner (GAC supplemented)
- Article 31 - Execution deadline of Contract (article 38 of GAC)
- Article 32 - Roles and responsibilities of the Contractor (article 40 of GAC)
- Article 33 - Making available documents and site (article 42 of GAC)
- Article 34 - Insurance of structures and civil responsibility (article 45 of GAC)
- Article 35 - Documents to be furnished by the Contractor (article 49 supplemented)
- Article 36 - Organisation and security of sites (article 50 of GAC)
- Article 37 - Implantation of structures (article 52 of GAC)
- Article 38 - Sub-Contracting (article 54 of GAC)
- Article 39 - Site laboratory and trials (article 55 of GAC)
- Article 40 - Site logbook (article 56 of GAC supplemented)
- Article 41 - Use of explosives (article 60 of GAC)

### Chapter IV: Acceptance

- Article 42 - Provisional acceptance (article 67 of GAC)
- Article 43 - Documents to be furnished after execution (article 68 of GAC)
- Article 44 - Guarantee time-limit (article 70 of GAC)
- Article 45 - Final acceptance (article 72 of GAC)

### Chapter V: Miscellaneous provisions

- Article 45 - Termination of the Contract (article 74 of GAC)
- Article 46 - Force majeure (article 75 of GAC)
- Article 47 - Differences and disputes (article 79 of GAC)
- Article 48 - Drafting and dissemination of this Contract
- Article 49 and last: Entry into force of the Contract

## Chapter I: General

### Article 1: Subject of Contract

The subject of this Contract shall be the **FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION..**

### Article 2: Contract award procedure

This contract shall be awarded by Opened National Invitation to Tender N° \_\_\_/ONIT/GOV-NWR/NWRTB/2026 OF \_\_\_/\_\_\_/2026

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 General definitions (cf. Code)

- ✓ The Delegated Contracting Authority shall be the Governor of North-West; in this respect he preserves the original documents relating to the Jobbing Order and transmits copies to the Public Contract Regulatory Agency.
- ✓ The Chief of Service shall be the Regional Chief of Centre MINERESI for North-West (Authorizing Officer). In this capacity, he shall respect the administrative, technical and financial clauses of this Jobbing Order. He shall notify the Contractor, the Service Orders related to the execution of the said project and inform the Contract Engineer within 48 hours. He shall take care of the regular follow-up of work at the site.
- ✓ The Contract Engineer shall be the Regional Delegate MINEE for North-West who shall validate the different crucial phases of work done, from the installation of the Contractor to the Provisional Technical Reception.
- ✓ The Regional Delegation of MINMAP North-West shall carry out unannounced control for the execution of this project
- ✓ The Contractor shall be [to be specified].

#### 3.2 Security

This Contract may be used security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be the Regional Chief of Centre MINERESI for North-West (Authorizing Officer).
- The body or official in charge of payment shall be **the Paymaster at the Bemenda Regional Treasury.**
- The official competent to furnish information within the context of execution of this Contract shall be **the Regional Chief of Centre MINERESI (Authorizing Officer).**

#### 3.3 Duties of the Control Mission, Project Manager

3.3.1 Missions [not applicable].

3.3.2 Means put at the disposal of the Control Mission [not applicable].

### Article 4: Language, applicable law and regulation

1.2 The language to be used shall be [English and/or French].

1.3 The Contractor shall be bound to observe the law, regulations and ordinances in force in Cameroon both within his own organization and in the execution of the Contract.

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

### Article 5: Constituent documents of the Contract (Article 4 of GAC)

The constituent Contractual documents of this Contract are in order of priority are:

- 1) The tender or commitment letter;
- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) hereunder;
- 3) The Special Administrative Conditions (SAC);
- 4) The Special Technical Conditions (STC);
- 5) The particular elements necessary for the determination of the Contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) Plans, calculation notes, trial documents, geotechnical documents;
- 7) The General Administrative Conditions applicable on Public works Contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the Contract.

**Article 6: General instruments in force**

This Contract shall be governed by the following general instruments *[to be adapted according to the case]*:

1. Law No. 2018/011 of 11 July, 2018 on the Code of Transparency and Good Governance in the management of Public Finances in Cameroon;
2. Law No. 2018/012 of July 11, 2018 on the financial regime of the state and other public entities;
3. Law No. 2019/024 of December 24, 2019 on the General code of Regional and Local Authorities;
4. Law No. 96/12 of 5<sup>th</sup> August 1996 on the management of the environment;
5. Law No. 2025/012 of 17 December, 2025 bearing on the Finance Law of the Republic of Cameroon for the 2026 Financial Year
6. Law No. 2019/024 of December, 2019 on the General Code of Decentralized Territorial Communities.
7. Decree No. 2013/159 of 15<sup>th</sup> May, 2013 putting in place a special regime on Administrative Control of Public Finances
8. Law No. 2016/017 of 14<sup>th</sup> December 2016 instituting the Mining Code;
9. Decree No. 2018/366 of 20<sup>th</sup> June 2018 to institute the Public Contracts Code and its texts of application;
10. Decree No. 2018/4992/PM of 21<sup>st</sup> June, 2018 putting in place the General Rules regulating the maturation of Public Investment projects;
11. Decree No. 2020/375 of 07 July, 2020 on the General Regulations of Public Accounting.
12. Instruments governing the various professional bodies;
13. Decree No. 2001/048 of 23<sup>rd</sup> February 2001 relating to the Setting up, Organization and Functioning of the Public Contracts Regulatory Agency
14. Decree No. 2003/651/PM of 16<sup>th</sup> April 2003 to lay down the Procedure for Implementing the Tax and Customs System applicable to Public Contracts;
15. Decree No. 2012/075 of 8<sup>th</sup> March 2012 to organise the Ministry in charge of Public Contracts;
16. Order No 212/A/MINMAP of September 28, 2021 organizing the operation of internal structures for the administrative management of Public contracts;
17. Order No. 000007/MINMAP of 01 January..... laying down the procedures for awarding and executing framework agreements
18. Order No. 168/A/MINMAP of August 11, 2021 setting the terms and conditions for the award and execution of design-build contracts;
19. Circular Letter No. 000010/LC/MINMAP/CAB of 22<sup>nd</sup> September 2020, the clarifying the payment documents of the Administrative co-contractors to be submitted for visa prior to the Ministry in charge of Public Procurement
20. Order No. 001/CAB/PR of 19<sup>th</sup> June 2012 relating to the Award and Control of Execution of Public Contracts;
21. Letter No 00006/LC/PR/MINMAP/CAB of 17<sup>th</sup> August, 2021 clarifying the control of public procurement and specifying the procedures for its exercise to project owners and delegated

- project owners circular.
22. Law N° 2023/019of19/DEC/2023 instituting the 2026 Financial Law of the Republic of Cameroon
  23. Circular No. 0001877/C/MINFI of 31<sup>st</sup>December, 2025 bearing instructions on the implementation of Finance Laws, Monitoring and Control of the Execution of the Budget of the State and Other Public Entities for the 2026 fiscal year ;
  24. Circular No. 0001/PR/MINMAP/CAB of 2<sup>th</sup> April, 2022 relating to the application of the Public Procurement Code
  25. Press Release No. 000024/R/MINMAP/CAB/CT2 of 5<sup>th</sup> August 2025 announcing the presentation of the categorization certificate in the award process of Public Contract
  26. The MINCOMMERCE Decree setting the Price List
  27. Order No 402/A/MINMAP/CAP of 21 October 2019 setting the nature and threshold of contracts reserved for craftsmen, small and medium-sized enterprises, grassroots communities and civil society organisations, and the modalities of their application;
  28. Order No. 000333/O/MINMAP/CAB of 27<sup>th</sup> December 2024 to set the schedule of the migration to the exclusive award of Public Contracts`` electronically
  29. Circular letter No. 00000002/LC/MINMAP/CAB of 12<sup>th</sup> May 2022 relating to the continuity of the public procurement service in the event of a sanction by a Project Owner or Delegated Project Owner some members of a commission public procurement in accordance with the provision of articles 195 of the code of public contracts.
  30. Circular No. 000014/C/MINMAP/CAB of 23<sup>rd</sup> July 2025 on the condition for constitution, guarantee, preservation, release, restitution, and realisation of guarantees in Public Contract
  31. Unified Technical Documents (DTU) for building works;
  32. Applicable standards;
  33. Other instruments specific to the domain concerned with the Contract.

#### **Article 7: Communication (Articles 6 and 10 supplemented)**

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

- a) In the case where the contractor is the addressee : beyond the time-limit of 15 days fixed in Article 6 (1) of the GAC to make his domicile known to the Chief of Service and immediately after completion of the works, correspondences shall be validly address to council where the Contractor Resides.
- b) In the case where the Delegated contracting authority in the addressee: The Governor for North West Region with copies addressed to the Chief of Service and the Engineer.

7.2 The contractor shall address all written notifications or correspondences to the Engineer with a copy to the Chief of Service.

#### **Article 8: Administrative Orders (Article 8 of GAC)**

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

- 8.1 The Administrative Order to start execution of works shall be signed by the Delegated Contracting Authority and notified to the Contractor by the Project Owner with a copy to the Delegated Contracting Authority, the Regional Delegation of Public Contract North West, Contract Engineer, the Paying Body and the Project Manager, where applicable.
- 8.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Delegated Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Delegated Contracting Authority, the Regional Delegation of Public Contract North West, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the Contractor by

It is constituted and transmitted to the Delegated Contracting Authority within a maximum **deadline of twenty (20) days** of the notification of the Contract. It must also have a CDEC receipt or proof of deposit of the amount of the final bond requested into the Deposit and Guarantee Fund.

The bond shall be returned or the guarantee released within one month following the date of provisional acceptance of the works, following a release issued by the Contracting Authority upon request by the Contractor.

### **11.2 Performance bond**

The retention fund shall be set at 10 % of the amount of the Contract, inclusive of all taxes.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the **Delegated Contracting Authority** upon request by the Contractor.

If cautioned, the Performance bond must also have a CDEC receipt or proof of deposit of the amount of the Performance bond into the Deposit and Guarantee Fund.

### **11.3 Guarantee of start-off advance**

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

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

The Guarantee of start-off advance must have a CDEC receipt showing the deposit of the amount of the Guarantee of start-off advance into the Deposit and Guarantee Fund.

## **Article 12: Amount of the Contract (Articles 18 and 19 of GAC supplemented)**

The amount of this Contract as indicated by the attached [*detail or estimates*] is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters) CFA francs Inclusive of All Taxes; that is:

- Amount exclusive of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F
- Amount of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F.
- Amount of TSR and/or \_\_\_\_\_ CFA F
- Net to be paid= EVAT-TSR and/or AIR

## **Article 13: Place and method of payment**

The Project Owner shall release the sums due in the following manner:

- a. For payments in CFA francs (*amount in figures and letters exclusive of taxes*) by credit to account No. \_\_\_\_\_ opened in the name of the Contractor in the \_\_\_\_\_ bank.
- b. For payments in foreign currencies (*amount in figures and letters exclusive of taxes*) by credit to account N°. \_\_\_\_\_ opened in the name of the Contractor in \_\_\_\_\_ bank.

## **Article 14: Price variation (Article 20 of GAC)**

1.1 Prices shall be firm.

- a. Payments on account made to the Contractor as advances shall not be revisable.
- b. Revision shall be "frozen" upon expiry of the Contractual time-limit, except in the case of price reductions.

1.2 Price updating modalities (not applicable)

## **Article 15: Price revision formulae (article 21 of GAC)**

(not applicable)

## **Article 16: Price updating formulae (article 21 of the GAC) (not applicable)**

## **Article 17: Works under State supervision (Article 22 of GAC supplemented)**

17.1 The percentage of works under State supervision shall be *[must not exceed 2 %]* of the amount of the Contract and its additional clauses, where applicable.

17.2 In the case where the Contractor were invited to execute works under State supervision, the submitted and duly justified expenditures shall be reimbursed to him under the following conditions:

- The quantities considered shall be the hours used or the quantities of building materials and materials used that was the subject of joint job cost sheets;
- The remunerations and salaries effectively paid to local labour shall be increased by forty percent (40 %) to take account of social benefits;
- The hours put in by the heavy equipment shall be counted at the rate featuring in the sub-detail of prices;
- Building materials and materials shall be reimbursed at cost price duly justified at the place of use, marked up by ten percent for loss, stocking and handling;
- The amount for services thus calculated, including the hours put by heavy equipment shall be marked up by 25 % to take into account the overheads, profits and the Contractor's unforeseen.

**Article 18: Evaluation of works (article 23 of the GAC)**

The work done shall be evaluated using the unit price.

**Article 19: Evaluation of supplies (article 24 of the GAC supplemented)**

19.1 No security shall be requested for payments on account on supplies.

**Article 20: Advances (article 28 of the GAC)**

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

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

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

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

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

**Article 21: Payment for works (articles 26, 27 and 30 of the GAC supplemented)**

**21.1 Establishment of works executed**

Before the 30<sup>th</sup> of each month, the Contractor and the Project Manager shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.

### **21.2 Monthly detailed account**

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

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

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

- 100-2,2 or 5.5% paid directly into the account of the Contractor;
- 2.2 Or 5.5 % paid to the Public treasury as AIR due by the Contractor.

The amount of payment on account shall not exceed the value of the technical execution phases carried out. Payment on account may be spread over the duration of the execution of the Jobbing Order according to technical execution phases as defined in the Jobbing order.

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

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

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

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

### **21.3 Detailed account of start-off account (if applicable).**

#### **Article 22: Interest on overdue payments (Article 31 of the GAC)**

Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code.

#### **Article 23: Penalties (Article 32 of the GAC supplemented)**

##### **A. Penalties for delay**

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

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

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

##### **B. Specific penalties [amount to be indicated]**

23.3 Independently of penalties for overrun of Contractual time-limit, the Contractor shall be liable for the following special penalties for the non-observation of the provisions of the Contract, especially:

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

#### **Article 24: Payment in case of a group of enterprises (article 33 of the GAC)**

1. In the case of a group of enterprises, indicate the method of payment of co- and sub-Contractors, where need be.
2. Indicate the method of payment of sub-Contractors, where need be.

#### **Article 25: Final detailed account (article 34 of the GAC)**

25.1 After completion of the works and within a maximum time-limit of fourteen (14) days after the date of provisional acceptance, the Contractor shall establish, based on joint reports, the draft final detailed account of works executed and which detailed account summarises the total sums to which the Contractor may be entitled as a result of the execution of the whole Contract.

25.2 *The Contract Engineer has up to thirty (30) days to notify the corrected and approved draft to the Project owner.*

25.3 *The Contractor has up to thirty (30) days to return the corrected and approved final detailed account to the competent accounting officer.*

#### **Article 26: General and final detailed account (article 35 of the GAC)**

26.1 *The Contract Manager or the Project Manager has up to thirty (30) days to establish the general detailed account and forward to the Contractor after final acceptance.*

At the end of the guarantee period which results in the final acceptance of the works, the Authorising Officer draws up the general and final detailed accounts of the Contract which he had signed jointly by the Contractor and the Contracting Authority. This detailed account includes:

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

The signing of the general and final detailed account without reservation by the Contractor definitely binds the two parties, puts an end to the Contract, except with regard to interest on overdue payments.

26.2 *The Contractor has up to thirty (30) days to return the signed final detailed account.*

#### **Article 27: Tax and customs regulations (article 36 of the GAC)**

Decree No. 2003/651/PM of 16 April 2003 lays down the Terms and Conditions for Implementing the Tax regulations and Customs Procedures applicable to Public Contracts. The taxes applicable to this Contract include notably:

- Taxes and dues relating to industrial and commercial profits, including the AIR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the Contract;
  - o Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
  - o Council dues and taxes;
  - o Dues and taxes relating to the extraction of building materials and water.

These elements must be included in the costs which the undertaking imputes on its running costs and constitute one of the elements of the sub-details of prices exclusive of taxes.

All taxes inclusive prices means VAT included.

#### **Article 28: Stamp duty and registration of Contracts (article 37 of GAC)**

Seven (7) original copies of the Contract shall be stamped by and at the cost of the Contractor, in accordance with the applicable regulations.

## Chapter III: Execution of works

### Article 29: Nature of the works (article 46 of GAC)

The works shall comprise:

### **THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION.**

### Article 30: Roles and responsibilities of the Project Owner (GAC supplemented)

30.1 The Project Owner shall be bound to furnish the Contractor with information necessary for the execution of his mission and to guarantee, at the cost of the Contractor, access to sites of projects.

30.2 The Project Owner shall ensure the Contractor of protection against threats, insults, violence, assault and battery, slander or defamation of which he could be victim by reason of or during the exercise of his mission.

### Article 31: Execution time-limit of the Contract (article 38 of the GAC)

31.1 The time-limit for the execution of the works forming the subject of this Contract shall be **Ninety (90) days**.

31.2 This time-limit shall run from the date of notification of the Administrative Order to commence execution of the works.

### Article 32: Roles and responsibilities of the Contractor (article 40 of the CAG)

The detailed and general plan of progress of the works shall be communicated to the Contract Engineer in *five (05) copies* at the beginning of each.

### Article 33: Provision of documents and site (article 42 of the GAC)

A reproducible copy of the plans featuring in the Tender File shall be submitted by *the Contract Engineer*.

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

### Article 34: Insurance of structures and civil liabilities (article 45 of GAC)

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

### Article 35: Documents to be furnished by the Contractor (Article 49 of the GAC supplemented)

#### 35.1 Programme of works, Quality Assurance Plan and pegging map.

a) Within a minimum deadline of *fifteen (15) days* from the date of notification of the Administrative Order to commence execution, the Contractor shall submit in *six (6) copies* for the approval of *project owner after the endorsement of the Contact Engineer* the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable and the water supply network pegging map at scale 1/2500.

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

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

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

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

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

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

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

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

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

### **35.2 Execution draft**

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

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

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

### **Article 36: Organisation and safety of sites (article 50 of the GAC)**

36.1 Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work. It must have the following characteristics: Height = 2.80m, width=1.20m, board thickness=2.5cm at 1.20m above the ground level. The Contract Engineer shall put the Contractors' disposal the text to be used.

36.2 The services to inform in case of interruption of traffic or along the deviated itinerary: *[To be specified in accordance with article 50(2) of the GAC]*.

36.3 Indicate the special measures demanded of the Contractor, other than those provided for in the GAC, for rules of hygiene and safety and for circulation around or in the site.

### **Article 37: Implantation of structures**

The Project Manager shall notify within [five] days following the date of notification of the Administrative Order to commence work, the basic points and levels of the project.

### **Article 38: Sub-Contracting (article 54 of the GAC)**

The part of the works to be sub-Contracted shall be 30 % of the initial amount of the Contract and its additional clauses.

**Article 39: Site laboratory and trials (article 55 of GAC)**

39.1 Indicate if necessary the modalities for carrying out the trials and geotechnical studies provided for in the Special Technical Conditions.

39.2 The Contract Manager has a deadline of three days to approve the Contractor's personnel and laboratory as soon as the request is made.

**Article 40: Site logbook (article 56 of the GAC supplemented)**

40.1 The Site logbook must be systematically jointly signed by the Project Manager or Engineer, where need be and the Contractor's representative each day.

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

**Article 41: Use of explosives (article 60 of the GAC)**

**Chapter IV: Acceptance**

**Article 42: PROVISIONAL ACCEPTANCE**

**42.1 PRE- ACCEPTANCE OPERATIONS**

Before the acceptance of the works the Contractor shall ask in writing to the Contract Engineer, to organize a technical visit for pre-acceptance. This visit shall include the following operations.

- Qualitative and quantitative evaluations of the different works that have been executed.
- Findings and statement of the unexecuted task envisaged in the present jobbing order.
- Findings relative to the completion of the work
- Findings on the quantity of works that have been effectively realized

These operations shall be subject to a site report drawn up on the field, signed by the following.

- Contract Engineer,
- Contractor.

During this pre-reception, the Engineer shall eventually specify the reserves to be lifted and the corresponding works to be effected before the reception. The Engineer shall fix the reception date in collaboration with the chief of service for the Contract.

**42.2 Acceptance**

The acceptance commission shall comprise:

- 1- The Delegated Contracting Authority or his representative .....(Chairman)
- 2- The Authorizing Officer or his representative. ....(Member)
- 3- The Contract Engineer.....(Secretary)
- 4- The RDMINMAP/NW or his representative.....(Observer)
- 5- The Stores Accountant of Regional Centre MINERESI NorthWest.....(Member)
- 6- The Contractor or his Representative..... (Oberver))

The commission shall examine the report of the pre-acceptance and shall proceed to the acceptance. An acceptance report (process - verbal) of the works shall be prepared by the Contract Engineer and signed by all the commission members.

**ARTICLE 43: DOCUMENTS TO BE FURNISHED AFTER EXECUTION**

43.1 The contractor shall furnish within one (1) month after completion of the works three (3) copies of all working documents and drawings as executed, especially those relevant to the exploitation and maintenance of the works.

43.2 A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with Article 43.1 above.

**Article 44: GUARANTEE PERIOD.**

The guarantee period is one (01) year from the date of the provisional acceptance.

#### **Article 45: Final acceptance (article 72 of the GAC)**

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

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

### **Chapter V: Sundry provisions**

#### **Article 46: Termination of the Contract (article 180 of the PCC)**

The Contract may be terminated as provided for in Section II Paragraph I of Decree No. 2018/366 of 20 June 2018 and equally under the conditions laid down in articles 180, 181, 182 and 183 of the PCC especially in one of the following cases:

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

#### **Article 47: Case of force majeure (article 75 of the GAC)**

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

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

#### **Article 48: Disagreements and disputes (article 79 of the GAC)**

Disagreements and disputes resulting from the execution of this Contract may be settled amicably.

Where no amicable solution can be found for a disagreement, it is brought before *the competent court in the North-West Region of the Republic of Cameroon.*

#### **Article 49: Production and dissemination of this Contract**

Twenty (20) copies of this Contract shall be produced at the cost of the Contractor and furnished to the Contract Manager.

#### **Article 49 and last: Entry into force of the Contract**

This Contract shall be final only upon its signature by the Delegated Contracting Authority. It shall enter into force as soon as it is notified to the Contractor by the Delegated Contracting Authority.

**Document N°. 5**  
**SPECIAL TECHNICAL CONDITIONS**  
**(STC)**

# TECHNICAL SPECIFICATIONS JOURNAL THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION.

The works shall involved the following tasks:

General site installation shall include:

- Installation of the contractor on site ;
- Acquisition of place to store materials, site offices and sleeping place for workers ;
- Mobilization of personnel and equipment to and from the site,;
- Preparation of performance programme, layout plans and drawings.
- Implantation of site
- Demolitions of temporary structures.

After general site installation works have been done the Control Engineer will during a detailed visit state to the contractor, the work to be performed.

This visit will be the subject of a report to be signed by members of the site installation.

## **PERFORMANCE PROGRAMME**

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

## **II-TECHNICAL SPECIFICATION OF WORKS**

### **1. REINFORCED**

#### **CONCRETE: GENERAL**

Unless otherwise specified herein concreteworks shall conform to the standard requirements of civil engineering practise.

#### **MATERIALS**

- Cement for the Concrete shall conform to the requirements of specifications for the Artificial Portland cement (CPA 325) of the CIMENCAM S.A.
- Water used in mixing concrete shall be clean and free from any other injurious amounts of oils, acids, alkaline, organic materials or other substances that may be deleterious to concrete or steel.
- Sand: Fine aggregates shall consist of hard, tough, durable and uncoated particles. The shape of the particles shall be generally rounded or cubicle and reasonably free from flat or elongated particles. The stipulated percentages of fines in the sand shall be obtained either by the processing of natural sand or by the production of suitably graded manufactured quarry sand.
- Gravel: Course aggregate shall consist of, crushed gravel or rock; it shall be of hard, tough, durable, lean and uncoated particles.
- Reinforced pillars and beams shall conform to the requirements of standard specifications

The main reinforcing for pillars and beams as follows:

Vertical rods for pillars	□ 14mm
Rings for pillars	□ 10mm
Horizontal rods for beams	□ 12mm
Rings for beams	□ 8mm

The reinforcement must be tied form using binding wire. The spacing between rings for pillars and beams should be 15cm and 20cm respectively.

### PROPORTIONING AND MIXING OF CONCRETE

- Proportions of materials in 1m<sup>3</sup> of concrete shall be as follows

Class	Cement	Sand	Gravel	Use
A-350Kg/m <sup>3</sup>	1	1	1.5	Footings, pillars, beams & R.C. slabs
B -250Kg/m <sup>3</sup>	1	2	2	Blinding concrete, slab

- All class of concrete shall have a 28-day strength of 2.5KN/m<sup>3</sup>, for all concrete work, except otherwise indicated on the plan.
- Mixing – concrete shall be machine mixed. Mixing shall begin within 30 minutes after cement has been added to aggregates. In the absence of a concrete mixer, manual mixing is allowed on a clean slab and has to be approved by the engineer.

### FORMS

- Forms shall be used wherever necessary to confine the concrete and shaped it to the required lines to avoid the concrete from contamination with materials from the surroundings. Forms shall be of sufficient strength to withstand the pressure resulting from placement and vibration of the concrete, and shall be maintained rigidly in the correct position. Forms shall be sufficiently tight to prevent loss of mortar from the concrete, for forms exposed surfaces against which backfill is not to be placed shall be lined with a form grade plywood.
- Cleaning and oiling of forms – Before placing the concrete, the contact surfaces of the form shall be cleaned of mortar, grout or other foreign materials, and shall be coated with a commercial form oil that will effectively prevent sticking and will not stain the concrete surface.
- Removal of forms – Forms shall be removed in the manner, which will prevent damage to the concrete. Forms shall not be removed without approval. Any repairs of surface imperfections shall be performed at once and curing shall be started as soon as the surface is sufficiently hard.

### PLACING REINFORCEMENT

- **GENERAL** – Steel reinforcement shall be provided as indicated, together with all necessary wire ties, chairs, spacers, supporters and other devices necessary to install and secure the reinforcement properly. All reinforcement, when placed shall be free from loose, flaky rust and scale oil grease, clay and foreign substances that would reduce or destroy its bond with concrete. Reinforcement shall be placed accurately and secured in place by use of metal or concrete supports, spacers and ties. Such supports shall be of sufficient strength to maintain the operation. The supports shall be used in such manner that they will not be exposed or contribute in any way to the deterioration of the concrete.
- **PLACING** – Concrete shall be vibrated into the corners and angles of the forms and around all reinforcements and embedded items without permitting the material to segregate. Concrete shall be deposited as close as possible to its final position in the forms so that flow within the

mass does not exceed two (2) meters and consequent segregation is reduced to a minimum near forms or embedded items or elsewhere as directed, the discharge shall be so controlled that the concrete may be effectively compacted into horizontal layers not exceeding 30 centimetres in depth within the maximum, lateral movements specified.

- Time interval between mixing and placing concrete shall be placed before initial set has occurred and before it has contained its water content for more than 45 mins.
- Consolidation of Concrete – Concrete shall be consolidated with the aid of; mechanical vibration equipment and supplemented by hand spading and tamping vibrators shall not be inserted into the lower course that have commenced initial set and reinforcement embedded in concrete beginning to set or already set shall not be disturbed by vibrators. Consolidation around major embedded parts shall be by hand spading and tamping and vibration shall not be used.
- Placing concrete through reinforcement – In placing concrete through reinforcement, care shall be taken that no segregation of the coarse aggregate occurs. On the bottom of beams and slabs, where the congestion of steel near the forms makes placing difficult, a layer of mortar of the same cement sand ratios as used in concrete shall be first deposited to cover the surface

### CURING

- GENERAL – All concrete shall be moist cured for a period not less than 7 consecutive days by an approved method or combination applicable to local conditions.
- Moist Curing – The surface of the concrete shall be kept continuously wet by covering with plastic or other approved materials thoroughly saturated with water and keeping the covering by wet spraying or intermittent hosing.

### FINISHING

- Concrete surfaces shall not be plastered. Exposed concrete surfaces shall be formed with plywood, and after removal of forms, the surfaces shall be smooth to line and shall present finished appearance except for minor defects which can easily be repaired by patching with cement mortar or can be ground to a smooth surface to remove all joint marks of the form work.
- Concrete slabs on fill. The concrete slab on fill shall be laid on a prepared foundation consisting of sub grade and granular fill with thickness equal to the thickness of over laying slab except as indicated otherwise.

### MATERIALS

- Sand shall be river sand, well screened, clean, hard, sharp siliceous, free from loam, silt or other impurities, composed of grains of varying sizes within the following limits:

SieveNo	Passing/Retain	Percentage
9	Pass	100
16	Retained	5
100	Retained	7

- Cement shall be Artificial Portland cement, (APC325)
- Mortar – Mix mortar from 3 – 5 mins in such quantities as needed for immediate use, re-tampering will be permitted if mortar stiffens because of premature setting. Discard such materials as well as those, which have not been used within 1hr after mixing.

- Proportioning: Cement mortar shall be one (1) part Portland cement and two (2) parts sand by volume but not more than one part Portland cement and three (3) parts sand by volume.

	Normal Proportion	Maximum Proportion
Cement	1	1
Sand	2	3

### RECEPTION OF MATERIALS

The materials to be used ought to undergo a qualitative provisional reception, which shall be based on the administrative and technical documents justifying the quality of the materials used are in conformity with the technical objectives.

The decision taken during this reception does not liberate the Contractor from his engagements with respect to the deadline as well as the technical specifications.

Any change of material that was proposed in the bid (type, characteristics, origin, etc.) before or after the conformity visit and during the execution of the project, is forbidden except authorized in writing by the Delegated Contracting Authority, following the application forwarded by the Contractor.

If the works are not in conformity with the specifications, the Delegated Contracting Authority can reject them and ask for their replacement or necessary modifications, without any extra charge for this.

### ERECTION

- All masonry shall be laid plumb, true to line, with level and accurately spaced courses, and with each course breaking joint with the course below. Bond shall be kept plumb through out, corners shall be plumb and true. Units with greater than 12% absorption shall be wet for at least 2 hrs before laying. Work required to be built in with masonry, including anchors, wall plugs and accessories, shall be built as the erection progresses.
- Masonry Units – Each course shall be solidly bedded in Portland cement mortar. All horizontal and vertical points shall be completely filled with mortar and as laid, each course shall be bonded at corners and intersections. No cells shall be left open in face surfaces. All cells shall be filled up with mortar for exterior walls. Units terminating against beam or slab so fit shall be wedged tight with mortar. Do not lay cracked, broken or detached block.
- The blockwork shall be carried up in a uniform manner, no one portion being raised more than 1,2m above another at one time.
- Lintels shall be of concrete and shall be enforced as shown on the drawings. Lintels shall have minimum depth of 20 cm and shall extend at least 20cm on each side of opening.

### MORTAR JOINTS:

- Mortar on the edges of the pillars and beams shall be 10mm in thickness.
- The joints on the pillars and beams receiving plaster, or similar finishing, shall be raked out whilst the mortar is soft to form key for the plaster or mortar backing. The depth of the raking out will depend on the condition of the blocks; the rougher the blocks on face the shallower the raking out and the smoother the blocks the deeper the raking out.

### PLASTERING:

- The pillars and beam wells shall be wetted before plastering is commenced.
- The surfaces of plaster shall be steel trowel led to a smooth, even and true finish. with a wood float. All plaster surfaces shall be free from blemish.
- Plaster shall be returned into reveals and soffits of openings, and all angles shall be true and

straight with salient angles slightly rounded.

- The Engineer shall approve the rendering coat of plaster in two-coat work before the setting coat is applied, and notice shall be given to the Engineer by the Works Director, when it is ready for inspection.
- All cracks, blisters and other defects shall be cut out and made good and the whole left perfect at completion.
- Plaster on walls shall be not less than 12 mm or more than 20 mm in thickness, and plaster on concrete ceilings and beams shall not be less than 9 mm or more than 16 mm in thickness, unless otherwise specified.
- The walls of the pillars and beams shall be plastered then finished with cement paste at the angles.

### **PAINTING**

The walls of the pillars and beams shall be painted with water resistance paint.

### **SCAFFOLDING**

Provide all scaffolding required for masonry work, including cleaning down on completion remove.

### **FLOORING AND TILING**

#### **SCREED FLOOR:**

Mass concrete sub-floors finished with wood mosaic, vinyl sheeting and similar finishing shall be screeded with 3:1 cement mortar, of thickness required but in no case less than 12 mm, and steel trowelled to a true and smooth surface suitable to receive finishing's. Concrete sub floors finished with wood block and similar finishing, shall be similarly screeded but finished to a true and even surface with a wood float. The sand used in the mortar shall be of such fineness as will allow of the screed being trowelled to a surface suitable to receive the finishing.

The screeding shall be laid before the concrete sub-floors have matured otherwise the exposed surfaces of concrete shall be thoroughly cleaned with a wire brush, and a coat of neat cement grout applied immediately before the screeding is laid.

The screeding shall be laid in good time to allow of it being perfectly dry when the finishings are laid.

No traffic shall pass over nor shall any building operation take place on the screeding without proper covering first being provided.

### **CARPENTRY WORK**

#### **MATERIAL FOR FORMWORK**

**QUALITY OF TIMBER:** All unexposed timber for formwork shall be of simple wood (eucalytus etc).

#### **ROOFING**

Roof above the tank shall be done using Tole bar with provision for drainage using PVC non-pressure pipe diameter 100mm

#### **PLASTIC STORAGE TANK**

The storage tank to be supplied and installed will be of a plastic with a capacity of 5m<sup>3</sup>.

#### **EXCAVATION OF TRENCHES**

Pipe trenches shall be excavated to a depth of 70cm and width of 40cm. The bottom of each trench shall be free of any stones or other materials which could damage the pipes.

## **BACKFILL**

The Contractor shall be responsible for all backfill operations. However, such operations shall only be carried out after the dimensions of the trenches have been approved by the Contract Engineer.

After the pipes have been laid in the trenches by qualified plumbers, and the successful hydraulic tests conducted, they shall be carefully covered with soil and rammed in, in soil layers of 20cm thick.

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

## **MAINTENANCE OF EXCAVATION**

The Contractor shall bear the risk associated with the collapse of any surface exposed as a result of excavation effected anywhere on the work site, whether or not he takes any precautions against such accidents. The nature of the precautions he may take shall be entirely at his discretion. No water shall be allowed to accumulate in any part of an excavation. For that reason, every excavation shall be protected against flooding, seepage, run-off, etc. should water accidentally enter any excavation; it shall be immediately removed by pumping or bailing at the expense of the Contractor.

## **PIPING**

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

The pipes shall be of Polyethelene High Density of 100m of diameter 32 and 40mm with Normal Pressure of 10m bar. The pipes shall be labeled.

The Contractor shall present to the Contract Engineer a guarantee certificate from the factory of origin ascertaining that the pipes meet the required standards as described in the forgoing sections. The Contractor shall arrange for free access to the factory for the Contract Engineer to enable him request, as required, for all factory tests described in the aforementioned sections to be carried out by the manufacturer.

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

## **CARE/LAYING OF PIPES**

The soil in the bottom of the trench shall be lightly scarified before laying the pipes or other hydraulic elements.

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

Laying of pipes, assembling of pipes and all other works directly related to 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 manufacturer's prescriptions

## **METHOD OF DETERMINING QUANTITY OF PEHD PIPING LAID**

The quantity of PEHD pipes laid shall be measured per linear meter of laid pipe. Measurements shall be made for each class of pipe and each diameter of pipe separately.

## **FITTINGS SPECIFICATIONS**

All fittings shall be approved by the Contract Engineer before use. The performance guarantee of work shall cover all defects in fittings, their handling and workmanship.

## **GUARANTEE:**

- The contractor shall and hereby warrants that all fire retardation work executed under this section shall be free from defects of materials and workmanship for a period of five (5) years from the date of completion of application.
- The contractor further agrees to that he will at his own expense repair and replace all such

defective work and all other works damage thereby which becomes defective during the term of this warranty.

## **II. SOCIO-ECONOMIC IMPORTANCE**

If social marketing could be improve upon and more staff recruited, the package of activities (primary health care, medical services), will be enjoyed by all our population catchmen and even attract patients out of our area. However the effort that each and everyone have made to make things work is well appreciated specially on our EPI coverage and as well some indicators have had their coverage rate improved in recent time following the activities of DOW (curative consultation, ANC, FP, STIs including HIV testing...)

## **III. PROTECTION OF THE ENVIRONMENT**

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

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

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

## **GENERAL INFORMATION SECURITY AT THE WORK SITE**

The Contractor shall place at the entrance to work site signboards in bold letters indicating that work is underway and prohibiting the public and unauthorized persons from entering the work site. He shall be responsible for any accident that may occur on the work site or may be suffered by a third party, his staff and employees or officials of the Administration as a result of their presence on the work site. Organization of work and security on the work site shall therefore be the sole responsibility of the Contractor. Furthermore, the Contractor shall be bound by the labour legislation in Cameroon vis-a vis his workers and the Administration. Moreover, his insurance policy shall cover any damages he could cause to any one during the execution of the job.

## **TRAFFIC**

The Contractor shall be responsible for ensuring that traffic is not obstructed on the entire stretch of his work site through out the period of work, right up till provisional reception. No obstruction of traffic shall be allowed for more than two hours. Maintenance of traffic flow shall be the responsibility of the Contractor. In case of any breach of contract in this matter, the Contract Engineer may bring in a third party to correct any shortcomings that may be impeding the traffic flow, and related expenses shall be borne by the Contractor.

Where interference of the traffic flow for a given period is inevitable, the Contract Engineer shall be informed of the situation at least 7 days in advance, so that he can seek the opinion of local Administrative authorities and get everything arranged before hand.

In case a deviation has to be used, the contractor shall submit to the Contract Engineer for approval after consultation with local administrative authorities, the deviation route and his plan for maintaining the deviation throughout the duration of the works that have necessitated the deviation.

**CONDITIONS FOR THE FINAL RECEPTION**

The final reception shall be pronounced after the expiration of the guarantee date which comes one year after the provisional reception. There shall be no specific pumping test during the final reception, but a test of the equipments used in exploiting the groundwater and a survey among the population to confirm the good working order of the pump during the one year guarantee period.

**Document N°. 6**  
**SCHEDULE OF UNIT PRICES**

**SCHEDULE OF UNIT PRICES FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION**

ITEM	WORK DESCRIPTION	UNIT	QUANTITY	UNIT PRICE EXCLUDING TAXES (IN FIGURES )	UNIT PRICE EXCLUDING TAXES (IN WORDS )
<b>I. GENERAL SITE INSTALLATION</b>					
101	Site installation	LS	1		
102	<b>Mobilization:</b> Transportation of materials and equipments	LS	1		
85	Preparation of working documents	U	1		
<b>SUB TOTAL I</b>					
<b>II. Construction works (an elevated platform) a TOWER of 2x2x14m height vertical pillars (25X25X25cm) chained at every 2m with cross beams (25x2X25cm) and the top slab 15cm thick in reinforced concrete PC 350kg/m3 and Purchase and installation of Plastic Tank 5m3</b>					
201	Site clearance	M2	10		
202	Sitting out	LS	1		
203	Leveling of site	LS	1		
204	Excavation of foundation footing (75cmx75cmx100cm)	M3	3		
205	Construction of a floor basement 2mx2mx50cm in mass concrete	M3	2.5		
206	Four Reinforced concrete pillars PC 350kg/m3 of rod dia. 14mm (0.25x0.25x14)	M3	3.5		
207	Seven Reinforced concrete cross beams PC 350kg/m3 of rod dia. 12mm chained every two meters (2x0.25x0.25m)	M3	1.5		
208	Reinforced concrete slab PC 350kg/m3 of rod dia. 12mm (2x0.15x0.15m)	M3	0.5		
209	Installation of a metallic ladder (14m) with protective device surrounding it embedded on the ground and walls of the cross beams	U	1		
210	Formwork	U	1		
211	Plastering and angle smoothing (with mortar only) of the edges for the pillars and beams	LS	1		

212	Painting of the pillars and beams with water resistance paint	LS	1		
213	Purchase and installation of 5m <sup>3</sup> plastic storage tank with drainage and overflow provisions inclusive.	U	1		
214	Construction of roof in Tôle Bar to protect the tank from sun with drainage provisions inclusive (non pressure PVC diameter 100mm).	LS	1		
215	Purchase and installation of water filter	U	1		
216	Purchase and installation of float valve 1 3/4" in the tank	U	1		
<b>SUB TOTAL II</b>					
<b>III. PIPING NETWORK</b>					
301	Supply and laying of PEHD Ø 32mm NP10 (from CAMWATER NETWORK to the 5m <sup>3</sup> storage tanks (supply network)	ML	400		
302	Supply and laying of PEHD Ø 40mm NP10 (from the 5m <sup>3</sup> storage tanks to the building from the outlet of CAMWATER NETWORK (distribution network)	ML	400		
303	Pipeline excavation and backfilling	ML	31.3955		
304	Plumbing accessories	LS	1		
305	Connection from the CAMWATER network too/from the elevated 5m <sup>3</sup> tank	LS	1		
<b>SUB TOTAL III</b>					

**Document N°. 7**  
**BILL OF QUANTITIES AND ESTIMATES**

**BILL OF QUANTITIES AND COST ESTIMATES FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION**

ITEM	WORK DESCRIPTION	UNIT	QUANTITY	U. P.	T.P.
				(FCFA)	(FCFA)
<b>I. GENERAL SITE INSTALLATION</b>					
101	Site installation	LS	1		
102	<b>Mobilization:</b> Transportation of materials and equipments	LS	1		
85	Preparation of working documents	U	1		
<b>SUB TOTAL I</b>					
<b>II. Construction works (an elevated platform) a TOWER of 2x2x14m height vertical pillars (25X25X25cm) chained at every 2m with cross beams (25x2X25cm) and the top slap 15cm think in reinforced concrete PC 350kg/m3 and Purchase and installation of Plastic Tank 5m3</b>					
201	Site clearance	M2	10		
202	Sitting out	LS	1		
203	Leveling of site	LS	1		
204	Excavation of foundation footing (75cmx75cmx100cm)	M3	3		
205	Construction of a floor basement 2mx2mx50cm in mass concrete	M3	2.5		
206	Four Reinforced concrete pillars PC 350kg/m3 of rod dia. 14mm (0.25x0.25x14)	M3	3.5		
207	Seven Reinforced concrete cross beams PC 350kg/m3 of rod dia. 12mm chained every two meters (2x0.25x0.25m)	M3	1.5		
208	Reinforced concrete slab PC 350kg/m3 of rod dia. 12mm (2x0.15x0.15m)	M3	0.5		
209	Installation of a metallic ladder (14m) with protective device surrounding it embedded on the ground and walls of the cross beams	U	1		
210	Formwork	U	1		

211	Plastering and angle smoothing (with mortar only) of the edges for the pillars and beams	LS	1		
212	Painting of the pillars and beams with water resistance paint	LS	1		
213	Purchase and installation of 5m <sup>3</sup> plastic storage tank with drainage and overflow provisions inclusive.	U	1		
214	Construction of roof in TÔle Bar to protect the tank from sun with drainage provisions inclusive (non pressure PVC diameter 100mm).	LS	1		
215	Purchase and installation of water filter	U	1		
216	Purchase and installation of float valve 1 3/4" in the tank	U	1		
<b>SUB TOTAL II</b>					
<b>III. PIPING NETWORK</b>					
301	Supply and laying of PEHD Ø 32mm NP10 (from CAMWATER NETWORK to the 5m <sup>3</sup> storage tanks (supply network)	ML	400		
302	Supply and laying of PEHD Ø 40mm NP10 (from the 5m <sup>3</sup> storage tanks to the building from the outlet of CAMWATER NETWORK (distribution network)	ML	400		
303	Pipeline excavation and backfilling	ML	31.3955		
304	Plumbing accessories	LS	1		
305	Connection from the CAMWATER network too/from the elevated 5m <sup>3</sup> tank	LS	1		
<b>SUB TOTAL III</b>					
	<b>Total exclusive tax</b>				
	VAT (19.25%)				
	AIR (5.5%)				
	<b>Total inclusive tax</b>				
	<b>NET TO BE PAID</b>				

The present estimates is closed at the sum with all taxes inclusive of .....

**Document N°. 8**

**SCHEDULE OF SUB-DETAIL OF PRICES**

## SUBDETAILS OF PRICES

Price N° .....  
 Designation of work.....  
 Unit .....  
 Quantity .....  
 Daily output .....  
 Duration of execution .....

DESIGNATION :					
No	Daily out put	Total quantity	Unit	Duration of activity	
WORKMAN SHIP	Category	No	Daily wage	Days break up	Amount
<b>TOTAL A</b>					
EQUIPMENT/MACHINES	Type	No	Daily rate	Days break up	Amount
<b>TOTAL B</b>					
MATERIAL AND MISCELLANEOUS	Type	Unit	Unit cost	Quantity	Amount
<b>TOTAL C</b>					
D	<b>DIRECT TOTAL COST</b>			A+B+C	
E	<b>GENERAL SITE EXPENSESES</b>			Dx%	
F	<b>GENERAL OFFICE EXPENSESES</b>			Dx%	
G	<b>NET COST</b>			D+E+F	
H	<b>RISK + BENEFITS</b>			Gx%	
P	<b>TOTAL COST (HT)</b>			G+H	
V	<b>UNIT COST (HT)</b>			P/Q'TY	

**Document N°. 9**  
**MODEL CONTRACT**

REPUBLIQUE DU CAMEROUN  
PAIX-TRAVAIL-PATRIE

REPUBLIC OF CAMEROON  
PEACE-WORK-FATHERLAND

MINISTERE DE L'ADMINISTRATION  
TERRITORIALE

MINISTRY OF TERRITORIAL  
ADMINISTRATION

REGION DU NORD-OUEST

NORTH-WEST REGION

SERVICE DU GOUVERNEUR

GOVERNOR'S OFFICE

JOBING ORDER N° \_\_\_\_\_ /GOV/NWRTB/2026 OF .....2026

Awarded after OPENED NATIONAL INVITATION TO TENDER N° \_\_\_\_/ONIT/GOV-NW/NWRTB/2026  
OF \_\_\_\_/\_\_\_\_/2026 FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL  
CENTRE

FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION

Project Owner: THE REGIONAL CHIEF OF CENTRE MINERESSI FOR THE NORTH WEST

HOLDER :

P.O. Box \_\_\_\_\_, Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Registry N° \_\_\_\_\_ at  
Taxpayer's No. \_\_\_\_\_

**SUBJECT :** Execution of works FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE  
REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION

**PLACE :** REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST

**EXECUTION DEADLINE :** THREE (03) MONTHS

**AMOUNT IN CFAF:**

IAT	
EVAT	
VAT (19.25%)	
AIR (Income tax) (2.2%/5.5%)	
Net to be paid	

**FINANCING** : PUBLIC INVESTMENT BUDGET - 2026

**BUDGET HEAD** : AUTHORIZATION NUMBER:  
IMPUTATION:

SUBSCRIBED ON: \_\_\_\_\_  
SIGNED ON: \_\_\_\_\_  
NOTIFIED ON: \_\_\_\_\_  
REGISTERED ON: \_\_\_\_\_

**Between:**

The Government of the Republic of Cameroon, represented by the **Governor of North West Region** hereinafter referred to the "Delegated Contracting Authority"

**On the one hand,**

**And**

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

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

**On the other hand,**

Agree on the following:

**Summary**

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

Page \_\_\_\_\_ and last of Jobbing Order N° \_\_\_\_\_ /GOV/NWRTB/2026 OF .....2026  
Awarded after OPENED NATIONAL INVITATION TO TENDER N° \_\_\_/ONIT/GOV-NWR/NWRTB/2026  
OF \_\_\_/\_\_\_/2026 **FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL  
CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION.**

With \_\_\_\_\_,

*For the execution of* **THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL  
CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION**

**EXECUTION DEADLINE** Three (03) months  
**Amount of Contract in CFA F:**

IAT	
EVAT	
VAT (19.25)	
AIR (2.2 or 5.5 %)	
Net to be paid	

**Read and accepted by the Contractor**

(place of signature) \_\_\_\_\_ (date)

**Signature of Contracting Authority**

(place of signature) \_\_\_\_\_ (date)

**Registration**

**Document N°. 10**  
**FORMS AND MODELS TO BE USED BY**  
**BIDDERS**

## TABLE OF MODELS

- Annex N° 1: Model of declaration to Tender
- Annex N° 2: Model Bid
- Annex N° 3: Model Bid Bond
- Annex N° 4: Model Final Bond
- Annex N° 5: Model Retention fund (Guarantee Retention)
- Annex N° 6: Schedule framework
- Annex N° 7: Model attestation of site visit
- Annex N° 8: Model site visit report
- Annex N° 9: Model table of reference
- Annex N° 10: Model table of equipment

**Annex N° 1: MODEL OF DECLARATION TO TENDER**

**DECLARATION OF THE INTENTION TO TENDER**

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

Nationality .....

Representing the ..... company or enterprise or group with head office at .....

..... registered in the trade register of ..... Under the number .....

In my capacity as .....of .....PO box....., hereby acknowledge receipt of the file for Opened National Invitation to Tender N° ..... for the

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

Done at .....

Signature of .....

In the capacity of .....

Duly authorized to sign the tenders on behalf of .....

Annex N° 2: MODEL BID

Bank: .....

Reference of the Bond N°: .....

Addressed to the Governor North West Region "The Delegated Contracting Authority"

I the undersigned, .....(indicate the name and capacity of signatory)  
Representing the ..... company or enterprise or group with head office at .....  
..... registered in the trade register of ..... Under the number .....

Having taken cognizance of all the documents featured or mentioned in the Tender file: tender N°  
\_\_\_/ONIT/GOV-NWR/NWRTB/2026 of ..... FOR THE ACQUISITION AND INSTALLATION OF A  
WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST  
REGION.

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

- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File;
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself establish for each type of structure which prices reveal the amount of the tender at ..... ( in figures and words) FCFA exclusive of VAT and at ..... ( in figures and in words) FCFA inclusive of all taxes.
- I pledge to execute the works within a deadline of ..... months.
- I pledge to maintain my offer for a duration of **Ninety (90)** days from the deadline of submission of tenders;

The Delegated Contracting Authority shall pay the sums due for this Contract by crediting Account N°:..... opened in ..... Bank ..... Branch.

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

Done at .....

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

**Annex N° 3: MODEL BID BOND**

Bank: .....

Reference of the Bond N°: .....

Addressed to the Governor North West Region "The Delegated Contracting Authority"

Whereas the undertaking ..... Hereinafter referred to as the "bidder" has submitted his tender on ..... FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION. hereinafter referred to as "the tender" and to which must be attached a bid bond equivalent to .....FCFA.

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

The conditions of this commitment are as follows:

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

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

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

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

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

Signed and authenticated by the bank  
at ....., on .....  
(Bank's signature)

**Annex N° 4: MODEL FINAL BOND**

Bank: .....

Reference of the Bond N°: .....

Addressed to the Governor of North West Region "The Delegated Contracting Authority"

Whereas ..... (Name and address of Contractor) hereinafter referred to "the Contractor", pledge, in execution of the Contract, to carry out the works FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST REGION.

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

Whereas we have agreed to provide the Contractor with this guarantee;

We, ..... (name and address of bank),

Represented by ..... (name of signatories)

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

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

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

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

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

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

Signed and authenticated by the bank at ..... on .....  
[signature of the bank]

**Annex N° 5: MODEL OF PERFORMANCE BOND (GUARANTEE RETENTION)**

Bank: .....  
Reference of the Bond No: .....

Addressed to the Governor of North West Region,  
Hereinafter referred to as "The Delegated Contracting Authority"

Whereas ..... (name and address of Contractor) hereinafter referred to "the Contractor",  
pledge , in execution of the Contract, to carry out the works FOR THE ACQUISITION AND INSTALLATION  
OF A WATER TANK AT THE REGIONAL CENTRE FOR RESEARCH AND INNOVATION FOR NORTH WEST  
REGION.

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

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

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the  
Delegated Contracting Authority for a maximum amount of ..... (in figures and in  
letters) corresponding to ten percent (10%) of the Jobbing Order amount.

And we pledge to pay to the Delegated Contracting Authority within a maximum deadline of eight (8)  
weeks upon his simple written request declaring that the contractor has not fulfilled his contractual  
obligations or is indebted to the Delegated Contracting Authority within the meaning of the contract,  
amended where need be, by its additional clauses, without being able to defer the payment nor raise any  
contest for whatever reason, any sum(s) within the limits of the amount equal to ten percent (10%) of the  
total amount of the works featuring in the final detailed account, without the Delegated Contracting  
Authority having to prove or give the reasons nor the motive for the amount of the sum indicated above.

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

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

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

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

Signed and authenticated by the bank at ..... on .....  
[signature of the bank]

**Annex N° 7: MODEL ATTESTATION OF SITE VISIT**

**LETTER HEAD HERE**

TO WHOM IT MAY CONCERN

**ATTESTATION OF SITE VISIT**

This is to testify that Mr

.....

Manager/Technical Director/Engineer of

.....

Has effectively visited the site for

.....

.....

..... in view to tender for the said project.

This attestation is issued to serve the purpose for which it is intended for.

The Beneficiary

the Entrepreneur

**Annex N° 8: MODEL SITE VISIT REPORT**

I) INTRODUCTION

TENDER N°.....

NAME OF THE ENTERPRISE: .....

DATE: .....

II) COMMENTARY

1- Nature of the project site:

2- Accessibility to the project site:

3- Vegetation:

4- Topography of the site:

III) AVAILABILITY OF SERVICES

IV) AVAILABILITY OF MATERIALS

V) DIFFICULTIES

VI) CONCLUSION

Signature of the contractors' engineer

Annex N° 9: MODEL TABLE OF REFERENCE

LIST OF WATER SUPPLY PROJECTS EXECUTED BY THE COMPANY

N°	YEAR	NAME OF THE PROJECT	NAME OF THE PROJECT OWNER AND TELEPHONE NUMBER	CONTRACT AMOUNT	CONTRACT DURATION	DATE OF ACCEPTANCE

DONE ON .....AT .....  
Mr.....  
SIGNATURE .....

Annex N° 10: MODEL TABLE OF EQUIPMENT

LIST OF EQUIPMENT AND MATERIALS AVAILABLE FOR THE  
(project name).....

N°	DESIGNATION OF THE EQUIPMENT	DISCRPTION, MARK	AGE AND STATE	NUMBER AVAILABLE	OWNER OR NOT

DONE ON .....AT .....

Mr.....

SIGNATURE .....

**Document N°. 11**  
**PRELIMINARY STUDIES**

## Note on preliminary studies

In accordance with the Public Contracts Code, the Project Owner or Delegated Project Owner must, prior to commencing the procedure to award Contracts or refer to the competent Tenders Board, ensure that draft Tender Files are prepared based on preliminary studies.

These studies must be required during the examination of the Tender File (TF) by the Tenders Board.

The Project Owner is bound to fill the questionnaire in annex 1 accompanied by justifications of the said studies.

### Annex N° 7: Justification of preliminary studies

1. Attach the preliminary studies.

2. Indicate

2.1. The date studies were carried out;

2.2. The name of the Public or private Project Manager

2.3. References of the Contract, if Private Manager carried it out;

2.4. If maintenance works

2.4.1 Description of the studies;

2.4.2 Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.

2.5 Rehabilitation or new works

2.5.1 Are quantities in the quotations the same as those of the studies?

2.5.2 Description of studies: Draft Preliminary Study, Detailed Preliminary Study;

2.5.3 Attach the said studies.

N.B. For services of less scope, the Project Owner may furnish a justification of calculation of quantities of the Tender File.

- *The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies.*

**Document N°.12**

**LIST OF BANKING ESTABLISHMENTS  
AND FINANCIAL BODIES AUTHORISED  
TO ISSUE BONDS FOR PUBLIC  
CONTRACTS**

List of credit establishments approved and authorized to issue bonds

N° List of accredited establishments

Acronym

N°	List of accredited establishments	Acronym
01	Afriland First Bank (FIRST BANK) B.P. 11 834, Yaoundé	FIRST BANK
02	Banque Atlantique Cameroun (BACM) B.P. 2 933, Douala	BACM
03	Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME) B.P. 12 962, Yaoundé	BC-PME
04	Banque Gabonaise pour le Financement International (BGFIBANK) B.P. 600, Douala	BGFIBANK
05	Banque Internationale du Cameroun pour l'Épargne et le Crédit (BICEC) B.P. 1 925, Douala	BICEC
06	Bank Of Africa Cameroun (BOA Cameroun) B.P. 4 593, Douala	BOA Cameroun
07	Citibank Cameroun (CITIGROUP) B.P. 4 571, Douala	CITIGROUP
08	Commercial Bank-Cameroun (CBC) B.P. 4 004, Douala	CBC
09	Ecobank Cameroun (ECOBANK) B.P. 582, Douala	ECOBANK
10	National Financial Credit-Bank (NFC-Bank) B.P. 6 578, Yaoundé	NFC-Bank
11	Société Commerciale de Banques-Cameroun (SCB-Cameroun) B.P. 300, Douala	SCB-Cameroun
12	Société Générale Cameroun (SGC) B.P. 4 042, Douala	SGC
13	Standard Chatered Bank Cameroon (SCBC) B.P. 1 784, Douala	SCBC
14	Union Bank of Cameroon (UBC) B.P. 15 569, Douala	UBC
15	United Bank for Africa (UBA) B.P. 2 088, Douala	UBA
17	Crédit Communautaire D'afrique-bank	(CCA-Bank)

List of insurance companies approved and authorized to issue bonds

N° List of insurance companies

01	Activa Assurances, B.P. 12 970, Douala
02	Area Assurances S.A, B.P. 1 531, Douala
03	Atlantique Assurances S.A, B.P. 2 933, Douala
04	Beneficial General Insurance S.A, B.P. 2 328, Douala
05	Chanas Assurances S.A, B.P. 109, Douala
06	CPA S.A, B.P. 54, Douala
07	Nsia Assurances S.A, B.P. 2 759, Douala
08	Pro Assur S.A, B.P. 5 963, Douala
09	SAAR S.A, B.P. 1 011, Douala
10	Saham Assurances S.A, B.P. 11 315, Douala
11	Zenithe Insurance S.A, B.P. 1 540, Douala

**EVALUATION GRID**

**OPENED NATIONAL INVITATION TO TENDER № \_\_\_/ONIT/GOV/NWRTB/2026 OF \_\_\_/\_\_\_/2026  
FOR THE ACQUISITION AND INSTALLATION OF A WATER TANK AT THE REGIONAL CENTRE FOR  
RESEARCH AND INNOVATION FOR NORTH WEST REGION.**

**ADMINISTRATIVE DOCUMENTS.**

DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.2	Certified Copy of the Business Registration, not more than three months old.
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months. (See list of approved banks on page 85 of this tender file)
A.5	Purchase receipt of Tender File issued by Public treasury
A.6	A bid bond of <b>200,000 FCFA (Two Hundred Thousand FCFA)</b> issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBA conditions and a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund.
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation valid within the given time.
A.9	Tax compliance certificate or Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; This certificate should be less than three months old.
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.11	A certified copy by MINMAP of the Certificate of categorization or receipt of deposit of file for categorization of the enterprise in the " <b>Building and General Equipment</b> " sub Sector of activities
A.12	A CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund
A.13	Plan and attestation of location of the Company signed by the Chief of Taxation
A.14	Power of attorney if necessary
A.15	Group agreement where applicable
A.16	Special Administrative Clauses completed and initialed on all the pages, signed, dated and Stamped on the last page.

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

**ENVELOPE B: TECHNICAL DOCUMENT** and shall contain the following:

MARKING GRID				
N°	CRITERIA	CONFORMITY		OBSERVATIONS
		YES	NO	
<b>1- GENERAL PRESENTATION OF THE BIDS</b>				
	Presence of all the documents			
1	Presence of all the documents			
2	Properly bind			

3	Table of content from white			
4	Page seperators in colour apart			
5	Order prescribed respected			
6	Clearness of the documents			
<b>2. REFERENCES OF THE COMPANY</b>				
<b>References of the company in similar works for the past ten (10) years:</b>				
7	- One (01) PV of reception corresponding to the joint Jobbing Order or contracts amount <b>equal or above 10 million</b> certified by a competent authority for construction works.			
8	- One (01) PV of reception corresponding to the joint Jobbing Order or contracts amount <b>equal or above 10 million</b> certified by a competent authority for water supply works.			
<b>3. PERMANENT OR MOBILISABLE MATERIAL MEANS</b>				
9	Proof of a vibrator in good operating condition (own)			
10	Proof of a vehicle (pick up 4 X 4 or a van) (own or hire)			
11	Proof of a Tipper (own or hire)			
12	Proof of ownership or hire of plumbing tool kids			
13	Proof of a mason toots (head pans, rubber buckets, spades, shovels, dig axes)			
14	Proof of ownership of carpentry tool kids			
<b>4. QUALIFICATION OF SITE PERSONNEL</b>				
15	Organizational chart of the company			
16	Organizational chart of site with comments			
17	Detailed technical note on the quality of the personnel, their level of education as well as their experience in the domain of borehole			
18	Works director who is an Engineer in Rural Engineering with atleast 03 years of experience with similar works)			
19	Certified copy of national identity card signed three times by the bearer not more than three months old			
20	Certified copy of the diploma of Work Director signed by the Governor, SDO or DO			
21	CV signed and dated by the Works Director			
22	Attestation of availability			
23	Presentation of originals of diploma			
24	Site foreman 1 who is a Civil Tehnician with HND in Civil Engineering with atleast 03 years of experience with similar works)			
25	Certified copy of certificate of Foreman			
26	Certified copy of national identity card signed three times by the bearer not more than three months old			
27	CV signed and dated by the site foreman			
28	Certificate of availability signed three times by the owner			
29	Presentation of originals of Diploma			
30	Assistant site foreman (atleast a technician in Civil or Rural Engineering with atleast 03 years of experience)			
31	Certified copy of certificate of Foreman			

32	Certified copy of national identity card signed three times by the bearer not more than three months old			
33	CV signed and dated by the site foreman			
34	Certificates of availability signed three times by the owner			
35	Presentation of originals of Diploma			
<b>5. METHODOLOGY OF INTERVENTION AND EXECUTION OF THE WORKS</b>				
36	Attestation of site visit isigned and dated by the bidder on honour			
37	Site visit report signed and dated by the bidder or duly representative. (attached pictures)			
38	Detailed technical note concerning the organization and the execution of works (Detailed geomorphological surveys presentation for the site selection and site implementation plan)			
39	Planning of execution of works			
40	Respect of the duration of work			
41	Description of safety measures at the work site			
42	Description of socio-environmental measures for the protection site			
43	Coherence in the execution of works			
44	Coherence in the organization of the site			
45	CCTP duly initialed on each page and signed and dated on the last page			
<b>5. CAPACITY OF SELF-FINANCING</b>				
46	Attestation of credibility minimum 85% of the bid price in FCFA			
	<b>TOTAL=1 + 2 + 3 + 4 + 5 + 6</b>			

### ENVELOPE C- FINANCIAL FILE

No.	DESIGNATION.
C1	A submission letter, signed, dated and stamped.(see ANNEX 3)
C2	Completed and signed frame work of unit prices.
C3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
C4	Sub details of unit prices

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least **40/46 (85%)** of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **40/46 (85%)** of the essential criteria **This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least 40/46 (85%) of the essential criteria taken in account.**

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **40/36 (85%)** of the essential criteria.

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

**Eliminatory criteria**

1. Absence or non-conformity of a document in the administrative file;
2. Deadline for delivery higher than prescribed;
3. False declaration or falsified documents;
4. Absence or insufficient bid bond;

5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Incomplete financial file;
7. Change of quantity or unit;
8. Non respect of 40/46 (85%) of essential criteria;
9. Non completion of any project in previous years in the Country and suspended by MINMAP in 2026;
10. Average annual turnover of at least the tendering amount (Average annual turnover calculated as total certified payments received for contracts in progress or completed, within the last five (5) years (from 2021). This should be justified by copies of past contracts (completed or ongoing). Final reception minutes for all completed contracts before 2026 and provisional reception minutes for contracts completed in 2025 should be presented ;
11. Failure to provide a backup copy of offers saved in a USB key or a CD/DVD ontime;
12. Failure to comply with the format of file type and size for online submission;
13. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund;
14. Failure to present a certificate of categorization or receipt of deposit of file for categorisation of the enterprise in the "**Building and General Equipment**" sub-sector of activities.

#### **Essential criteria**

1. General presentation of the Tender Files;
2. Financial capacity;
3. References of the company in similar achievements;
4. Quality of the personnel;
5. Technical organization of the works;
6. Safety measures on the site;
7. Logistics;
8. Attestation of site visit duly signed by the Regional Delegate MINEPAT or by honour and report of site visit;
9. Special Technical Clauses initialed in all the pages and signed at the last page;
10. Special Administrative Clauses completed and initialed in all the pages and signed at the last page.