

REPUBLIQUE DU CAMEROUN

PAIX – TRAVAIL – PATRIE

MINISTERE DE LA DECENTRALISATION ET  
DEVELOPPEMENT LOCALE

DELEGATION REGIONALE DU NORD-  
OUEST

DELEGATION DEPARTEMENTALE DE LA  
MENCHUM  
COMMUNE DE ZHOA  
SERVICE DE PASSATION DES MARCHES

REPUBLIC OF CAMEROON  
PEACE WORK FATHER LAND

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT

REGIONAL DELEGATION FOR  
NORTH WEST

DIVISIONAL DELEGATION OF  
MENCHUM  
ZHOA COUNCIL  
SERVICE OF CONTRACTS AWARD

**OPEN NATIONAL INVITATION TO TENDER**

N° <sup>02</sup> /ONIT/MINDDEVEL/ZC/MAYOR/ZCITB/MCH/2026

OF <sup>09 MARS 2026</sup> 2026 FOR THE REHABILITATION OF A

PORTABLE WATER SCHEME AT KUMFUTU, FUNGOM

SUB-DIVISION IN MENCHUM DIVISION NORTH WEST

**REGION.**

CONTRACTING AUTHORITY: THE MAYOR OF ZHOA COUNCIL, MENCHUM

PROJECT OWNER

\*\*\*\*\*

THE MAYOR, ZHOA COUNCIL

FINANCING: PIB 2026 FINANCIAL YEAR

EXPENDITURE AUTHORIZATION N°

\*\*\*\*\*

VOTE OF CHARGE N°

\*\*\*\*\*

TENDER FILE

-----



DOCUMENT N° 1

REPUBLIQUE DU CAMEROUN

-----  
PAIX - TRAVAIL - PATRIE  
-----

MINISTERE DE LA DECENTRALISATION ET  
DEVELOPMENT LOCALE  
-----

DELEGATION REGIONALE DU NORD-  
OUEST  
-----

DELEGATION DEPARTEMENTALE DE LA  
MENCHUM  
-----

COMMUNE DE ZHOA  
SERVICE DE PASSATION DES MARCHES

REPUBLIC OF CAMEROON  
PEACE WORK FATHER LAND  
-----

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT  
-----

REGIONAL DELEGATION FOR  
NORTH WEST  
-----

DIVISIONAL DELEGATION OF  
MENCHUM  
-----

ZHOA COUNCIL  
SERVICE OF CONTRACTS AWARD

**TENDER NOTICE**

OPEN NATIONAL INVITATION TO TENDER **09 MARS 2026**  
N° 02/ONIT/MINDDEVEL/ZC/MAYOR/ZCITB/MCH/2026 OF ----- 2026 FOR  
THE REHABILITATION OF A PORTABLE WATER SCHEME AT KUMFUTU,  
FUNGOM SUB-DIVISION IN MENCHUM DIVISION NORTH WEST REGION.

**1) SUBJECT OF THE INVITATION TO TENDER:**

Within the frame-work of the 2026 Public Investment Budget, the Contracting Authority (Mayor of Zhoa Council), hereby representing the State of Cameroon, launches an Open National Invitation to Tender under **NORMAL CONDITIONS** for the **rehabilitation of a potable water scheme at Kumfutu, Fungom Sub Division in Menchum Division-North West Region.**

**2) CONSISTENCY/NATURE OF SERVICE:**

The works subject of this invitation to tender shall require for the **rehabilitation of potable water scheme at Kumfutu, Fungom Sub Division in Menchum Division-North West Region.**  
The works required are found in the detail description mentioned in the respective bills of quantities and cost estimates.

**3) EXECUTION DEADLINE:**

The maximum execution deadline provided for by the Project Owner for the execution of the works subject of this tender shall be **Ninety calendar days (three months)** with effect from date of notification of the Service Order to start execution.

**4) ALLOTMENT:**

The works subject of this invitation to tender shall be in one lot defined with specifications as in the table below:-

Lot	Works	Locality
1	Rehabilitation of potable water scheme at Kumfutu, Fungom Sub Division in Menchum Division.	Kumfutu, Fungom Sub Division in Menchum Division-North West Region.

**5) COST ESTIMATE:**

The estimated cost of the operations (tasks) following feasibility studies stands as specified in the table below:-

such. These shall be submitted in one sealed external envelope containing three (3) envelopes, that is, Envelope A: Administrative Documents, Envelope B: Technical documents and Envelope C: Financial documents. It shall reach the Zhoa Council (*at the Zhoa*) not later than -----at **12pm** local time. The sealed external envelope shall be free of all identification marks, failing which it shall be rejected.

The sealed external envelope addressed to the Contracting Authority shall bear the following inscriptions:

### OPEN NATIONAL INVITATION TO TENDER

N<sup>o</sup> \_\_\_/ONIT/MINDDEVEL/ZC/MAYOR/ZCITB/MCH/2026 OF ----- 2026 FOR THE REHABILITATION OF A PORTABLE WATER SCHEME AT KUMFUTU, FUNGOM SUB-DIVISION IN MENCHUM DIVISION NORTH WEST REGION.

(To be opened only during the bids opening session of the Tenders Board)

#### 12) ADMISSIBILITY OF OFFERS:

Under risk of being rejected, administrative documents must be produced in originals or true copies certified by the issuing services of the required administrative documents (*Examples: Taxation Officials, Bank Officials, etc.*) or by Administrative Authorities as the case may be (*Example: SDO, DO etc*) and must imperatively be produced in accordance with the Special Tender Regulations. They must obligatorily not be older than three (03) months or must not be produced after the submission of the tender file. Double certification shall not be accepted. Any bid that shall not be in conformity with the prescriptions of this notice and tender file shall be declared null and void, especially bids containing a bid bond not issued directly in the bidder's name by a first rate bank approved by the Ministry in charge of Finance.

The bid bond which shall only be released by the Contracting Authority shall be released for unsuccessful bidders not later than thirty (30) days after the period of bid validity. For the successful bidder to whom the contract will be awarded, the bid bond shall be returned to the contractor by the Contracting Authority once the final bond has been provided.

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

NB: The contractor shall, present the originals of the respective certified documents for strict verification of their authenticity during site installation.

#### 13) OPENING OF BIDS(OFFERS):

Bids shall be opened by the Zhoa council Internal Tenders Board in a single phase for all in that order on the ~~13<sup>th</sup> APR 2026~~ **13<sup>th</sup> APR 2026** at 12pm local time in the hall at the Zhoa Council. Only bidders or their authorized representatives having a perfect knowledge of the file may attend the bid opening session. Note should be taken that in case of any ambiguities or differences during opening, only the original shall be considered authentic, that is, any bid which shall not comply with the requirements of the tender file shall be rejected.

#### 14) EVALUATION CRITERIA:

Tender conformity shall be evaluated as per the following:

- Offers (bids) submitted after the deadline or time limit shall be rejected;
- Bids submitted in unsealed external envelopes shall be rejected.
- External envelopes with identification marks or inscriptions which may lead to the identification of the said company shall be rejected.
- Absence of original or properly certified administrative document or documents certified more than one time shall be given 48 hours to replace it.
- False declaration or forged documents shall be given 48 hours to replace them;
- Absence of bid bond, or Certified cheque, Bank cheque, Legal mortgage or Bank Guarantee or bid bond not issued directly in bidder's name by a first rate bank approved by the Ministry in charge of Finance and with the CEDEC receipt attached to it the bidder shall simply be rejected.

DOSSIER N° 1

REPUBLIQUE DU CAMEROUN

-----  
PAIX – TRAVAIL – PATRIE  
-----

MINISTERE DE LA DECENTRALISATION ET  
DEVELOPMENT LOCALE  
-----

DELEGATION REGIONALE DU NORD-  
OUEST  
-----

DELEGATION DEPARTEMENTALE DE LA  
MENCHUM  
-----

COMMUNE DE ZHOA  
SERVICE DE PASSATION DES MARCHES

REPUBLIC OF CAMEROON  
PEACE WORK FATHER LAND  
-----

MINISTRY OF DECENTRALIZATION  
AND LOCAL DEVELOPMENT  
-----

REGIONAL DELEGATION FOR  
NORTH WEST  
-----

DIVISIONAL DELEGATION OF  
MENCHUM  
-----

ZHOA COUNCIL  
SERVICE OF CONTRACTS AWARD

AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT

N° 02/ONIT/MINDDEVEL/ZC/MAYOR/ZCITB/MCH/2026 DU 09/103/ 2026 POUR TRAVAUX REHABILITATION DE UN SYSTEME D'EAU PORTABLE DE KUMFUTU, ARRONDISSEMENT DE FUNGOM DANS LE DEPARTEMENT DE LA MENCHUM, REGION DU NORD-OUEST.

1- Objet de l'appel d'offres :

Dans le cadre du Budget d'Investissement Public (BIP) 2026, le Maire de la Commune de Zhoa, (Autorité Contractante) représentant l'état du Cameroun lance un Appel d'Offres National Ouvert SOUS LES CONDITIONS NORMALE pour Travaux réhabilitation de un système d'eau portable de Kumfutu, Arrondissement de Fungom dans le Département de la Menchum, Région du Nord-Ouest.

2- Consistance des travaux/ Nature du service

Les travaux objets du présent appel d'offres concerneront Travaux réhabilitation de un système d'eau portable de Kumfutu, Arrondissement de Fungom dans le Département de la Menchum, Région du Nord-Ouest. Les travaux requis sont détaillés des descriptions mentionnées dans le cadre du détail estimatif.

3- Délai d'exécution :

Le délai maximum prévu par le Maitre d'Ouvrage pour l'exécution des travaux du présent appel d'offre est de quatre vingt-dix jours (90) continus (trois mois) à partir du jour de la notification de l'ordre de service pour le démarrage.

4- Allotissement:

Les travaux objets du présent appel d'offres sont dans un lot spécifiés dans le tableau ci-après :-

Lot	Travaux	Localité
1	Travaux réhabilitation de un système d'eau portable de Kumfutu, Arrondissement de Fungom dans le Département de la Menchum.	A Kumfutu, Arrondissement de Fungom dans le Département de la Menchum, Région du Nord-Ouest.

5- Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est spécifié dans le tableau ci-dessous :-

Lot	Travaux	Localité	Coût prévisionnel
-----	---------	----------	-------------------

de Zhoa au plus tard le ----- 2026 à 13heures. Cette enveloppe externe devra être adressée à l'Autorité Contractante portant la mention.

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°  
02/ONIT/MINDDEVEL/ZC/MAYOR/ZCITB/MCH/2026 DU 09/03/2026 POUR TRAVAUX REHABILITATION DE UN SYSTEME D'EAU PORTABLE DE KUMFUTU, ARRONDISSEMENT DE FUNGOM DANS LE DEPARTEMENT DE LA MENCHUM, REGION DU NORD-OUEST.

**"A N'OUVRIR QU'EN SÉANCE DE DEPOUILLEMENT"**

**12 - Admissibilités des offres**

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur (Exemple : service des impôts, banques, etc.) ou une autorité administrative (Exemple : Préfet, Sous-préfet, etc.), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres. La double certification ne sera pas acceptée. Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable, notamment l'absence de cautionnement provisoire délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances cautionnement.

Cautionnement provisoire sera remis au soumissionnaire qui n'a pas réussi seulement par l'Autorité Contractante au plus tard trente jours après la période de validité. À l'attributaire, le cautionnement provisoire sera remis par l'Autorité Contractante quant il l'aura fourni le cautionnement provisoire. Le montant correspondant à chaque cautionnement provisoire sera reçu par le soumissionnaire de la banque sous présentation de l'original du cautionnement provisoire. Les soumissionnaires restent tenus par leur offre pendant quatre vingt dix (90) jours à partir de la date limite fixée pour la remise des offres.

NB: Pendant l'installation de l'attributaire au site de la construction, il sera obligé de présenter les originaux des documents respectifs pour une vérification stricte de leurs authenticités

**13- Ouverture des plis:**

L'ouverture des plis sera faite par la Commission de passation des marchés en une seule phase le 09 AVR 2026 à 13 heures heure locale pour tous les lots, lot 1 et lot 2 suivant cet ordre dans une salle allouée au Président de la commission de passation des marchés situé à la Commune de Zhoa. Seul les soumissionnaires ou leurs représentants qui ont une bonne maîtrise des procédures et de la réglementation des marchés publics et disposent des compétences techniques avérées dans le domaine concerné seront autorisés à assister à la séance de l'ouverture. Les offres qui ne vont pas respecter les prescriptions du DAO seront rejetées.

**14- Critères d'évaluation:**

La conformité d'une offre sera évaluée tenant compte des critères suivants :-

Les offres seront évaluées selon des conditions suivantes.

- Offres remise après le délai **seront** rejeté
- Offres remise dans les enveloppes externes ouvertes, **seront** rejeté
- Enveloppes externes ayant les signes d'identification des soumissionnaires, **seront** rejeté
- Absence d'un document dans le dossier Administratif **48 heures**
- Documents administratifs certifiés hors du délai de trois mois **48 heures**
- Absence de l'original ou des documents bien certifiés ou documents certifiés plus qu'une fois **48 heures**
- Fausse déclaration ou pièce falsifiée **48 heures**
- Absence de cautionnement provisoire ou cautionnement provisoire non délivrée directement au nom du soumissionnaire par une banque de premier ordre agréée par le Ministère chargé des Finances et accomplirez avec la facteur CEDEC.

NB: Cautionnement provisoire pour un groupe d'entreprises doit être adressé au nom de l'entreprise mandaté et les noms d'autres entreprises mentionnés dans le contenant.

- Délai d'exécution plus long que prescrit dans l'Appel d'Offres
- Note technique inférieure à 75 % au niveau de l'évaluation administrative et technique

**GENERAL REGULATIONS OF THE INVITATION TO TENDER**

**CONTENTS**

- A. General**
  - 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 site of works
- B. Tender File**
  - Article 8: Content of Tender File
  - Article 9: Clarifications on Tender File and complaints
  - Article 10: Modification of the Tender File
- C. Preparation of Bids**
  - 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
- D. Submission of bids**
  - 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
- E. Opening and evaluation of bids**
  - Article 25: Opening of bids and petitions
  - 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
- F. Award of the contract**
  - Article 33: Right of the Contracting Authority to declare an invitation to tender unsuccessful or to cancel a procedure
  - Article 34: Award
  - Article 35: Publication of results of award and petition
  - Article 36: Notification of the award of the contract
  - Article 37: Signature of the contract
  - Article 38: Final bond
  - Article 39: Additional information

Owner. A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A potential bidder shall be judged to be in a situation of conflict of interest and considered not eligible if he:-

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

#### **Article 05: ORIGINS OF MATERIAL, SUPPLIES, EQUIPMENT AND AUTHORIZED SERVICES**

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

#### **Article 06: QUALIFICATION OF BIDDERS**

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

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

- The production of certified balance sheets and recent turnovers
  - Access to a line of credit or availability of other financial resources
  - Orders acquired and contracts awarded
  - Pending litigations
  - Availability of indispensable equipment
- (b) Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:-
    - The bid must include all the information listed in paragraph 1 above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group
    - The bid and the contract must be signed in a way that is binding on all members of the group
    - The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form
    - The member of the group designated as the representative will represent all the undertakings vis à vis the Project Owner and Contracting Authority with regard to the execution of the contract
    - In case of joint co-contracting, the co-contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-contracting
  - (c) Bidders must equally present sufficiently detailed proposals to demonstrate that they comply with the technical specifications and execution time-limits set in the Special Regulations of the invitation to tender

#### **Article 07: SITE VISIT**

## **C-PREPARATION OF BIDS**

### **Article 11: TENDER FEES**

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

### **Article 12: LANGUAGE OF THE BIDS**

Offers and all correspondences exchanged between the Bidder and Contracting Authority shall be written in English and French. However complementary documents may be in any other language provided they are accompanied by précised translation into English or French, in which case at the end of the interpretation the translation is valid.

### **Article 13: PRESENTATION AND CONTENT OF BIDS**

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

ENVELOPE ....«..... DOCUMENTS»

OPEN NATIONAL INVITATION TO TENDER

N<sup>o</sup> \_\_\_/ONIT/MINDDEVEL/ZC/MAYOR/ZCITB/MCH/2026 OF ----- 2026 FOR THE  
REHABILITATION OF A PORTABLE WATER SCHEME AT KUMFUTU, FUNGOM SUB-  
DIVISION IN MENCHUM DIVISION NORTH WEST REGION.

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

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

#### ***a. Envelop A: Administrative file shall include:-***

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

#### ***b. Envelop B: Technical bid shall include:-***

- (i) *Information on qualification-* The Special Regulations list the documents to be furnished by bidders to justify the qualification criteria mentioned in the Special Regulations of the invitation to tender
- (ii) *Methodology-* The Special Conditions of the invitation to tender specify the constituent elements of the technical bid of the bidders especially: a methodological statement on an analysis of the works and specifying the organisation and programme which the bidder intends to put in place or use to execute the works (installations, schedule, Quality Assurance Plan (QAP), sub-contracting, attestation of visit of the site, where necessary, etc
- (iii) *Proof of acceptance of conditions of the contract-* The bidder shall submit duly initialled copies of the Special Administrative Conditions (SAC) and Special Technical Conditions (STC) relating to the contract..
- (iv) *Commentaries (optional)-* commentary on the technical choices of the project and possible proposals

#### ***c. Envelop C: Financial bid:***

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

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

- (a) The bidder shall fill the unit prices and totals of all items on the schedule and bill of quantities and estimates.
- (b) 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.
- (c) 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.
- (d) All unit prices must be justified by sub-details established in accordance with the structure proposed in document 8 of the Tenders file.

#### **Article 15: CURRENCY OF BID AND PAYMENT**

Offers must be in the prevailing currency of the country where the Contracting Authority is based otherwise must be prove of conversion in an annex.

#### **Article 16: VALIDITY OF BID**

Offers shall be valid within the period specified in the Special Tender Regulation and shall be fixed by the Contracting Authority, counting from the date of submission of offers. Offers whose period of validity will be too short shall be considered not being in compliance (rejected) and prolongation of the validity period by a bidder without prior authorisation from the Contracting Authority on request from the bidder shall be rejected.

#### **Remarks:**

-Under exceptional circumstances, the Contracting Authority may seek the approval of bidders to extend the validity time-limit. The request and the responses that will be given shall be in writing (or by fax). The validity of the bid bond provided for in 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.

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

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

#### **Article 17: BID BOND**

The amount of the bid bond shall be as specified in these General Tender Regulations and must be of the model presented in the tender file or otherwise any other model must have been authorized by the Contracting Authority before use. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with the provisions of these General Regulations. Hence:-

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

## D-SUBMISSION OF BIDS

### Article 21: SEALING AND MARKING OF BIDS

Each bidder shall seal each original and the correspondent copies of the bid in separate envelopes (*called internal envelopes*) by marking on these documents "ORIGINAL" and "COPY", as the case may be. The envelopes shall then be put in another envelope (*called external envelope*) which shall equally be sealed but which shall not give any indication regarding the identity of the bidder. The external and internal envelopes:

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

The internal envelopes on the other hand, should equally carry the name and address of the bidder to enable the Contracting Authority return the sealed bid if it is late in accordance with the General Regulations.

*Remark: If the external envelope is not sealed and marked as indicated in Article 21 here above, the Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.*

### Article 22: DATE AND TIME LIMIT FOR SUBMISSION OF BIDS

Bids bearing the specified address shall be submitted to the Contracting Authority or to the Service of Award of Contracts at the Zhoa Council against a duly signed receipt bearing the date and time specified in the Special Tender Regulations. Each bidder after submission shall before departure, ensure that the external envelope (*enclosing envelopes A, B and C*) is stamped and dated. After submission no bid (regularly submitted) shall be withdrawn, supplemented or modified. Hence, in the case where the envelope shall not be sealed or without the appropriate inscriptions on it, the administration shall decline all responsibilities for misdirection or premature opening. Any bid opened prematurely shall be rejected and returned to the bidder.

Hence all documents submitted by a bidder in any capacity, following this open national invitation to tender, must be established exclusively:

In English or French language,

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

### Article 23: OUT OF TIME-LIMIT BIDS

After the specified deadline, any bid shall be declare late and rejected.

### Article 24: MODIFICATION, SUBSTITUTION AND WITHDRAWAL OF 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". Hence:-

- (a) 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.
- (b) In application of paragraph 1, bids being requested to be withdrawn by bidders shall be returned to them unopened.
- (c) 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.

→ In case of petition as provided for by the Public Contracts Code, it should be addressed to the Public Contracts Authority with copies being sent to the body in charge of the regulation of public contracts and the Contracting Authority.

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.

#### **Article 26: CONFIDENTIAL NATURE OF THE PROCEDURE**

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

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

To ease the examination, evaluation and comparison of offers, the Chairperson of the Tenders Board may, if he desires, request any bidder to give clarifications on his offer. This request for clarification and the response given are formulated in writing but no change in the amount or content of the offer is allowed, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the committee in charge of evaluation during the evaluation in accordance with the provisions of the General Regulations.

Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the committee in charge of evaluation for questions related to their offers, between the opening of envelopes and the award of the contract.

#### **Article 28: DETERMINATION OF COMPLIANCE OF BIDS**

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

- i) which substantially limits the scope, quality or realisation of the works;
- ii) which substantially limits and is not in conformity with the Tender File, the rights of the Contracting Authority or the obligations of the bidder in relation to the contract; or
- iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented offers that essentially conformed to the Tenders File.

If an offer is essentially not in conformity it shall be rejected by the competent Tenders Board and shall not eventually be rendered in conformity.

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

During evaluation, the committee concerned shall:-

- Carry out a detailed examination of offers to determine if they are complete, if the required guarantees are furnished, if the documents were correctly signed and if generally the offers are in proper order. Hence, the committee in charge of evaluation shall:-
- Determine if the offer is essentially in conformity with the conditions fixed in the Tender File based on the content without recourse to external elements of proof.
- Ensure that the successful bidder, because having an offer substantially in conformity with the provisions of the Tender File, fulfils the qualification criteria stipulated in Special Regulations. It is essential to avoid any arbitrariness in determining qualification.
- Verify offers considered essentially in conformity with the Tender File to correct the possible calculation errors.

If the offer judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Contracting Authority, the Evaluation sub-committee 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 tasks stipulated and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory it may propose to the Contracting Authority to reject the offer.

As well, the estimated effect of price revision formulae featuring in the GAC and SAC applied during the period of execution of the contract shall not be considered during the evaluation of offers. Hence, the Contracting Authority reserves the right to accept or reject any modification, difference or reservation. The modifications, differences, variants or other factors which exceed the requirements of the tender file are not taken into account during the evaluation of offers.

**Article 33: THE RIGHT BY THE CONTRACTING AUTHORITY TO DECLARE AN INVITATION TO TENDER UNSUCCESSFUL OR CANCEL A PROCEDURE**

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

**Article 34: AWARD OF CONTRACT**

Within three (3) days maximum as from the date of reception of the award proposal, the Contracting Authority shall decide either to publish the results or request for re-examination. **If the Contracting Authority decides to publish the results, he shall award the contract to the bidder whose bid was judged essentially in compliance with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest** by including, where necessary, proposed rebates, that is, in function of the provisions of the Special Regulations of the invitation to tender, if bidders present bids for several lots of the same invitation to tender, they could indicate rebates offered in case of award of more than one lot. In this case, the lowest bid shall be determined by evaluating the offers with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot. Hence, any award of contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest. This is carried out by careful study on the unit prices, the bill of quantities and cost estimates and the sub detail of prices presented to make sure the bidder did study the prices and has not made an arithmetic error to arrive at his final contract amount. As concern the procedure for the award, it shall consist of:-

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

**NB:**

- In the case where the company does not fulfil these conditions, he/she shall be reminded of his/her chance which shall later on be simply annulled without further notice and the next bidder in the ranking shall be called in for replacement.
- Once the Contracting Authority has signed the contract (Jobbing Order), the contractor shall be notified. The contractor shall ensure that he contacts the Project Engineer as soon as possible for the beginning of execution of works within three (03) days to following notification of the Service Order to start work by the Project Owner. Failure to respect the duration shall be considered withdrawal and eventual cancellation of contract. The contract may be cancelled outright in the cases provided for by Decree N<sup>o</sup>: 2018/366 of 20<sup>th</sup> June 2018 instituting the Public Contracts Code.

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

**Article 39: ADDITIONAL INFORMATION**

This includes the facts that:-

- Only works and services actually earmarked and executed under the contract shall be paid to the contractor without exceeding the prescribed quantities. Payment shall be done by application of unit prices to the quantities and/or volumes of the tasks executed
- Control and follow-up operations of the project site shall be carried out by the Project Engineer (Divisional Delegate of Energy and Water Resources for Menchum) in collaboration with the Project Owner and the Delegation of Public Contracts (*Staff of the Control Brigade and other staff as the case may be*). They shall be required to give reports on the tasks executed. The Project Engineer shall prepare payments that shall be VISAED by the Divisional Delegate of Public Contracts Menchum (Final Payment) and transmitted for payment into an account opened by the contractor to this effect.
- Tasks to be executed are placed under the supervision of the Menchum Project Follow-up Committee.
- Members of the Follow-up Committee may separately visit the site at any stage of the construction works and have access to the entire document pertaining to the follow-up for proper execution of works.

**THE MAYOR OF ZHOA COUNCIL**  
**(CONTRACTING AUTHORITY)**



- A1. The declaration of intention to tender signed and stamped by the bidder or group representative with a valid Fiscal stamp of 1500 FCFA. (*see Model Form N° 01 for the format*)
- A2. A Treasury Receipt showing the payment for the tender fee of **Thirty (30,000) FCFA**.
- A3. An attestation of a bank account in the name of the company (enterprise).
- A4. The original copy of a bid security in bidder's name (Bid bond, or Certified Bank cheque, Legal mortgage or Bank Guarantee) with the CEDEC receipt attached to it of Three hundred thousand **(300,000) FCFA** from a bank accredited by the Ministry of Finance and recognised by COBAC ("Commission Bancaire pour l'Afrique Central") (*see Model Form N° 04 for format*).
- A5. A certified copy of Tax payer's card (*must bear the current tax regime of the bidder*).  
Project TTC. (*with tax regime same as in Tax payer's card*)
- A6. An Attestation of non indebtedness [*"Attestation de non Redevance"*] testifying that the bidder owes no taxes.
- A7. An original certificate of non-bankruptcy from the court of First Instance of the Headquarters of the enterprise (*Affidavit*).
- A8. An original current certificate from the National Social Insurance Fund (CNPS) certifying that the bidder has effectively paid his social contributions.
- A9. An original Certificate of non exclusion from the public contracts by the Regulatory Organ of Public Contracts (ARMP).
- A10. An original attestation of site visit signed by the Managing Director of the company/enterprise or a Representative duly mandated *see Model form N° 13 for format*
- A11. Certified copy each of Attestation of localisation and sketch plan of localisation of the enterprise
- A12. The Special Tender Regulations initialled and signed on the last page.
- A13. The Special Administrative clauses initialled and signed on the last page
- A14. Power of attorney where necessary
- A15. Group agreement as the case may be, that is, the agreement of association must be drawn up by a notary in case the bidder is representing a group of enterprises
- A16. Certificate of categorization

## 2. ENVELOPE B-Technical Documents

Technical offer will contain:-

- (a) Information on the qualification of the bidder.
- (b) Methodology bearing the constituent elements of the technical proposal of the bidder such as:-  
 (i) Methodological note on the analyses of the tasks involved  
 (ii) Organization of the company towards the accomplishment of the tasks.  
 (iii) Planning on which the company depends to accomplish the tasks
- (c) Prove of acceptance of the conditions of the contract by putting visa on the administrative and technical documents such as the Special Administrative conditions ("CCAP") and the Special Technical Conditions ("CCTP")
- (d) Commentary on the technical choice of the project and eventual proposal (*as the case may be*)
- To this effect, it shall contain the documents cited below placed in that order:

No	DOCUMENT	SPECIFICATION	AUTHENTICATION
B1	Equipment list	It shall show clearly the means at the disposal of the enterprise to carry out the job ( <i>See Model form N° 12 for format</i> )	Attach certified copies of title deeds, vehicle registration certificate(s), receipts, etc. <b><i>NB- The equipments and tools must be present at the site during each phase of the execution</i></b>
B2	Personnel list	It shall contain: <b>Works Supervisor:</b> At least a Senior Rural/Civil Engineering Technician with at least 3 years' experience in Hydraulic water points construction/ maintenance.	Attach for each person a CV ( <i>signed and dated by the individual</i> ) as well as a certified copy of highest diploma of each person concerned. Key Personnel shall include the Works Supervisor Works Foreman.

- The constituent documents of each envelope shall be numbered according to the order of the tender file.
- In accordance with Article 13 of the General Regulations of the Invitation to Tender, a Bidder may indicate a rebate (discount) on his financial offer provided the phrasing of the rebate does not go against the stipulation of any Public Contracts Regulation.

**ARTICLE 06: SUBMISSION OF BIDS (OFFERS)**

Each offer written in English or French shall be signed by the bidder or by a duly authorized Representative and presented in seven (7) copies that is **one (01) original and six (06) copies** labelled as such. These shall be submitted in one external sealed envelope containing three (3) envelopes, that is, Envelope A: Administrative Documents, Envelope B: Technical document and Envelope C: Financial document. It shall reach the Zhoa Council, Service in charge of contracts award *in the Zhoa Council* not later than ----- 2026 at 12amm local time. The sealed external envelope shall be free of all identification marks, failing which it shall be rejected.

The sealed external envelope addressed to the Contracting Authority shall bear the following inscriptions:

**OPEN NATIONAL INVITATION TO TENDER**  
**N<sup>o</sup> \_\_\_/ONIT/MINDDEVEL/ZC/MAYOR/ZCITB/MCH/2026 OF ----- 2026 FOR THE**  
**REHABILITATION OF A PORTABLE WATER SCHEME AT KUMFUTU, FUNGOM SUB-**  
**DIVISION IN MENCHUM DIVISION NORTH WEST REGION.**

*(To be opened only during the bids opening session of the Tenders Board)*

**ARTICLE 07: ADMISSIBILITY OF BIDS:**

Under pain of rejection, administrative documents must be produced in originals or true copies certified by the issuing services of the required administrative documents (*Examples: Taxation Officials, Bank Officials, etc.*) or by Administrative Authorities and must imperatively be produced in accordance with the Special Tender Regulations. They must obligatorily not be older than three (03) months or must not be produced after the signing of the tender file. Double certification shall not be accepted. Any bid that shall not be in conformity with the prescriptions of this notice and tender file shall be declared inadmissible (null and void), especially offers containing a bid bond not issued by a first rate bank approved by the Ministry in charge of Finance.

The bid bond which shall only be released by the Contracting Authority will be released no later than thirty (30) days after the period of bid validity for unsuccessful bidders. For the contractor (bidder to whom the contract is awarded), the bid bond shall be returned to the contractor by the Contracting Authority once the final bond has been provided and the corresponding amount refunded by the Bank upon presentation of the original bid bond.

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

NB: The contractor shall during site installation, present the originals of the respective certified documents for strict verification of their authenticity.

**ARTICLE 08: OPENING OF BIDS(OFFERS):**

Bids shall be opened by the Zhoa council Internal Tenders Board in a single phase in that order on the ----  
 ----- 2026 at 1pm local time in the hall at the Zhoa Council. Only bidders or their authorized representatives having a perfect knowledge of the file may attend the bid opening session. Note should be taken that in case of any ambiguities or differences during opening, only the original shall be considered authentic, that is, any bid which shall not comply with the requirements of the tender file shall be rejected.

**ARTICLE 09: EVALUATION CRITERIA**

They include:-

See Model form N° 11 for format	<i>That is, Bidder's experience with similar works.</i>
<p><b>QUALITY OF PERSONNEL AND MANAGEMENT OF THE COMPANY</b></p> <p>NB- All key personnel must present commitments of availability duly signed &amp; certified by the personnel concerned</p> <p>See Model forms N° 8 &amp; Form N° 9 for format</p>	<ul style="list-style-type: none"> <li>- List of personnel deployed to the project with works Supervisor being at least a Senior Civil/Rural Engineering Technician with at least 3 years' experience in construction and Foreman being at least a Civil/Rural Engineering Technician experience with at least 5 years' in construction.</li> <li>- Certified copies of certificate(s) or diplomas of at least the key personnel (Supervisor and Foreman) relevant to the works concerned</li> <li>- Curriculum Vitae (CV) of the above personnel signed and dated by the individuals respectively (<i>see Model form N° 10 for format</i>).</li> <li>- Commitment forms of Supervisor and Foreman (<i>see Model form N° 09 for format</i>).</li> <li>- Company's organizational chart</li> <li>- Project's organizational chart</li> </ul> <p><i>That is, Qualification, skills and professional experience of key personnel relevant to the works.</i></p>
<p><b>TECHNICAL EQUIPMENT AND TOOLS</b></p> <p>NB- These equipments and tools must be present at the site before and during each phase</p> <p>See Model form N° 12 for format</p>	<ul style="list-style-type: none"> <li>- The list of equipment to be used in the execution of the project containing least a dump truck and a pickup</li> <li>- List of tools to be used in the execution of the project</li> <li>- Proof of ownership for the equipment and tools, i.e. registration certificates or performance invoices for equipment that are to be hired and purchase receipts for tools.</li> <li>- Description of equipment (giving mark, registration ,etc)</li> <li>- Evidence of normal functioning of equipment</li> <li>- A statement of present location of equipment</li> </ul> <p><i>That is, Compliance with technical specifications of the tender file as well as equipments and tools vital for the execution of the works.</i></p>
<p><b>METHODOLOGY FOR THE EXECUTION OF WORKS</b></p>	<ul style="list-style-type: none"> <li>- The planning (schedule of the execution of works)</li> <li>- Description of the organization of worksite and methods of execution of works with technical details</li> <li>- The duration for the execution of the works</li> <li>- Security measures on site</li> <li>- Environmental protection</li> <li>- Site visit report (<i>see Model form N° 14 for format</i>).</li> <li>- Appropriate technical specifications</li> </ul> <p><i>That is, Methodological approach and relevance of proposed solutions as well as work planning and schedule.</i></p>

(ii) Financial Offer, it shall consist of going through the bill of quantities in reference to the unit price schedule and the sub detail of unit prices.

**ARTICLE 10: VALIDITY OF OFFERS:**

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

**ARTICLE 11: AWARD OF THE CONTRACT:**

The contract shall be awarded to the lowest bidder who must have fulfilled the administrative, technical and financial requirements.

**ARTICLE 12: COMPLEMENTARY INFORMATION:**

Additional information may be obtained during working hours from the service for the Contracts Award at the Zhoa Awa Council.

**ARTICLE 13: AMENDMENT TO THE INVITATION TO TENDER:**

The Contracting Authority may at any time, amend this invitation to tender. Delays caused by such amendments shall also be considered in the period given to bidders to submit their bids.

## THE SPECIAL ADMINISTRATIVE CONDITIONS

<b>CONTENT OF THE SPECIAL ADMINISTRATIVE CONDITIONS</b>	
<b>CHAPTER I</b>	<b>GENERAL PROVISIONS</b>
Article 1	Purpose of the Invitation to tender
Article 2	Laws and rules applicable
Article 3	Mode of contract award
Article 4	Language applicable to the Invitation to tender
Article 5	Funding
Article 6	Content of the Invitation to tender
Article 7	Definition and duties
Article 8	Representative of the Contractor (Entrepreneur)
Article 9	Content of tasks to be executed
Article 10	Service order/Notification and correspondences
Article 11	Knowledge of the site, general conditions of tasks and residence of the Contractor
<b>CHAPTER II</b>	<b>EXECUTION OF TASKS</b>
Article 12	Consistency of tasks, Time-limits for execution / time-limits for mobilization
Article 13	Obligation of the Contracting Authority
Article 14	Role and responsibility of the entrepreneur (Contractor)
Article 15	Insurance and protection of the site
Article 16	Planning of work and Sub-contracting
Article 17	Construction drawings and documents
Article 18	Equipment and personnel to be put in place
Article 19	Replacement of key personnel
Article 20	Modification to structures and temporal suspension of execution
Article 21	Materials
Article 22	Demolition of faulty structures and unapproved materials
Article 23	Rights and patents
Article 24	Work phases
Article 25	Access to the site
Article 26	Duties of the Project Engineer
Article 27	Project site meetings
Article 28	Project record
Article 29	Putting the site at the disposal of the Contractor
Article 30	Security measures
Article 31	Environmental protection

Document N°04

THE SPECIAL ADMINISTRATIVE CONDITIONS

CHAPTER I: GENERAL PROVISIONS

Article 1: PURPOSE OF THE INVITATION TO TENDER

The purpose of this invitation to tender is for the rehabilitation of a potable water scheme at Kumfutu, Fungom Sub Division in Menchum Division-North West Region.

Article 2: LAWS AND RULES APPLICABLE

The laws and rules applicable are those in force in the Republic of Cameroon.

Article 3: MODE OF CONTRACT AWARD

The contract shall be awarded following Open National Invitation to Tender N° /ONIT/MINDDEVEL/ZC/MAYOR/ZCITB/MCH/2026 of ----- 2026 in accordance with Decree N°: 2018/366 of 20<sup>th</sup> June 2018 instituting the Public Contracts Code.

Article 4: LANGUAGE(S) TO BE APPLICABLE IN THE JOBBING ORDER

English and/or French shall be the languages applicable in the Jobbing Order arising from this invitation to tender.

Article 5: FUNDING

Works referred to in the Invitation to Tender shall be funded through the 2026 Public Investment Budget under the supervision of the Ministry of Energy and water resources.

Article 6: CONTENT OF THE INVITATION TO TENDER

It shall be composed of:-

- Title I: The Special Administrative Conditions,
- Title II: The Special Technical Conditions,
- Title III: The Unit Price Schedule and
- Title IV: The Detailed Cost Estimates (Contractor's bid) which must bear total without taxes, value added tax (VAT), income tax (AIR), total taxes, total with taxes inclusive (ATI) and net to be payable.

With general reference texts being:-

- Law N° 96/12 of 5<sup>th</sup> August 1996 relating to the framework law on environmental management;
- Decree No.2002/030 of 28<sup>th</sup> January 2002 relating to the setting-up, organisation and functioning of Public Contracts Tenders Boards; Modified by Decree N°. 2018/366 of 20<sup>th</sup> June 2018 to lay down the Public Contracts Code;
- Order N° 093/CAB/PM of 5<sup>th</sup> November 2002 to fix the amount of the bid bond and the purchase of tender files;
- Decree No.2003/651/PM of 16<sup>th</sup> April 2003 to lay down the tax and customs regime applicable to Public Contracts;
- Decree N°. 2018/366 of 20<sup>th</sup> June 2018 to lay down the Public Contracts Code;
- Circular N° 004/CAB/PM of 30<sup>th</sup> December 2005 relating to the application of the Public Contracts code;
- Order N° 033/CAB/PM of the 13<sup>th</sup> February 2007 bearing the general administrative conditions
- Circular N° 002/CAB/PM of 31<sup>st</sup> January 2011 relative to the amelioration of the performance of Public Contracts system;
- Circular N° 003/CAB/PM of January 31, 2011 defining the conditions for the management of the changes of the economic conditions of Public Contracts;
- Order N° 22/CAB/PM of 2<sup>nd</sup> February 2011 to lay down conditions for the recruitment Individual consultants;

the confirmation shall be considered approved if the Contracting Authority does not give objection to it.

8.2- For the execution of the present invitation to tender, the contractor "elects Residence in the Sub Divisional Headquarters of Zhoa Sub-Division". In case of change of domiciliation without informing the administration, all notifications destined to the contractor shall be addressed care of (c/o) the Divisional Office of Zhoa Sub-Division of execution of the project.

That is, within ten (10) calendar days following notification of the service order, the contractor shall be bound to ensure the foreman who shall have sufficient powers for representation and decision to lead the works is permanent on site. Information on the presence of the foreman on site shall be addressed by letter to the Project Engineer.

**Article 9: CONTENT OF TASKS TO BE EXECUTED**

The tasks which form the subject of this invitation to tender are spelt out in the Special Technical Conditions.

**Article 10: SERVICE ORDER/NOTIFICATION AND CORRESPONDENCES**

Service Order

Exception of Service Orders patterning to warnings and remedial actions during the guarantee period, other services shall be signed by the Contracting Authority in at least five (05) copies and notified to start works by the Project Owner relating to the normal execution period of works. The Project Owner shall transmit copies of the notified Service Order to the Contractor, Contracting Authority, Project Engineer and the Public Contracts Regulatory Organ.

*REMARK: The Contracting Authority shall have the right to notify service orders signed by him that are to be notified by the project owner in case this is not done within 30days.*

Within fifteen (15) days following the notification of the administrative service order to commence works, the contractor should obligatorily designate on the approval of the Project engineer the works director, the works foreman endowed with powers of representation and decision to manage the site. Any modification of the technical bid can only take place after a written approval to the Project engineer.

Hence, Service Orders on warning notices will be signed by the Project Owner and transmitted to the contractor with copies to the Contracting Authority and the Project Engineer while those on remedial actions during the guarantee period shall be signed by the Project Engineer with copies addressed to the Contracting Authority and Project Owner. Any of such Service Order shall only take effect when the Contractor acknowledges having received.

Correspondences

All communication between the any parties (Contracting Authority, Project Owner, Contractor, Contract Engineer, Project Manager, etc) relating to the execution of the contract shall be exclusively by writing. They shall be sent by mail, telegrams, telex, fax, e-mails submitted against acknowledgement of receipt at the appropriate addresses indicated by the parties to this effect. It shall hence be prohibited any communication between the contracting authority and the contractor relating to the execution of the work which is not confirmed in writing

The contractor will address all written notifications or correspondences to the Project Engineer with copies addressed to the Contracting Authority and Project Owner/Authorizing Officer.

NB:-The contractor has ten (10) days within which to give observations on all Service Orders received.

The fact of giving out some reservations does not free the company from executing the Service Orders received.

**Article 11: KNOWLEDGE OF THE SITE, GENERAL CONDITIONS OF TASKS AND RESIDENCE OF THE CONTRACTOR**

The contractor (entrepreneur) in order to make concrete performance proposals shall be expected to have at his expense visited and acquainted himself with the project site, the effective tasks to be accomplished and the surroundings so as to have adequate knowledge of all its features, the nature of

**Article 12: CONSISTENCY OF THE WORKS, TIME-LIMITS FOR EXECUTION/TIME-LIMITS FOR MOBILIZATION**

The tasks that form the subject of the present invitation to tender consist of all works foreseen in the bill of quantities estimated for the **rehabilitation of a potable water scheme Kumfutu, Fungom Sub Division in Menchum Division-North West Region.**

Time-limits for execution covers:

- Transfer of networks and traffic maintenance.
- Supply of materials;
- Realization of tasks;

Under no circumstances shall the duration for execution exceed **ninety (90) calendar days** except in the situation of Force Majeure. Since a contract whose execution duration is maximum one (01) year can not undergo price revision, price revision shall not be tolerated during the execution of this project.

Time-limits for mobilization shall run as from the date of reception of the service order to start work. Within this time, the contractor shall not modify any of his unit prices. A copy of the service order shall be forwarded to the Contracting Authority, signatory of the contract.

**Article 13: OBLIGATION OF THE CONTRACTING AUTHORITY**

The Contracting Authority (CA) shall take all necessary measures to facilitate the execution by ensuring that the contractor submit two (02) original copies of the registered contract and three (03) photocopies of the registered contract within a maximum duration of thirty seven (37) days as from the date of notification of the contract otherwise he/she (the contractor) will be sanctioned. The copies will be distributed as follow:-

- One original copy to the office of the Contracting Authority
- One original copy to the office of the Regulatory Organ (*copy to be given to the CA*)
- One photocopy to the office of the Control Brigade, D.D. MINMAP Menchum (*copy to be given to the CA*)
- One photocopy to the Divisional Delegation, MINEPAT Menchum (*copy to be given to the CA*) and
- One photocopy to the office of the Chief of Contracts Award (*copy to be given to the CA*)

**Article 14: ROLE AND RESPONSIBILITY OF THE CONTRACTOR(ENTREPRENEUR)**

The contractor shall provide to the Contracting Authority two (02) original copies of the registered contract and three (03) photocopies of the registered contract to be distributed as stipulated in Article 13 above and submit a copy each of an original copy to the Project Engineer and Project Owner. The contractor has as mission to assure the execution of tasks under the control of a Project Engineer and in accordance with the rules and norms in force. Hence, the contractor is responsible with regard to the administration, for the organization and the conduct of the site, the quality of the materials and supplies used by him, their perfect adaptation to the needs of the site and the good execution of tasks. Tasks will be executed in accordance with the plans and technical specifications, that is, according to the rules of the art. To this effect, the contractor shall take all measures to provide all necessary means to hire competent staff.

Hence:

\*He shall within the thirty(30) days from date of notification of the service order to start work, submit to the Chief of Service of the Contract for approval an execution program otherwise he shall pay penalties amounting up to 1/5000<sup>th</sup> of the contract amount (ATI) for every calendar day of lateness. These penalties shall equally be applied in case of delays after the deadline attributed for corrections to be

#### **Article 16: PLANNING OF WORKS AND SUB-CONTRACTING**

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

The contractor may assign execution of part of the contract to one or several sub-contractors provided he mentioned it clearly in his bids in terms of qualifications, references of the Sub Contractor envisaged and percentage of the initial contract amount and its additional clauses to be sub contracted. All subcontracting to a third party for the execution of a part of the works foreseen in the contract arising from this invitation to tender shall be subordinated to the prior authorization of the Contracting Authority at a maximum of 30% of the initial contract amount and its additional clauses. This authorization shall not free the contractor from any of his contractual obligations. The contractor shall see to it that the sub-contractor is in order with Cameroon's Administration. Sub-contractors shall fulfil the same conditions as the main contractor. Non-compliance with the above provisions shall give rise to termination of the contract. Sub-contractors shall fulfil the same technical and financial conditions with the contractor. They shall execute the works under the sole and full responsibility of the main contractor

Whatever the case, before the Contracting Authority, the contractor shall remain solely responsible for the discharge of the contract as per the contractual obligations.

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

#### **Article 17: CONSTRUCTION DRAWINGS AND DOCUMENTS**

Detailed drawings and other documents necessary for the execution of works shall be down up by the contractor based on the documents of the tender file.

These drawings shall be submitted to the Contracting Authority at least ten (10) days before the start of any work. Designs shall be checked and completed, if necessary, by the contractor who shall then give them to the Contracting Authority at least eight (08) days before the start of works. Within seven (07) days, the Contracting Authority shall make his remarks and observations known to the contractor. After this deadline, the Contracting Authority shall be considered as having given his approval.

The approval of the Contracting Authority shall in no way reduce the responsibility of the Project Engineer for designing and executing the works.

Before the provisional acceptance, the contractor shall furnish to the Project Engineer three (03) copies of the working plans for the works actually done including a clear original copy.

That is, plans of details and other necessary documents for the execution of works will be established by the contractor on the basis of the technical file. Before the final reception, the contractor will hand to the project engineer three (03) copies of the plans of works really executed ("plan de récolement") called as-built-plan with one clear original.

#### **Article 18: EQUIPMENT AND PERSONNEL FOR THE PROJECT**

The contractor shall undertake to mobilize the human and material resources necessary for satisfactory execution of works as required by the Special Administrative and Technical Conditions.

Any amendments to this invitation to tender shall be subject to the prior written approval of the Contracting Authority. In case of any replacement of personnel, the contractor shall replace personnel with personnel of at least equal competence (qualifications and experience) or in case of equipment, with of equal performance and in good working condition.

The contractor shall, if necessary, agree with owners or holders of patents whose processes he has applied or intend to apply. He shall pay the required royalties and protect the Contracting Authority against any legal proceedings in the matter.

**Article 24: WORK PHASES**

The contractor shall respect the breakdown of works into various phases as spelt out in his bid so as to make control easy and meet the duration stated in his work plan.

**Article 25: ACCESS TO THE SITE**

The Project Engineer and any other person authorized by him may, at any time, have access to works, on the site, to workshops and any work place, as well as any place where the materials, manufactured products and tools used for works come from.

Moreover, as part of the duty of checking the effectiveness of works, duly mandated representatives of bodies in charge of payment shall have access to the site and to any information necessary for the achievement of this mission.

**Article 26: DUTIES OF THE PROJECT ENGINEER**

The duty of the Project Engineer is to ensure that works are executed properly and in accordance with the terms and conditions of the contract. The Project Engineer shall not relieve the contractor of any of his obligations under the contract or order any task that may delay the execution of works or lead to additional payment by the Contracting Authority or order any significant modification to the structure to be constructed. The Project engineer shall have the power to prepare and sign orders for technical services.

At the request of the Contractor and Project Engineer, counter-records may be drawn up to fix quantities for some structures. Such records shall be needed in case a structure may not be measured again.

The Project Engineer shall have the following duties:

- Ensure in collaboration with the Chief of Service of the contract, the approbation of execution documents within seven (07) days otherwise Administrative Sanctions as per the regulations in force shall be applied on him;
- Controlling works on the site to ensure that they are advancing in accordance with the agreed schedule of execution;
- Controlling and approving execution plans, drawings and designs;
- Cross-checking and approving the implantation of works, as each implantation shall be subject to an approval report signed by the Contracting Authority and the contractor;
- Controlling and approving origin of materials and compliance with the terms and conditions of the contract;
- Making a daily statement on works and supplies presented by the contractor;
- Controlling the detailed accounts and provisional monthly statements on works submitted by the contractor;
- Proposing solutions or specifications about works underway to the foreman or contractor;
- Making proposals for preparation of provisional or final acceptance to the Contracting Authority at the request of the contractor;

**Article 27: PROJECT SITE MEETINGS**

Project site meetings shall hold on regular basis at the initiative of the Project Engineer. Since it shall be a works contract, project site meeting shall take place every week during which the report of each meeting shall be signed on the site by the participants who shall each have right to a copy. A copy of the report shall be forwarded to the Project Owner for appraisal and intervention on points not resolved,

**Article 32: CLEANING OF THE SITE**

Cleaning of the site includes disposal of structures, equipment, materials and debris. It shall be performed within thirty (30) days as from the date of acceptance, that is, before signing the payment documents (“décompte”) or latest before approval of the general and final statement of works.

**Article 33: OPERATIONS REQUIRED BEFORE ACCEPTANCE**

The Contractor shall request in writing to the Project Engineer, the organization of a technical visit (*pre-technical acceptance*) before technical acceptance. The visit shall include, among others, the following operations:

- Controlling the quality and quantity of the structures constructed;
- Carrying out trials provided for by the Special technical conditions;
- Recording the possible non-execution of works provided for under the contract;
- Recording the folding up of the installations and cleaning of the project site;
- Recording the completion of works;
- Recording the quantities of works actually executed.

During this pre-technical acceptance, the Project Engineer may identify reserves and recommend tasks to be accomplished before the date of technical acceptance. The Contractor shall request for technical acceptance by writing to the Project Engineer with copy to the Contracting Authority. The agreed date shall be communicated to the other technical committee members. The commission for technical acceptance shall be composed of:-

- A Representative of the Project Owner ----- Chairperson
- The Project Engineer ..... Secretary
- A Representative of the Contracting Authority.....Member
- The Contractor ..... Member
- The Representative of MINMAP Menchum .....Observer

**Remark:** *The technical acceptance report shall be prepared by the Project Engineer on the site and signed by 2/3 commission members on site as well. Technical acceptance shall mark the end of execution of works. Hence, if the Contractor was already within the penalty zone, counts of calendar days overrun shall stop on the day of technical acceptance. In case of delay of technical acceptance caused by one or more members of the commission, the date that was agreed upon and communicated to all members shall mark the end of counts of calendar days overrun.*

**Article 34: PROVISIONAL ACCEPTANCE**

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

- The Project Owner or Representative----- Chairperson
- The Project Engineer..... Secretary
- The Contracting Authority or his Representative ..... Member
- The Chief of Service for the Contract..... Member
- The Contract Manager .....Member
- The stores accountant .....Member
- The Contractor..... Member
- The Representative of MINMAP Menchum .....Observer
  
- The Village Chief or Representative .....Observer, *if need be*

taxes, Value Added Tax (VAT), Income tax (AIR), total taxes, total with taxes inclusive (ATI) and net payable.

**Article 40: PRICE CONSISTENCY**

The Contractor's prices stated on the unit price schedule shall be considered as having been set on the basis of the economic conditions prevailing in the Republic of Cameroon during the month preceding that of submission.

The contractor shall be considered as having perfect knowledge of all the constraints relating to the execution of works and all the conditions that may influence this execution, as he must have personally been to the site before submitting his bid, notably:

- the nature and quality of the land and soils;
- transport and access conditions to the site at any period of the year;
- constraints relating to the geographic situation of works;
- water regime and rainfall in the area and possible risk of flood ;
- Presence or absence of a Development association in the village.

The amounts of the price list comprise all the expenses of the manpower participating directly or indirectly in the execution of works, including salaries and allowances, insurance charges, wage bill, travelling expenses.

They also comprise the following headings:

- Conveyance, assembling, maintenance, dismantling and folding up of all the structures including offices, laboratories, possible quarry material, workshops, accommodation etc;
- Conveyance, supply, storing and transport of all the materials, ingredient, fuel, lubricant, etc;
- Maintenance of existing structures used for the execution of the contract arising from this invitation to tender;
- Prospecting for sources of materials, extraction, storing , drainage of deposits;
- Measures aimed at reducing direct environmental impacts;
- Maintenance of structures during the period of guarantee;
- Insurance including civil liability;
- Insurance charges for the project;
- Financial charges and overheads for the project;
- Remuneration for profit and unknown factors.

Prices on the price list shall include all the execution charges whether or not they are provided for in the Special administrative conditions or the Special technical conditions. A modification of quantities may be brought in the volume of works, increasing or reducing it, irrespective of the volume of the works actually executed; unit prices of the unit price list shall be applied.

**Article 41: SUB -DETAILED PRICES**

The contractor shall have provided in his bid, the price sub-detail schedule drawn up in accordance with the rules in force and stating details on the amount of charges, allowances and manpower as well as the assembling, maintenance, dismantling, depreciation of the structures, tools and equipment as well as miscellaneous charges, overheads, incidental expenses and profits.

**Article 42: ADDITIONAL WORKS - VARIATION IN THE VOLUME AND NATURE OF WORKS**

In case of increase of the volume of works or structures not provided for in the contract, no extra bill shall be accepted on additional works executed by the contractor unless a Service Order issued.

Unit prices of the Price Schedule shall be applied if the additional works are accepted. The validation of these prices shall give rise to an additional clause. Shall be considered as new, any price not provided for in the unit price schedule or the detailed estimates of the contract.

- Upon presentation of an account drawn up by the contractor in seven (07) copies including the stamped original copy, the Project Engineer shall after verification finalize and transmit to the Authorizing Officer (the Mayor, Zhoa Council) who in turn shall verify and sign as a means to order for payment and transmit to the Divisional Delegate of Public Contracts for Menchum. The Divisional Delegate after verification and concluded good for payment shall affix a VISA (FINAL PAYMENT) and transmit to the Municipal Treasurer, Benakuma Council who shall commit the State of Cameroon for payment to be carried out as defined in the contract in respect to the information on the credit card;

Each request for payment shall include the following documents:

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

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

\* Venue of payment of works executed

It shall be carried out by the Municipal Treasury, Zhoa Council.

**Article 44: START-OFF ADVANCE**

The Contractor may through a simple request without any justification addressed to the Project Owner with copy addressed to the Contracting Authority obtain a so-called "start-off" advance or advance "for purchase of building materials". The Start-Off Advance or payment of the start-off advance shall be at most 20% the initial contract price (*i.e. all taxes inclusive*) but the advance must be guaranteed at 100% by a Bank recognized by Cameroon Ministry in charge of Finance or a First Rate financial institution. This advance may be released after the notification of the Service order to start the work. It's reimbursed by deduction done at 50% on each payment on the account ("décompte") made to the contract holder

deadline, following the final acceptance of works otherwise if there is no notification from the Contracting Authority to the Contractor for having not honoured his obligations, the Competent Structure shall undertake to refund the guarantee or release the bond upon a simple request from the Contractor. In the case of notification, the end of the commitment of the bond shall only be put into effect by a Release Order issued by the Contracting Authority. After the expiry of the deadline, the bond shall cease from having any effect even in the absence of the release.

- If for any reason, the Contractor refuses to carry out corrections of imperfections or defects during the period of guarantee, the Contracting Authority, Project Owner and the Project Engineer shall have the right to carry out the corrections using any other contractor who shall be paid using the amount retained for the retention bond at the expense of the main by virtue of the contract.

#### **Article 46: PRICE REVISION**

In respect to the maximum works execution deadline of three months defined in the tender, the prices shall be concluded firm and so shall be final and unchangeable. As well the contract arising from this tender shall not be subject to price revision.

Note should be taken that the contract amount that shall arise from this tender shall be lump sum. Hence, possible differences noticed for each type of structure or each element of the structure between the quantities in the cost estimates and the quantities effectively executed shall not lead to the modification of the said contract amount. This applies to errors that the cost estimates may include. The contract shall be paid on the basis of approved plans by the contracting parties.

#### **Article 47: STAMP DUTY AND REGISTRATION**

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

#### **Article 48: TAX AND CUSTOMS REGIME**

In respect to Decree N° 2003/651/PM of 16 April 2003 that defined modalities for the implementation of the tax and customs systems to Public Contracts taxes that shall be concerned with the contract arising from this invitation to tender shall be subject to the laws in force in the Republic of Cameroon.

#### **Article 49: PENALTIES**

- (a) **Penalties for lateness:** In case of failure by the contractor to complete the work within the contractual time-limits, he shall be subject to the following penalties:
- 1/2000<sup>th</sup> of the amount of the contract per calendar day overrun, from the 1<sup>st</sup> to the 30<sup>th</sup> day;
  - 1/1000<sup>th</sup> of the amount of the contract per calendar day, beyond the 30<sup>th</sup> day;
  - Penalties for lateness shall not exceed ten percent (10%) of the amount of the contract; A percentage higher than 10% shall lead to termination of the contract.
- (b) **Specific penalties:** Apart from penalties of overrun of the contractual time-limits, the Contractor shall be liable to the following particular penalties for the non-respect of the terms of the contract notably:-
- *The late provision of the final bond:* In case where the Contractor does not provide the final bond within the twenty (20) days from date of notification of the contract, he shall pay penalties amounting up to 1/5000<sup>th</sup> of the contract amount (ATI) for every calendar day of lateness;
  - *The late provision of the insurance policy:* If after fifteen (15) days from the notification of the contract the contractor has not provided an insurance policy covering all risk on site, all execution activities shall be suspended without suspending the execution deadline. Hence penalties arising from failure to complete the work within the contractual time-limits shall be paid. After two months from the date of notification of the contract the Contractor has not complied, the contract may be terminated;

#### **Article 52: TERMINATION OF CONTRACT**

The contract may be terminated as per article 180-183 of Decree N<sup>o</sup>. 2018/366 of 20<sup>th</sup> June 2018 to lay down the Public Contracts Code; and the following special conditions:

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

#### **Article 53: SPECIAL COMMERCIAL CHARGES**

The contractor shall declare that the contract agreement has not given and shall not give rise to the collection of special commercial charges.

In case special commercial charges are provided for under the contract agreement, the contractor shall reserve the amount of these charges for the Project Engineer on behalf of the Contracting Authority.

Moreover, if it is established that the contractor has received special commercial charges, he shall be subject to the sanctions provided for by the laws.

#### **Article 54: INTERNATIONAL TRANSPORTS**

In case where the execution of the contract requires transport of materials and equipment from abroad to Cameroon and vice versa, this transport shall be carried out in compliance with the provisions of international covenants and agreements at the expense of the contractor.

#### **Article 55: VALIDITY AND ENTRY INTO FORCE OF THE CONTRACT**

The contract arising from this invitation to tender shall become valid only after it must have been read and approved by the Contractor, visaed by the Municipal Treasurer, Zhoa Council and signed by the Contracting Authority. Its execution shall enter into force upon notification of the Contractor by the Contracting Authority.

#### **Article 56: INFORMATION TO BE POSTED**

The Contractor shall put up a visible sign board (*total height=2,80meters, width=1,20meters, board thickness=2,5centimeters at 1,20meters above the ground level with poles embedded in concrete*) at the entrance of the site on a place approved by the Project Engineer, bearing the following text

## DOCUMENT N° 05

# THE SPECIAL TECHNICAL CONDITIONS

## TECHNICAL SPECIFICATIONS FOR EXECUTION

### TECHNICAL SPECIFICATIONS FOR EXECUTION

#### *Article 1. Purpose*

This Specification of Special Technical Clauses (C.C.T.P) relates to the construction work of the gravity potable water supply network in the locality of KUMFUTU, KUMFUTU in the Municipality of ZHOA, Menchum Division, North West Region.

It completes and specifies the indications in the Quantitative Estimate and vice versa. It specifies the type of work which will be carried out and the means to be implemented, but leaves to the Work Service Provider, under his responsibility, the choice of the method of execution, and the equipment to be installed.

The works must be executed according to the rules of the art.

This descriptive estimate cannot be restrictive. It describes the finished works, lists them and not the preparatory works or the various constraints essential to carry out their execution. The Work Service Provider may not use as pretext omission to claim added value for work that complies with the rules of the art and whose usefulness will be revealed during their execution. It is up to the Work Service Provider to request all the information it lacks from the Project Owner at the time of its price study.

In order to avoid omissions and duplication, the Work Service Provider must take note of the descriptive quotes and plans of all trades likely to provide information on the work that it actually has to provide in its overall and fixed price.

#### *Article 2: site visit and implementation*

Based on the technical file and the site visit, the Work Service Provider will establish an implementation report for the Gravity PWS catchment structure, a preliminary estimate and an execution plan of the works. In order to guarantee the proper execution of the work, as well as the appropriation of the structures built by the populations, the Service Provider must carry out the following tasks:

#### **2.1- Detailed topographical studies**

He will draw up a planimetric plan of the project area, from the catchment to the last distribution point. To do:

- Make a route, encompassing all the points of the network route,
- Draw a plan view of the network (linear or branched network).

It will draw up an altimeter plan of the network, from the catchment to the last distribution point. To do this:

- Draw up a longitudinal profile, which will allow the setting and installation of various network devices,
- Remove soft areas, rocky areas, lowlands, elevations, watercourse crossings and other obstacles to the establishment of the gravity and distribution network.

#### **2.2- Measurement of the in-Situ flow of the source**

There are numerous in situ methods in hydrology to determine the flow of a river; spring or river. Please apply one of your choice and justify.

#### *Article 3. Meter*

The preliminary measurements will become a fixed price and will serve as the basis for settlement of the contract, when they are approved by the Project Owner or his Representative. The Work Service Provider acknowledges having considered the time constraints which will be caused by the primary studies in determining the overall deadline proposed by him for the complete execution of the work.

received in writing from the Project Owner or his Representative, to give orientations on the execution of the contract, In response to a question that he would have asked them In writing. Costs resulting from an error or omission in the plans and information or from a delay in the delivery of these plans must be borne by the Works Provider.

■ **Article 9: Access routes to the site**

■ If necessary, the Works Provider will find possible ways and means of access to the Site and their temporary crossing structures to ensure access to all areas of the site according to the requirements of the work.

The Works Service Provider Will demolish these constructions after the work if the Project Owner or his Representative gives Instructions to this effect.

**Article 10: Protection of existing properties**

The Works Provider will not disturb traffic on public roads and footpaths for the duration of the contract The Works Provider Will be held responsible for any damage or disruption to public services such as telephone, electricity, water supply, etc. caused by its activities. All repair charges will be at his expense.

**Article 11: Work program**

The Works Service Provider will provide, within seven (07) days after notification, an execution plan report for the project works which will contain:

- Detailed execution plans of the works,
- The dates and locations proposed for the manufacture, supply and installation of the various parts of the works,
- The proposed dates and locations for loading supplies and transporting them to the site,
- The proposed dates for the arrival of supplies at the site,
- The proposed dates for the start and end of the work,
- Working hours for the staff of the Works Service Provider who will be on the site,
- The organization chart of the site management personnel with indication of the names of the various agents and their qualifications.

**Article 12 • Site documents**

**12.1- Site log book**

The Works Service Provider will keep a site log book up to date. The latter will report day by day, the condition of the personnel and equipment assigned to the site, the progress of the work, all the operations carried out, all the incidents and accidents that have occurred, the tests carried out and in general, all the information on the observations and measurements carried out.

The Works Service Provider will be required to present this notebook each time the Project Owner or his Representative requests it. This notebook should be kept near the construction site.

This notebook will be the subject of a monthly report that the Works Service Provider Will send to the Project owner. It will be handed over the project owner at the end of the work.

**12.2 Work schedule**

The Work Service Provider will keep the schedule of supplies and works up to date, taking into account the progress of the site. Significant modifications to the general execution schedule may only be applied after receiving the prior agreement of the Project Owner or his Representative.

**12.3 - Site notebook**

The Works Service Provider Will keep a Site Notebook which will be permanently maintained on the Site and must be presented at any request from the Project Owner or his Representative. Each month, the Works Service Provider Will establish a progress report for each site. All the technical details of the work will be reported in the Site notebook, in particular.

**a. The characteristics of the site:**

At the end of the project, all land that has been made available to the Works Service Provider Will be returned to a clean state. No material, even unusable, should remain there.

### **13.2 — Work completion file**

A work completion file must be drawn up and handed over to the Project Owner or his Representative by the Works Service Provider at the end of the project. This file includes all the civil engineering plans and equipment as they were executed.

The Works Service Provider Will provide these plans in .....(figure) copies including a reproducible one to the Project Owner or his Representative before provisional acceptance of the work.

### **13.3 Provisional acceptance**

Provisional acceptance of the works will be declared when they have been completed, provided that the work has been carried out in accordance with the technical requirements of the relevant contract. The WorkService Provider is required to notify the Project Owner or his Representative by written letter of the completion of the work and thereby request provisional acceptance. In the case of works for which reservations Will be issued, these cannot be accepted until the reservations have been lifted. Any provisional acceptance will be made by the Project Manager, in the presence of the Project Owner or his Representative and the Work Service Provider. Operations prior to provisional acceptance include.

- The recognition provided for by this CCTP;
- The possible observation of the folding of the site installations and the restoration of the land and places,
- Findings relating to the completion of the works;
- Verification of all execution and installation times,
- submission of the consolidation file

### **13.4 - Incidents**

Any incident occurring during the 12-month warranty period caused by poor workmanship will be repaired by the Work Service Provider at his/her expense.

### **13.5 Construction site subjection**

The Works Provider Will not be able to present any claim for Site constraints resulting from the presence of monuments or sacred places. In particular, the costs incurred by the development of these monuments as well as any compensation to the families concerned will be the responsibility of the Work Service Provider who is supposed to have taken them into account in its prices.

### **13.6 - Valuable object**

Any object of geological or archaeological interest such as fossils, coins, valuable items or other remains will be considered absolute property of the State. The Work Service Provider must, immediately after the discovery, notify the Project Owner or his Representative, comply with his instructions and take all precautions to avoid theft and damage.

### **13.7 - Force majeure**

In the event of force majeure, damage caused to works, Site installations and equipment is not attributable to the Work Service Provider. The latter must carry out the repairs and receives remuneration for this calculated by applying the price of the schedule and possibly the price of work under management, after deduction of percentages for profits, unforeseen and miscellaneous items. This remuneration Will however, only be paid with deduction of profits and the percentage for contingencies and unforeseen circumstances. Materials destroyed without fault of the Work Service Provider are reimbursed upon presentation of supporting documents (purchase invoice) but with a reduction for obsolescence if the

- Accessories.

**Article 18: Laying the supply and distribution network (pipes)**

All the supplied pipes are made of food grade PVC - PN 10 pipe with a rubber seal intended to withstand a minimum pressure of 10 bars. The connections between the previous pipes and the standpipes are made using a rigid PVC pipe of appropriate diameter.

**Article 19: Common requirement**

Pipes and fittings must be food grade and comply with applicable standards or the AFNOR standard. They must meet all normal conditions or constraints of use, in particular with regard to internal pressure, external loads, rolling overloads and the reaction of the ground or supports.

All supplies such as pipes, valves, accessories and other important parts must be marked as follows in order to determine whether the supply meets the required requirements.

- factory brand,
- stamps or plates allowing the identification of the material and the authorized nominal pressure,
- normal diameter,
- quality of materials,

The pipes as well as the means of assembly, accessories, valves, equipment, etc., must be protected Internally and externally against corrosion. Generally speaking, the protections Interior and exterior must be in impeccable condition before laying the pipes. Regarding assemblies and fitting parts, the pipes have a factory-prepared socket on one end and a smooth end on the other. The socket is equipped with a rubber seal; it must give the same guarantees as the pipes themselves. The connection with pipe elements of another material or with fittings must be made with socket flanges. It is necessary to provide sliding sleeves to take into account the expansion of the pipe. Large radius elbows and double sleeves are made of. Special parts (tees, reducing cones, plain flanges, socket flanges) are made of socket cast iron; their junctions with the pipes being made by interlocking with rubber seals.

**Article 20. Storage of PVC pipes**

PVC pipes are stored on a flat area, free of any hard objects. Above the storage area, a gently covered with metal sheets or straw is built to protect the pipes from the sun. The Project Owner or his Representative reserves the right to refuse any damaged, deformed or defective pipe.

**Article 21: Laying of buried pipes**

The minimum depth of the excavation is 0.80 m and the width is 0.70 m. The bottom of the excavation is carefully cleared of all hard bodies and leveled. The pipes are laid on a bed of river sand 0.10 m thick and in conformity with special instructions given by the manufacturer in addition to precautions regarding the constraints of sunlight and expansion.

After testing, a sand backfill is placed up to 0.15 m above the upper generator and carefully rammed. After installation of an identifying fence, the rest of the trench is backfilled with run-of-mine material coming from the excavation itself, well compacted in successive layers of 0.20 m approximately. The different parts or connections giving rise to changes in direction are supported by stops made of lean concrete dosed at  $250 \text{ kg/m}^3$ . For crossing rural roads and backwater beds, the pipe is inserted into a protective sheath, either in PVC steel, or made up of small nozzles made of vibrated centrifugal mortar.

**Article 22: Laying Pipes in elevation**

Unburied pipes are made of galvanized steel. The installation of pipes, fittings and taps in elevation along masonry or concrete walls is carried out using collars fitted with tabs which will be sealed into the wall.

The collars must allow the part they hold to be removed without having to loosen it. When the pipes are placed on a floor or above the ground, they rest on small masonry cleats which keep them elevated from the ground.

excavation 0.40m wide. The depth of the excavation is a minimum of 0.40m and will depend on the nature of the soil. The wall is crowned in its upper part by reinforced concrete (longitudinal steel 2HA8 brought together by HA6 pins every 15cm) 15 cm thick dosed at 350kg/m<sup>3</sup>.

### **23.2 - Anti-quagmire sidewalk (if applicable)**

The sidewalk will be made of well-compacted concrete to constitute the first layer with a thickness of 10 cm. The upper layer (or finishing layer), also at least 10 cm thick, is made of concrete dosed at 250 kg/m<sup>3</sup>. A waterproof tar seal, 2 cm thick, will be placed between the pump slab and the anti-sloughpavement over its entire thickness (10 cm) in order to avoid any shrinkage which would encourage infiltration of the water. runoff water. The sidewalk will include a 5 cm deep belt channel running along the wall perpendicular to the canal, and will have a slope of approximately 3% towards the Intake canal:

### **23.3 - Supply channel or runoff water protection device**

10 m long, 0.30 m Wide and 0.40 m high, the semi-cyclopean concrete supply channel will be poured into a 0.20 m excavation. Its base will be made of cyclopean concrete with a thickness of 0.20 m the upper pan will be cast in ordinary concrete dosed at 300 kg/m<sup>3</sup> and will include in its center a channel 10 cm deep and 5 cm Wide for conveying water into the trough. The whole will be marked with a longitudinal slope of 1/10. The two sides of the channel will have rectilinear grooves arranged at 1/2 meters and intended to prevent possible cracks. The first will be placed 1 meter from the enclosure wall. The grooves will be made over the entire height of the channel. They will be 2 cm Wide and 1cm deep.

### **23.4 — Drinker (if applicable)**

The water troughs are only one in number and will have the following dimensions: length 2.40m, width 0.80 m, height 0.50 m, thickness 0.10 m. They will be monolithic with the channel, reinforced and cast in concrete dosed at 300 kg/m<sup>3</sup> (see graphic documents). The trough will be partitioned 0.50 m from its end opposite the canal. This 0.10 m thick partition will actually separate the water trough into 2 parts: a first part 2.27 m long and a second 0.50 m long. The first part will communicate with the second through a 50 mm PVC tube placed in the lower part of the partition. The latter will have an "overflow" in its upper part leading directly into the second part of the drinker. The second part of the drinker which acts as a decanter will have a height of 40 cm, creating a difference in height of 10 cm compared to the drinker. It will be communicated to the soak away by a 100 mm PVC drainage tube, 2 m long, fitted with a 10 mm x 10 mm mesh grid for retaining diff and other waste and placed flush with the bottom. The tube will be placed at the same level as the bottom of the drinker to create a 10 cm settling zone. This second part will be closed by a reinforced concrete cover dosed at 300 kg/m<sup>3</sup>.

### **23.5 — Leakage well (if applicable)**

The soak away will measure 1.80 m on a side and 2.00 m deep. Its upper edge will be surmounted by a concrete belt 0.15 m thick and 0.15 m high resting on a sole 0.30 m Wide and 0.15 m high cast in an excavation of 0.15 m<sup>2</sup>. It will be filled with raw rubble stones up to 0.10 m from the edge and covered with reinforced concrete slabs (300 kg/m<sup>3</sup>). It would be necessary to plan to enlarge the size and further deepen the soak away in cases where the constitution of the excavated soil does not lend itself to good infiltration. These cases are left to the discretion of the Project Manager or his representative who could decide to modify the dimensions.

### **23.6 — Runoff water evacuation channel**

The evacuation channel will be built on steep slopes or on clogged or low infiltration soils. It will be of sufficient length (left to the discretion of the Project Manager or his representative) which will take into account the topography of the land in order to allow runoff water to be evacuated as far away as possible towards the low outlet point. See runoff diversion plan.

on the surface. Any holes that may remain will be blocked with a pellet of mortar of the same color as the neighboring concrete.  
All formwork Will be installed correctly while respecting the tolerances for the finished construction, which are + 10 mm All formwork must be approved by the Client or his Representative before pouring.

#### 25.5 — Cleaning

- Any trace of sawdust or foreign material will be carefully removed before concreting. Damaged boards should not be reused for visible untreated surfaces.

#### 25.6 — Oiling

The interior surface of the facing formwork can be treated with a product to prevent adhesion to the concrete. This product must be approved by the Project Owner or plus Representative.

#### 25.7 Formwork stripping

Stripping of formwork Will always be done in agreement With the Project Owner or his Representative within a minimum of 12 hours.

#### 25.8 — Reinforcing iron

- The parts of the facilities which Will be built in reinforced concrete Will be: the evacuation channel, the settling basin, the drinking trough (including the partition wall) and the slabs of the soakaway, The steel to be used for the reinforced concrete Will be tor steel (HA steel) Ø 6, (elastic limit 554 MN/m<sup>2</sup>).

#### 25.9 — Protection of structures: Capture and storage

The areas will be protected over an area of 50 m x 50 m. the protection Will be made of mesh (barbed wire).

#### 25.10 — Retouches

The Work Service Provider's touch-ups will be carried out so that all work is delivered absolutely without defects and with all sides cleaned.

#### ■ *Article 26: Disinfection of works*

- The Works Service Provider Will ensure the proper functioning of the works, then Will carry out complete disinfection of the system. This will be carried out by injecting Calcium Hypochlorite In a prepared solution dosed with 1% chlorine.

#### *Article 27: Installation of identification plate*

An identification plate made of stainless material, resistant to shocks and bad weather, will be anchored in the concrete or on the wall of the fence, on a vertical side of the storage. However, the Project Owner or

his Representative reserves the right to specify its final location. The following information will be engraved on the plate.

Sequential number and IRH code Code xx xx

Locality /Village xx

Funding xx

Project Name xx

Source GPS coordinates (UTM) xx<sup>0</sup> xx .xxx' W xx<sup>0</sup> xx . xxx'

Year of execution: xxxx

Critical low flow rate (m<sup>3</sup>/h) Xxxxxx m<sup>3</sup>/h

Operating flow (m<sup>3</sup>/h) Xxxxxx m<sup>3</sup>/h

Strainer slots 1 mm opening, factory manufactured, opening rate of at least 90% DIN 4925  
External compressive strength at least 10 bars DIN 19532

### **30.2 Gravel for filter beds**

It will be clean, rolled, washed and calibrated gravel from quarries approved by the Project Owner or his Representative. The use of laterite gravel or quartz gravel or granite gravel containing laterite impurities or rock debris will not be authorized. The gravel will be calibrated between 2 and 4 mm in diameter to crystalline terrains and between 2 and 4 mm in coarse arena alteration formations and loose layers. During the drilling period, the filter bed will be stored cleanly and covered with a plastic or canvas tarpaulin. At the request of the Project Owner or his Representative, the Work Service Provider will at any time be ready to accompany him at his own expense for an Inspection on the Sites of the origin of the gravel for the filter bed.

### **30.3— Sealing material**

The Work Service Provider must be able to present all the technical characteristics of the product it uses as specified in the product presentation brochures provided by the suppliers. The materials used must comply.

### **30.4 — Cement**

The cement used will be of Portland CPA 45 quality. It must be delivered in 50 kg bags by recognized supplier and in its packaging. Any bag with lumps Will be refused Cement dust recovery is prohibited All cement used must be fresh. It will be delivered at regular intervals in sufficient quantities to exclude any risk of delay in construction progress due to lack of cement Each delivery will be used the order 111 which it arrives on Site, except in the event of rejection by the Project Owner's Representative. Any cement that is aged or rendered unusable by humidification or any other reason will be discarded the cement Will be stored in dry, well-ventilated shelters, protected from bad weather, of sufficient capacity and surface area for easy storage and handling. The floors Will be 50 cm above the ground. During transport by trucks or other vehicles, the bags will be covered with a waterproof tarpaulin.

### **30.5 — Water**

Any water used for construction will be supplied (purchase, transport, etc.) by the Works Service Provider and at its expense. Water intended to be mixed with cement, colorless and odorless, Will not contain more than 0.2% by weight of suspended matter and it must not contain any suspended or dissolved organic matter.

### **30.6 — Aggregates for the construction of infrastructures and superstructures**

■ All aggregates (sand, gravel, rubble, etc.) for the construction of the superstructures Will be supplied (purchase, transport, etc.) by the Works Provider and at its expense. The aggregates Will be hard, clean and healthy, free of all organic or earthy detritus, dust, clay, etc. by washing. and carefully screened Any material tending to break into plates or needles Will be removed. The Works Provider will be responsible for the reliable quality of the materials used, for the proper execution of the work and for ensuring the final quality of the construction throughout the warranty period.

### **30.7 — Reinforcing iron**

The steels to be used for the reinforced concrete Will be:

- Twisted steel (HA steel), (elastic limit 560 MN/m<sup>2</sup>).

Storage must be ensured under conditions such that steels of different dimensions cannot be mixed and can be easily removed for their use.

### **30.8 — Quality of concrete for construction**

quarry areas must be completely leveled by the Works Service Provider before undertaking reforestation, if necessary. The populations of the area will be informed in advance of the choice of quarry zones and their exploitation.

2. In the event of a violation, the Work Service Provider will be subject to the provisions of the regulations in force regarding environmental protection and conservation.

3. The Work Service Provider must take the necessary measures to minimize or avoid possible negative effects on the environment by paying attention to the following points:

- (i) Protection and good management of forest ecosystems (fauna and flora),
- (ii) (ii) Protection of aesthetic spaces;
- (iii) The risks of soil erosion and loss of plant cover, cutting off traffic hydraulics, changes in flows and pollution of aquatic environments,
- iv) Atmospheric pollution that may come from construction activities,
- v) The risks of occupational disease for workers during the period of construction,

(vii) Measures to rehabilitate areas where construction materials are borrowed,

(vii) The various risks linked to the construction and operation of the work,

(viii) The technical specifications of the protection measures Will be specified in a report final upon receipt of the work and handed over to the Project Owner.

The Works Service Provider will take into account the environmental regulations in force in Cameroon and recognized international directives. The purpose of the descriptive estimate is to describe all the works and services necessary for the perfect execution of the construction project. It forms an inseparable whole with the Specifications of Special Technical Clauses to complete and explain the graphic parts in order to define the choices made and the level of quality sought. Its content is not restrictive.

#### **Article 33: conditions of provisional acceptance**

Provisional acceptances will be made in view of the results and observations made in the field except for reservations made by the Project Owner or his Representative in the site specifications. The conditions of provisional acceptance will be specified on a case-by-case basis, they Will Include In particular :

- instantaneous flow rate conforms to the announced characteristics,
- possible handling by women and children,
- Acceptance will be carried out in batches and notified to the Work Service Provider,

It will be the subject of a report duly signed by the various members of the reception committee

#### **Article 34. conditions of final acceptance**

Final acceptances Will be made upon expiry of the one-year warranty period No specific tests will be carried out but simply a new check of the operation of the maintenance system, a check of the state of the catchment and the reservoirs, a drawing test With flow measurement and a survey of the population to ensure proper operation over the past year (operation of equipment and maintenance system). If conditions lower than those of provisional acceptance were noted, the contractor would be obliged to restore the initial characteristics at his expense. Final acceptance will be notified to the Work Service Provider by the Administration representative.

#### **Article 35: guarantee**

The Work Service Provider's obligations during the warranty period consist of changing or repairing defective parts or those which have been damaged following a manufacturing defect.

To ensure rigorous monitoring of the operation and maintenance of the equipment during the warranty period, the contractor must carry out monitoring tours to each of the project sites.

During these tours, which may include Administration technicians, the operation of the installations and the Interventions of the plumbers will be examined. The necessary additional training and systematic refresher sessions Will be provided on this occasion. Each of these tours Will be the subject of a detailed report.

## Document N° 6

### **THE SCHEDULE OF UNIT PRICES**

#### **Article 01: GENERAL**

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

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

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

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

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

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

#### **Article 02: Definition and consistency of unit prices**

	"to 2"			
502	Purchase of a metallic ladder of height 3m to provide access in to and out of the storage tank.	U		

**DOCUMENT N°07**

**BILL OF QUANTITIES AND COST ESTIMATE FOR THE REHABILITATION OF A PORTABLE WATER SCHEME AT KUMFUTU, FUNGOM SUB-DIVISION IN MENCHUM DIVISION NORTH WEST REGION.**

NO	WORK DESCRIPTION	Unit	Q'T	U.P(FCFA)	T.P(FCFA)
<b>100</b>	<b>LOT: 100. PREPARATORY WORKS</b>				
101	Site installation (Installation of project signboard, acquisition of worksite office, store and lodging places for personnel, general site cleaning and implantation, demolition of temporal structures	LS	1		
102	Preparation of work documents	LS	1		
<b>SUB-TOTAL: 100</b>					
<b>200</b>	<b>LOT:200. CONSTRUCTION WORKS</b>				
201	Construction of spring intake with a 2 m <sup>2</sup> reinforced concrete collection chamber.	LS	1		
202	Stand pipes equipment with soak-away pit	U	3		
203	Control valve chamber (80 × 80 × 100cm) in stone masonry	U	1		
204	Washout valve chamber (80 × 80 × 100cm) in stone masonry	U	1		
205	Streams crossing with GI 1 $\frac{1}{2}$	U	1		
<b>SUB-TOTAL: 200:</b>					
<b>300</b>	<b>LOT:300. PIPING NETWORK</b>				
301	Excavation and back filling of pipe line	ML	1,984		
302	supply ofPVE50NP10	ML	1,230		
303	supply ofPVE40NP10	ML	679		
305	Supply and installation of PVC32NP10 (extension to all stand pipes)	ML	75		
306	Plumbing accessories	LS	1		
307	Laying of pipes	ML	1,984		
308	Production and implantation of pipe line indicators in metallic plate every 50m	U	40		
<b>SUB-TOTAL: 300.....</b>					
<b>400</b>	<b>LOT 400: ENVIRONMENTAL MITIGATION MEASURES</b>				

## DOCUMENT N° 08

### FRAMEWORK OF SUB-DETAIL OF PRICES

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

1, A sub-detail presents all the stages involved in the establishment of a sales price. It is also an important element for the evaluation of the quality of the price proposed by a bidder. It is not necessary to impose a model of presentation on all bidders, taking into account the great diversity of software for the determination of sub-details of prices. On the other hand, they must include the following elements;

- a. Detail of the sales coefficient according to the model presented after this note;
  - b- Cost in dry price of the materials provided for the site;
  - c. Cost in dry price of the supplies necessary for the site;
  - d. Cost of local and expatriate labour;
  - e. For each price on the Schedule of prices, a form resulting from points a, b, c and d above indicating the outputs leading to the unit prices;
  - f. The precise sub-detail of lump sums for the installation of the site camp, the carting in and out of equipment, laboratory and its equipment, development of a quarry (where need be), etc;
  - g. The precise sub-detail of lump sums for the building, maintenance of premises and supply of means put at the disposal of the Contracting Authority;
  - h. The sub-detail of dues and taxes.
- 2- Presentation framework of the sales coefficient, also called the coefficient of over-heads.

#### A. Overheads of the site

Studies

----

----

-----

-----

Total

-----  
C1

#### B. Overheads of the head office

- Head office overheads

-----

- Financial overheads

-----

- Risks and profits

-----

Total

-----  
C2

Sales coefficient  $K = 100 / (100 - C)$  with  
 $C = C1 + C2$

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

DOCUMENT N° 09

**MODEL CONTRACT**

**REPUBLIQUE DU CAMEROUN**

-----  
PAIX – TRAVAIL – PATRIE  
-----

MINISTERE DE LA DECENTRALISATION ET  
DEVELOPMENT LOCALE  
-----

DELEGATION REGIONALE DU NORD-  
OUEST  
-----

DELEGATION DEPARTEMENTALE DE LA  
MENCHUM  
COMMUNE DE ZHOA  
SERVICE DE PASSATION DES MARCHES

**REPUBLIC OF CAMEROON**  
PEACE WORK FATHER LAND

-----  
MINISTRY OF DECENTRALIZATION AND  
LOCAL DEVELOPMENT  
-----

REGIONAL DELEGATION FOR  
NORTH WEST  
-----

DIVISIONAL DELEGATION OF  
MENCHUM  
ZHOA COUNCIL  
SERVICE OF CONTRACTS AWARD

JOBING ORDER N°      /JO/ MINDDEVEL/ZC/MAYOR/ZCITB/MCH/2026 of            2026.  
AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER

FOR THE REHABILITATION OF A PORTABLE WATER SCHEME AT KUMFUTU,  
FUNGOM SUB-DIVISION IN MENCHUM DIVISION NORTH WEST REGION.

PROJECT OWNER: **THE MAYOR-ZHOA COUNCIL**

AUTHORIZING OFFICER: **THE MAYOR- ZHOA COUNCIL**

CONTRACTOR (HOLDER):..... **P.O BOX** ..... TEL. .... Fax: .....

TRADE REGISTER N° (N° R.C.): .....

TAX PAYER N°: .....

BANK ACCOUNT N°: ..... AT ..... **(BANK)** AGENCY OF: .....

PURPOSE *(SUBJECT)* FOR THE REHABILITATION OF A PORTABLE WATER SCHEME AT  
KUMFUTU, FUNGOM SUB-DIVISION IN MENCHUM DIVISION NORTH WEST REGION.

PLACE: KUMFUTU, FUNGOM SUB-DIVISION, IN MENCHUM DIVISION.

DURATION: **NINETY (90) CALENDAR DAYS (THREE MONTHS)**

AMOUNT OF JOBBING ORDER:

TOTAL WITHOUT TAXES	F CFA
VAT = 19.25%	F CFA
TOTAL WITH TAXES (ATI)	F CFA
AIR <i>(Income on revenue =2.2% or 5.5%)</i>	F CFA
TOTAL TAXES	F CFA
NET TO BE PAID	F CFA

**NB: This Jobbing Order is signed in the amount of ...FRANCS CFA (all taxes inclusive ATI)**

FINANCING: **2026 PUBLIC INVESTMENT BUDGET, MINEE-REPUBLIC OF CAMEROON**

EXPENDITURE AUTHORIZATION N°: .....

VOTE OF CHARGE N°: .....

DATE OF ENTRY INTO THE CONTRACT: .....

DATE OF SIGNATURE : .....

DATE OF NOTIFICATION: .....

DATE OF REGISTRATION: .....

**DOCUMENT N° 10**

**MODEL FORMS TO BE USED BY BIDDERS**

FORM N° 02

**THE MODEL TENDER LETTER**

I (We) the undersigned .....  
Acting in the capacity of ..... in the name and on behalf of.....

.....at .....RC N°. .... by virtue of the power vested in me (us), resident at ..... (Town) ....., P.O.Box....., telephone N°. .... after having studied all the documents of the tender file relating to the Invitation to Tender N°. ...., and after having assessed in my (our) point of view and under my (our) responsibility the nature and difficulties entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to carry out works for the **rehabilitation of potable water scheme at Kumfutu, Fungom Sub Division in Menchum Division-North West Region**, in keeping with the terms and conditions of the tender file in return for the sum of.....FCFA (.....Francs) *Total without Tax+VAT*, calculated on the basis of the unit prices stated in the Unit Price List and the detailed estimates, appended to this tender. The prices stated are tax inclusive.

I commit myself (we commit ourselves) if my (our) tender is retained, to execute the contract within four (04) months as from the date of notification of the award of contract.

I hereby commit myself (we hereby commit ourselves) to maintain the amount of my (our) tender for a period of Ninety (90) days with effect from the deadline for submission of bids.

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

Enclosed with this tender are:

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

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

Signature(s)

Bidder(s)

For companies, indicate:

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

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

For companies without a legal status, indicate:

« We, the undersigned, ..... »

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

« Constituted in a group of companies for the execution of the contract arising from this invitation to tender, jointly commit ourselves ..... »

Fiscal stamp
1500

**FORM N° 04**  
**MODEL BID BOND**

Whereas \_\_\_\_\_ (Hereafter called the "the bidder") has submitted its bids dated \_\_\_\_\_, Here in after called "the bid")

KNOW YE ALL PEOPLE by the presence that WE \_\_\_\_\_, having our registered office at \_\_\_\_\_ hereinafter called "the Bank", are bound onto the Mayor of Zhoa Council (hereinafter called "the Contracting Authority) in the sum of \_\_\_\_\_ for which payment will and truly be made to the said Contracting Authority, the bank binds itself, its successors, and assigns by the present if our client refuses or incapable of completing the jobs as stipulated in the contract.

We undertake to pay the Contracting Authority up to the above amount upon receipt of his first written demand, without the Contracting Authority having to substantiate his demand, provided that in his demand the Contracting Authority will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions

This guarantee will remain in force up to and including \_\_\_\_\_ ( ) days after the period of bid validity. Any demand in respect thereof should reach the bank not later than the above date.

Sealed with the common seal of the said bank this \_\_\_\_\_ day of \_\_\_\_\_

SIGNATURE OF BANK AUTHORITY

FORM N° 06

**MODEL BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE**

Bank .....

Reference of guarantee No.....

To the Mayor of Zhoa Council, Republic of Cameroon

Invitation to Tender N° .....

**BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE  
FOR THE REHABILITATION OF A PORTABLE WATER SCHEME AT KUMFUTU,  
FUNGOM SUB-DIVISION IN MENCHUM DIVISION NORTH WEST REGION.**

We..... (Bank) have been informed that a contract shall be signed between the Mayor of Furu-Awa Council, acting in the capacity of Contracting Authority, and....., acting as contractor for the **rehabilitation of potable water scheme at Kumfutu, Fungom Sub Division in Menchum Division-North West Region.**

In compliance with the provisions of Article ..... of Contract N° ....., the contractor shall be bound to present to the Mayor of Zhoa Council, Contracting Authority, a bank guarantee with the purpose to assure the refund of the start-off advance granted to the company and amounting to CFA Francs .....

We, .....(bank) do hereby commit ourselves, irrevocably and without arguing to pay to the Mayor of Zhoa Council, at the written request the Mayor of Zhoa Council, and within four (04) weeks the amount of this guarantee, that is to say. .... all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the contract.

The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request. This letter shall be countersigned by the Mayor of Zhoa Council.

The bank guarantee shall take effect as from the date of payment of the start-off advance. The original of this guarantee shall be kept by the Zhoa Internal Tenders Board. The guarantee shall be released upon refund of the full amount of the advance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.

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

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

Mr (Messrs).....

Signature(s) & stamps .....

FORM N° 8

**MODEL OF INFORMATION OF KEY PERSONNEL DEPLOYED TO THE PROJECT**

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

**FORM N° 10**  
**THE CURRICULUM VITAE**

Name & First name : \_\_\_\_\_  
 Date of birth : \_\_\_\_\_  
 Nationality : \_\_\_\_\_

**\*Communication ability**

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

**\*Educational Background**

SN	EDUCATIONAL PERIOD	SCHOOL(S) OR INSTITUTION(S)	CERTIFICATE OR DIPLOMA OBTAINED	SPECIALITY
1				
2				
3				
etc				

**REMARK:** -Educational period should be put from the most recent (i.e. in descending order) and certified copy of the certificate/diploma relevant to the function required for the execution of this project must be included

**\*Working Experience**

SN	WORKING PERIOD	EMPLOYER <i>(Name, Post Box N°, Telephone N°, etc)</i>	PROJECT EXECUTED	FUNCTION CARRIED OUT	REFERENCE OF WORK ATTESTATION(S)
1					
2					
3					
etc					

**REMARK:** While working period should be put from the most recent (i.e. in descending order), WORK ATTESTATIONS issued by the various employers shall in the bid be placed just next to the curriculum vitae which shall be signed by the employee.

**\* Other information**

Information such as research topics carried and seminar attended may be included if employee deems necessary to motivate his/her experiences

**FORM N° 12**  
**THE EQUIPMENT LIST**

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

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

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

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

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

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

FORM N° 14  
**THE SITE VISIT REPORT**

[not more than five (05) pages]

**LETTER HEAD OF THE COMPANY**  
*(here)*

I) INTRODUCTION

TENDER REFERENCE .....

DATE OF VISIT:..... TIME OF VISIT:.....

II) COMMENTARY:

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

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

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

II-4) Topography of the site .....  
.....  
.....

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

IV) AVAILABILITY OF MATERIAL FOR THE EXECUTION OF THE PROJECT

V) DIFFICULTIES: .....

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

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

**TESTIFYING SIGNATURE**

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

**CONFIRMATORY SIGNATURES**

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

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

DOCUMENT N° 11

**CONFIRMATION OF AVAILABILITY OF PRIOR FEASIBILITY STUDIES**

**PROJECT OWNER'S LETTER HEAD**  
*(here)*

Zhoa, the

To: **THE MAYOR**  
**All Potential Bidders,**

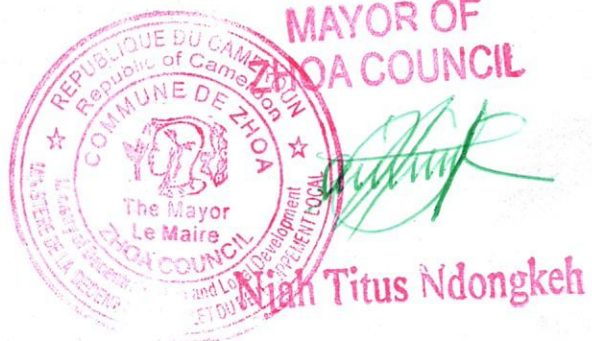
**Subject:** Confirmation of availability of prior feasibility studies

In respect to the principles binding the conception and elaboration of project proposals, feasibility studies were carried out to have a project proposal for the **rehabilitation of potable water scheme at Kumfutu, Fungom Sub Division in Menchum Division-North West Region.** Was realized and forwarded to the Minister of Energy and water resources, Yaounde for funding. In the 2026 Financial Year of the Republic of Cameroon within the framework of the programmed budget of the 2026 Public Investment Budget (PIB 2026), the said project was financed as per the budget head at the cost of **Fifteen million (15,000,000) FCFA.** After obtaining the financing, relevant adjustments were carried out to ensure that the tasks retained to be accomplished for proper and complete execution of the project are commensurate to the amount provided for the realization of the items spelled out in the bill of quantities as found in Document N° 7 of this tenders file.

To this effect, bidders are hereby given surety that proportionate feasibility studies were already carried out and are hence advised to read this tenders file very well before preparing their bids.

In testimony whereof, this confirmation of availability of prior feasibility studies is established to serve the purpose wherever and whenever need arises.

*The Mayor, Zhoa Council*



**DOCUMENT N° 12**

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

**Note relating to banking establishments and  
financial bodies authorized to issue bonds and  
Insurances**

**(“LISTE DES BANQUES AGREEES PAR LE MINFI”)**

**A-BANKS**

- 1- Afriland First Bank (First Bank);
- 2- Banque Internationale du Cameroun pour l'Épargne et le Crédit (BICCEC) ;
- 3- CITI BANK Cameroon (CITI-C);
- 4- COMMERCIAL BANK OF CAMEROON (CBC);
- 5- ECOBANK Cameroun (ECOBANK);
- 6- National Financial Credit Bank (NFC-BANK);
- 7- Société Commerciale de Banque Cameroun (CA-SCB);
- 8- Société Générale des Banques au Cameroun (SGBC) ;
- 9- Standard Chartered Bank Cameroon (SCBC);
- 10- Banque Atlantique du Cameroun (BACM);
- 11- Union Bank of Cameroon (UBC).
- 12- United Bank for Africa (UBA)
- 13- Banque Gabonaise pour le Financement International (BGFI Bank)
- 14- La Banque des PME
- 15- Banque Camerounaise des Petites et Moyennes Entreprises
- 16- BGFI Bank Cameroun(BGFIBANK Cameroun)

**B- INSURANCE COMPANIES**

- 1- Chanas Assurances;
- 2- Activa Assurances

DOCUMENT N° 13

PLANS AND DIAGRAMS AND/OR PICTURES