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MINISTRY OF DECENTRALISATION & LOCAL DEVELOPMENT

BAMENDA CITY COUNCIL

DEPARTMENT OF TECHNICAL SERVICES
=====

**THE CITY MAYOR
BAMENDA CITY COUNCIL**

BAMENDA CITY COUNCIL INTERNAL TENDERS BOARD

**Open National Invitation Tender File
No008ONIT/BCCITB/2026 of 26/03/2026**

**For the extension of electricity with a three phase
transformer to Ntahfor Quarter in Nkwen Bameneda III Sub
Division**

FINANCING: BCC 2026 BUDGET

BUDGET HEAD: 24415

FINANCIAL YEAR 2026

MARCH 2026

1820/17/10/1

DOCUMENT NO. 0:

LETTER OF INVITATION TO TENDER

DOCUMENT No. 1
TENDER NOTICE (AAO)

10. Consultation of Tender File

The hard copy of the file may be consulted free of charge during working hours in the SIGAMP Services of the Bamenda City Council, Tel: 633 36 12 67 / 67785 03 32.

It may equally be consulted online on the COLEPS platform at the following addresses:

<http://www.marchespublics.cm> and <http://www.publiccontracts.cm> on the ARMP website (www.armac.cm).

11. Acquisition of Tender File

The hard copy version of the file may be obtained from the SIGAMP Services of Bamenda City Council, Tel: 633 36 12 67 / 67785 03 32 as soon as this notice is published against payment of a non-refundable sum of **eighty-seven thousand five hundred (87,500) CFA Francs**, payable at the Bamenda City Council Treasury under the budgetary head 712 101.

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

12. Submission of bids

The bid must be submitted by the bidder on the COLEPS platform latest on **24/04/2026** at 10am server time. A back-up copy of the tender recorded on a USB key or CD/DVD must be sent in a sealed envelope with the clear and legible indication "back-up copy" and a copy of original administrative bid, in addition to the above mentioned indication, within the deadline set.

File size and format

The maximum sizes of the documents that will be uploaded on the platform and constitute the tenderer's offer are the following:

- 5 MB for the Administrative file;
- 15 MB for the Technical Offer;
- 5 MB for the Financial Offer.

The following formats are accepted:

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

The applicant shall make sure that he uses compressing software to possibly reduce the size of the files to be transmitted.

13. Admissibility of bids

The offer must be submitted by the bidder on the COLEPS platform;

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

14. Opening of bids

The bids shall be opened in single phase and shall take place on **24/04/2026** at 11 am precisely by the Project Owner's Tenders Board in the Bamenda City Council Internal Tenders Board conference hall located at Mulang.

Only tenderers may attend this opening session or be represented by a person of their choice, duly authorised, even in case of a group of enterprises.

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



MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT

BAMENDA CITY COUNCIL

INTERNAL TENDERS BOARD

AVIS D'APPEL D'OFFRES

Avis d'Appel d'Offres National Ouvert N°008/ AONO/CUB/CIPM/2026 du 26/03/2026 pour la extension du reseau electrique avec un transformateur triphase au quartier de Ntahfor a Nkwen, dans l'arrondissement de Bamenda III

1. **Objet de l'Appel d'Offres**

Dans le cadre de l'exécution du budget d'investissement de l'exercice 2026 de la Communauté Urbaine de Bamenda, le Maire de la ville lance un Appel d'Offres National Ouverte pour le projet susmentionné.

2. **Consistance des travaux**

Les travaux comprennent notamment : *travaux préliminaires*, Fourniture et installation de transformateur triphase, Construction d'une ligne MT triphasee, Creusement de trous sur un sol rocheux normal, La fourniture et plantation de poteau en béton, La fourniture et plantation des poteux bois, et toutes autres sujétions nécessaires à la bonne exécution des travaux.

3. **Phase/Allotissement**

Les travaux sont en une tranche et regroupés à un lot unique.

4. **Coût prévisionnel**

Le coût prévisionnel de l'opération à l'issue des études préalables est de **quatre-vingt-deux million quatre cent cinquante-huit mille cent vingt-huit (82,458,128) francs CFA**

5. **Délai prévisionnel d'exécution**

Le délai maximum prévu par le Maître d'Ouvrage ou le Maître d'Ouvrage Délégué pour la réalisation des travaux, objet du présent appel d'offres est de **quatre (4) mois calendaires**. Ce délai court à compter de la date de notification de l'ordre de service de commencer les prestations.

6. **Participation et origine**

La participation au présent appel d'offres est ouverte à toute l'entreprise nationale spécialisée dans les travaux de construction et maintenance des reseaux electriques.

7. **Financement**

Les travaux, objet du présent appel d'offres est financé par le Budget de la Communauté Urbaine de Bamenda titre de l'exercice 2026 sur la ligne d'imputation budgétaire n°24415

8. **Mode de soumission**

Le mode de soumission retenu pour cette consultation est en ligne.

9. **Cautionnement de soumission**

Chaque soumissionnaire doit joindre à ses pièces administratives un cautionnement de soumission , acquitté à la main, délivrée par un organisme ou une institution financière agréée par le Ministre chargé des finances pour émettre les cautions dans le domaines des marchés publics dont la liste figure dans la pièce 14 du

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

14. Ouverture des plis

Les offres seront ouvertes en une seule phase et auront lieu le **24/04/2026 à 11 heure** précise par la Commission de Passation Interne du maître d'ouvrage dans la salle de conférence du Commission de Passation Interne de la Communautaire Urbaine de Bamenda située à Mulang.

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

Par peur de rejet, les pièces du dossier administratif requises doivent être produites en scans originaux ou en copies certifiées conformes par le service émetteur ou l'autorité administrative compétente, conformément aux dispositions du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois ou avoir été établies postérieurement à la date de signature de l'avis de D'Appel d'Offres. A l'exception des CNPS dont la validité ne dépasse pas un mois.

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

15. Critères d'évaluation

15.1 Critères éliminatoires

Il s'agit notamment :

- = de l'absence caution insuffisante ou non-conforme du cautionnement de soumission à l'ouverture des plis;
- = de la non-production au-delà du délai de 48 h après l'ouverture des plis, d'une pièce du dossier administratif jugée non conforme ou absente lors de l'ouverture des plis, (excepté le cautionnement de soumission);
- = des fausses déclarations, manœuvres frauduleuses ou des pièces falsifiées ;
- = du non-respect de 4 critères essentiels sur 6 ;
- = du non-respect du modèle et/ou format de fichier recommandé des offres ;
- = l'absence d'un prix unitaire quantifié dans l'Offre financière ;
- = de l'absence d'un élément de l'offre financière (la soumission, les BPU, le DQE) ;
- = de l'absence de la charte d'intégrité datée et signée ;
- = de l'absence de la déclaration d'engagement au respect des clauses environnementales et sociales datée et signée ;

NB : En fonction de la spécificité de la prestation, d'autres critères pertinents pourront être ajoutés lors de l'élaboration des DAO.

15.2 Critères essentiels

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

- = la présentation de l'offre ;
- = les références du soumissionnaire ;
- = la capacité financière (l'accès à une ligne de crédit ou autres ressources financières, le chiffre d'affaires, attestation de solvabilité financière).

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

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

3.2. The Authority in charge of Public Contracts may, as a precautionary measure, take a decision to ban any bidder or the Administration's contracting partner from bidding for a period not exceeding 2 (two) years for influence peddling, conflict of interest, insider trading, complicity, fraud, corruption, or production of fraudulent documents in his bid, without prejudice to the criminal proceedings that could be initiated against him.

3.3. The Authority in charge of Public Contracts may take a decision banning public sector actors found guilty of violating the provisions of the Public Contracts Code from participating in public contracts award and execution monitoring for a period not exceeding 2 (two) years.

Article 4: Candidates allowed to compete

4.1. Apart from the restricted invitation to tender, which is open to all candidates selected at the end of the pre-qualification procedure and/or those selected in accordance with the categorisation indicated beforehand in the tender notice and recalled in the SRIT, as a general rule, the tender is open to all tenderers, provided that they meet the following eligibility requirements:

- a. A bidder (including all members of a group of enterprises and all subcontractors to the bidder) must be from an eligible country, in accordance with the Financing Agreement, if applicable;
- b. A bidder (including all members of a group of enterprises and all subcontractors to the bidder) must not be in a situation of conflict of interest under pain of being disqualified for all tenders in which he/she participated. A tenderer may be deemed to be in a situation of conflict of interest under the following conditions:
 - i. is associated or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the design, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender;
 - ii. is, in the context of the same tender, the legal representative of another tenderer;
 - iii. Participates in more than one tender in the same call for tenders, especially, either individually or as a member of a group of companies, or as a subcontractor in a tender while being an individual tenderer or member of a group of companies. A supplier may be listed as a subcontractor in several tenders, but only as a subcontractor.
 - iv. Is affiliated with a group or entity that the Project Owner has recruited or is about to recruit to participate in the control;
 - v. The Project Owner participates in the capital of the bidder in such a way as to compromise the transparency of public contracts award procedures;
- c. A public law corporate body if it demonstrates that it is (i) legally and financially autonomous (ii) managed according to the rules of private accounting and (iii) not under the supervisory authority of the Project Owner or Delegated Project Owner, unless expressly authorised by the Authority in charge of Public Contracts.
- d. Civil society organisations and public establishments, provided that the prices proposed are competitive, that is, they have been determined (i) by considering all the direct and indirect costs contributing to the formation of the price of the service covered by the contract and (ii) that they have not benefited, in the determination of this price, from advantages arising from the resources allocated to them by virtue of their public service missions.

e. In case of a several group, the co-contractors shall share the sums which are paid by the Delegated Project Owner into a single account. In case of a joint group, the tasks for each member must be specified and each enterprise shall be paid by the Delegated Project Owner into his own account.

6.3. Bidders should equally present sufficiently detailed proposals to demonstrate that they conform to the technical specifications and execution time-limits referred to in the SRIT.

6.4. Bidders seeking to benefit from a preference margin must provide all the information required to prove that they meet the eligibility criteria described in Article 33 of the GRIT.

Article 7: Visit of works site

7.1. The bidder is advised to visit and inspect the worksite and its environs and obtain by himself and under his own responsibility, all the information which may be necessary for the preparation of the bid and the execution of the works. This visit, when required in the SRIT, must be sanctioned by a certificate of site visit signed following a sworn declaration by the tenderer, giving a description of the site as well as observations on the works execution conditions. The related cost of the site visit shall be borne by the bidder.

7.2. *The Delegated Project Owner shall be required to authorise the bidder and his employees or agents to enter the premises and the land for the said visit but only on the express condition that the bidder, his employees, and agents release the Project Owner or Delegated Project Owner, his employees and agents of any liability that may result from the visit.*

The Bidder shall remain liable for death or personal injury, loss or damage to property, costs and expenses incurred as a result of this visit.

7.3. The Delegated Project Owner may organise a visit to the works site during the preparatory meeting to draft the bids mentioned in Article 19 of the General Regulations Governing the Invitation to Tender (GRIT).

B. TENDER FILE

Article 8: Content of Tender File

8.1. The Tender File shall describe the works subject of the contract, sets procedures for the consultation of enterprises and specifies the terms of the contract. Besides the addendum (addenda) published in accordance with Article 10 of the General Regulations Governing the Invitation to Tender, it shall also include the following documents:

Document No.0 Letter of invitation to tender (in case of restricted invitations to tender)

Document No.1 Tender Notice (AAO)

Document No.2 General Regulations Governing the Invitation to Tender (GRIT)

Document No.3 Special Regulations Governing the Invitation to Tender (SRIT)

Document No.4 Special Administrative Clauses (SAC)

Document No.5 Special Technical Clauses (STC)

Document No.6 Unit Price Schedule

Document No.7 Detailed Quantity and Cost Estimate Schedule

Document No.8 Schedule of Sub-Details of Prices

Document No.9 Contract Model

Document No.10 Model of Forms to be Used by Bidders

Appendix No. 1: Model of Declaration of Intention to Tender

Appendix No.2: Model of Bidding Letter;

- b) it should reach the Project Owner no later than fourteen (14) working days before the bid opening date;
- c) The Project Owner shall have five (5) days to respond. A copy of the response shall be forwarded to the *Authority in charge of Public Contracts and to the body in charge of the regulation of public contracts.*
- d) in case of disagreement between the petitioner and the Project Owner or Delegated Project Owner, the petitioner shall refer the petition to the Petitions Review Committee.
- e) The petition shall not be suspensive.

Article 10: Modification of the Tender File

10.1 The Delegated Project Owner may, at any moment prior to the deadline for the submission of offers and for any reason, be it at his initiative or in response to a request submitted by a bidder, modify the Tender File by publishing an addendum.

10.2. Any addendum thus published shall become an integral part of the Tender File, in accordance with Article 8.1 of the General Regulations Governing the Invitation to Tender and must be communicated in writing or made known to all the bidders who bought the Tender File or through **COLEPS or any other mean of electronic communication indicated by the Project Owner in the TF.**

10.3. In order to give bidders enough time to take account of the addendum in the preparation of their offers, the Delegated Project Owner may postpone as it is necessary, the deadline for the submission of offers, in accordance with the provisions of Article 22.2 of the GRIT.

C. PREPARATION OF OFFERS

Article 11: Tender fees

The candidate shall bear all costs related to the preparation and presentation of his bid. The Delegated Project Owner shall in no way, be responsible for these costs nor pay for them whatever the evolution or outcome of the invitation to tender procedure.

Article 12: Language of offer

The bid as well as any correspondence and document exchanged between the bidder and the Delegated Project Owner shall be drafted in English or French. Additional documents and the forms provided by the bidder may be written in another language on condition that a precise translation into either English or French, done by a professional translator, concerning the bid is included; in which case for reasons of interpretation, *the translation shall be authentic.*

Article 13: Constituent documents of the bid

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

a. Volume 1: Administrative file

It includes:

- a. 1. 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, royalties or deductions of whatever nature;
 - is not winding up or bankrupt;
 - is not the subject of an exclusion order or disqualification (forfeiture) provided for by the law in force at the national and international level;
- a.2 The bid bond established in accordance with the provisions of Article 17 of the General Regulations Governing the Invitation to Tender (GRIT);

in Article 1.1 of the General Regulations Governing the Invitation to Tender, based on the price schedule and the detailed quantity and cost estimates as well as the unit price sub detail and breakdown of all-in prices presented by the bidder, as appropriate.

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

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

14.4. If a price revision/updating clause is provided for in the contract, the date of the establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. Any contract whose execution duration is at most one (1) year shall not be subject to price revision.

14.5. All unit prices with quantities must be justified by sub-details established in accordance with the structure proposed in document No.8 of the Tender File.

14.6. Tenderers shall indicate the rebates granted in their tenders. Furthermore, they shall specify the conditions for the application of this rebate.

Article 15: Offer and settlement currencies

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

15.2. Option A: The amount of the bid is entirely expressed in national currency.

The amount of the bid, the unit prices of the price schedule and the prices of the detailed quantities and estimates are entirely presented in CFA francs in the following manner:

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

b. The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an appendix to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment under the contract so that the retained bidder does not bear any exchange risk.

15.3. Option B: The amount of the bid is directly presented in national and foreign currency

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

a. The prices of inputs necessary for the works which the bidder intends to buy in the Project Owner or Delegated Project Owner's country shall be in CFA francs as specified in the Special Regulations and called "national currency"

b. The prices of inputs necessary for works which the bidder intends to buy out of the Project Owner or Delegated Project Owner's country shall be in the currency of the country of the bidder or of the currency of an eligible member country widely used in international trade.

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

- iii. refuses to receive notification of the contract.

Article 18: Variant bidders' proposals

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

18.2. Except in the case mentioned in Article 18.3 below, bidders wishing to offer technical variants must first give figures on the basic solution of the Delegated Project Owner as described in the Tender File and provide in addition all the information which the Delegated Project Owner needs for a complete evaluation of the proposed variant, including the plans, calculations, technical specifications, sub-details of prices and proposed construction methods and all other useful information. Where necessary, the Delegated Project Owner will examine only the technical variants of the bidder whose bid compliant with the basic solution has been evaluated as the lowest bid.

18.3. When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. The Tender File should clearly specify how the variants shall be taken into account for the evaluation of bids.

Article 19: Preparatory meeting to the establishment of bids

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

19.2. The subject of the preparatory meeting shall be to provide clarifications and answers to any questions that may be raised at this stage.

19.3. As much as possible, the bidder is requested to submit any question in writing to reach the Delegated Project Owner at least one week before that preparatory meeting. The Delegated Project Owner may not respond to questions received too late. In this case, the questions and answers shall be transmitted according to the modalities set in Article 19(4) below.

19.4. The minutes of the meeting, including the attendance sheet, the text of the questions asked, and the answers given, including answers prepared after the meeting, shall be forwarded immediately to all those who bought the Tender File. Any modification of documents of the Tender File listed in Article 8 of the GRIT which may prove to be necessary at the end of the preparatory meeting shall be done by the Delegated Project Owner by publishing an addendum in accordance with the provisions of Article 10 of the General Regulations, as the minutes of the preparatory meeting cannot serve this purpose.

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

Article 20: Form, format and signature of the offer

For offline submission,

20.1. The bidder shall prepare an original of the constituent documents described in Article 13 of the General Regulations in a volume clearly indicated 'ORIGINAL'. In addition, the bidder shall submit, for each volume, the number required for each in the General Regulations, bearing the indication "COPY". In case of discrepancy between the original and the copy, the original shall be authentic.

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

PO/DPO within the same time limit, a soft back-up copy of their tender on an electronic physical support (CD, DVD, USB key, etc...) This copy shall be sent by post office or deposited with the Contracting Authority or the PO/DPO. This sealed envelope must be clearly and legibly marked "backup copy", as well as the consultation references.

21.6 The constituent elements of the bidder's online or offline offer must be the same for a given consultation.

Article 22: Date and time limit for submission of offers and method of submission

22.1- Date and time limit for the submission of offers

- a. The offers must be received by the Delegated Project Owner through their internal public contracts *administrative management entity at the address specified in Article 21(2) of the Special Regulations no later than the date and time stated in the SRIT.*
- b. The date and time of receipt of online submissions are automatically recorded by the dematerialisation platform through a time-stamping mechanism. The date and time of COLEPS or any other electronic means of communication specified by the Project Owner shall be authentic.
- c. *For time stamping, the reference time zone is local time (GMT/UTC + 1). This time is visible on the submission page.*
- d. The Delegated Project Owner may, at his discretion, postpone the deadline set for the submission of bids by publishing an addendum in accordance with the provisions of Article 10 of the General Regulations. In this case, all the rights and obligations of the Delegated Project Owner and bidders previously governed by the initial date will henceforth be governed by the new deadline.
- e. Offers submitted electronically shall be acknowledged by a receipt stating the date and time of receipt and the reference of the consultation.

22.2: Submission method

There are three possible ways to submit a bid:

- *Online: only online submissions will be accepted for this consultation by the Contracting Authority and will be deemed authentic.*
- *Offline: only offline submissions are accepted for this consultation by the Contracting Authority and shall be deemed authentic.*
- *On/offline. Both submission methods are possible. However, it is not possible to bid online and offline for the same consultation.*

The method of submission chosen is specified in the SRIT.

NB: At the time of online submission, bidders' offers are automatically encrypted, that is. their content has become illegible.

Article 23: Late offers

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

Article 24: Modification, substitution and withdrawal of bids

For offline submissions,

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

25.5. Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time limits as well as the composition of the Evaluation sub-committee. However, the information on the composition of the committee remains internal to the Board. An extract of the said minutes to which is attached the attendance sheet signed by all the participants is handed over to each bidder on his request. Finally, only the financial bids of those bidders who have achieved the minimum technical score required are opened in the presence of the bidders concerned

25.6. At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of the regulation of public contracts a copy of the bids presented by each bidder and that the chairperson he initialled.

25.7. In case of petition, the bidder shall send it to the Petitions Review Committee, with copy to the Project Owner or Delegated Project Owner, as the case may be, to the chairperson of the Tenders Board concerned, to the body in charge of the regulation of public contracts and to the Authority in charge of Public Contracts.

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.

This petition, which shall relate only to the implementation of this stage, especially compliance with procedures and the regularity of the documents checked, shall not be suspensive.

If need be, the Independent Observer must attach to his report the sheet that was handed to him, including any related commentaries or observations.

25.8. The opening of the electronically transmitted bids and those submitted in hard copy version shall take place during the same session. The opening and examination of electronically transmitted tenders shall be subject to the rules applicable to the processing of the hard copy version of offer s.

Article 26: Confidential nature of the procedure

26.1. No information relating to the examination, evaluation and comparison of offers and verification of the qualification of the bidders and the contract award proposal shall be given to bidders or to any other person not concerned with the said procedure as long as the contract award has not been made public, under pain of disqualification of the tenderer's bid and suspension of the perpetrators from all activities in the domain of public contracts.

26.2. Any attempt by a bidder to influence the Bids Evaluation sub-committee in the evaluation of bids, the Tenders Board in the award proposal, the Delegated Project Owner in the award decision may cause the rejection of his offer.

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

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

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

27.2 The request for clarification and the response shall be in writing or via COLEPS or such other electronic means of communication indicated by the Project Owner in the Tender File, with copy to the regulatory body, but no change on the amount or content of the bid to make it more competitive is sought, offered or authorised. The purpose of the request for clarification must be, in particular, to find information contained in the tender, to verify the accuracy of the information provided by a candidate, if necessary, with the issuing authorities, to ask a tenderer to confirm the correction of a calculation error or omission discovered, to provide

price indicated shall prevail and the unit price corrected.

b. if the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be authentic and the total corrected.

c. if there is a discrepancy between the prices indicated in figures and in words, the amount in words shall be authentic

30.2. The amount featuring in the offer shall be corrected by the Evaluation subcommittee, in accordance with the error correction procedure referred to above and, with the confirmation of the bidder, the said amount shall be deemed to commit him.

30.3. If the bidder who presented the bid evaluated as being the lowest bid does not accept the corrections, his bid shall be rejected and his bid bond seized.

Article 31: Conversion into a single currency

31.1. To facilitate the evaluation and comparison of bids, the Evaluation subcommittee shall convert the prices of offers expressed in various currencies into an amount in which the bid is payable in CFA francs.

31.2. The conversion shall be done using the current exchange rate by the Bank of Central African States (BEAC) under the conditions set in the Special Regulations.

Article 32: Evaluation and comparison of financial bids

32.1. Only offers considered as being in compliance, as per the provisions of Articles 26, 29 of the General Regulations, shall be evaluated and compared by the Evaluation subcommittee.

32.2. When evaluating the bids, the Evaluation Subcommittee will determine for each offer the evaluated amount of the offer by rectifying the amount as follows:

a. By correcting any possible error in accordance with the provisions of Article 30.2 of the General Regulations;

b. By excluding provisional sums and, where necessary, provisions for unforeseen contingent accounts featuring in the summary of the detailed quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.

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

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

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

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

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

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

32.4. If the bid evaluated as the lowest bid is considered abnormally low or significantly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this Contract, the Subcommittee may,

35.3 In case of allotment, the provisions of the above paragraphs shall be applicable to each of the lots.

Article 36: Notification of the award of the contract

36.1 The award of any contract shall be materialised by a decision of the Delegated Project Owner and notified to the successful tenderer within a maximum period of seventy-two (72) hours from its signature.

36.2. Before the expiry of the validity of the offers set in the Special Regulations, the Delegated Project Owner shall notify the successful bidder by telecopy confirmed by registered mail or by any other means that his bid was retained. This letter shall indicate the amount the Project Owner will pay the administration's contracting partner to execute the works and the execution time limit.

Article 37: Publication of contract award results and petitions

37.1. The Project Owner shall have five (5) working days to sign the award decision and publish the results from the date of receipt of the final award proposal from the relevant Board, unless the procedure is suspended.

37.2. Any decision to award a public contract by the Project Owner shall be published in the public contracts journal published by the body in charge of regulating public contracts, or in any other authorised newspaper, with indication of the amount of the successful tender's offer and the deadline.

Upon publication of the results of award, the Project Owner will send to each bidder who so requests, an excerpt of the bid evaluation report concerning him.

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

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

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

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

Article 38: Signing of the contract

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

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

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

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

Article 39: Final Bond

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

Special Regulations Governing the Invitation to Tender

Department of the Environment and Heritage

Page 1 of 10

IN GENERAL

These regulations apply to the invitation to tender for the supply of goods and services. The regulations apply to all tenders for the supply of goods and services, whether the goods and services are to be supplied under a contract or not. The regulations apply to all tenders for the supply of goods and services, whether the goods and services are to be supplied under a contract or not. The regulations apply to all tenders for the supply of goods and services, whether the goods and services are to be supplied under a contract or not.

DOCUMENT No.3 SPECIAL REGULATIONS GOVERNING THE INVITATION TO TENDER (SRIT)

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References of the GRIT	Description of the provision of the SRIT
6.2	In case of associated groups of enterprises, each member of the group must submit a complete administrative file, the documents " <i>Bank domiciliation certificate (except in the case of joint co-contracting), the purchase receipt for the TF and the bid bond</i> " provided for in point 13.1 of the SRIT being submitted only by the representative of the group.
6.4	Information necessary to prove that the eligibility criteria for national preference are met: <ul style="list-style-type: none"> • <i>integrity charter,</i> • <i>dated and signed commitment statement to comply with environmental and social clauses.</i>
7.3.	<p>For the purpose of the works site visit to be organised no later than 24/03/2026 after publication of the tender notice, the Project Owner's service to be contacted is the Department of Technical Services:</p> <ul style="list-style-type: none"> - P.O Box 495 - Tel: 233 36 15 18 - Fax: (+237)233 36 15 18 - Email: info@bamendacity.com <p>Each tenderer is advised to visit and inspect the works site and its surroundings and to obtain by himself, and under his own responsibility, all information that may be necessary for the preparation of the offer and the execution of the studies and works. The costs associated with the site visit shall be borne by the Tenderer.</p>
9	<p>Additional information may be obtained during working hours from <i>SIGAMP Service of the Bamenda City Council, post box 495, telephone: 233 36 12 67 / 67785 03 32</i>, or online on COLEPS platform via http://www.marchespublics.cm and http://www.publiccontracts.cm.</p> <p>Clarifications may be requested no later than fourteen (14) days before the offers submission date.</p> <p>Requests for clarification must state the full name and address of the applicant and be sent to the following address:</p> <ul style="list-style-type: none"> ➤ <i>SIGAMP Service of the Bamenda City Council.</i> ➤ <i>Fax (+237)233 36 15 18; P.O. Box 495 Mankon Bamenda; E-mail info@bamendacity.com</i>
C- PREPARATION OF BIDS	
12.	The language of offer is English or French
13.1	<p>The tenderer should produce a three-volume offer, presented as follows:</p> <p>A-Volume I: Administrative documents</p> <p>The documents shall include notably:</p> <ul style="list-style-type: none"> a) <i>The stamped declaration of intention to tender signed by the legal representative or duly appointed agent bearing a fiscal stamp;</i>

References of the GRIT	Description of the provision of the SRIT
	<p>by the tenderer as main contractor (or subcontractor) during the last five (5) years. These references must be accompanied by supporting documents, in this case:</p> <ul style="list-style-type: none"> • Copies of the first, second and last pages of the contract; • Final or provisional acceptance minutes or performance certificate; <p>These references must be accompanied by supporting documents, in this case:</p> <ul style="list-style-type: none"> a) CV; b) Labour contracts; c) Various acts of promotion during the career; <p>b.1.3 Personnel</p> <ul style="list-style-type: none"> • A list of key personnel qualified to carry out the work according to the model attached to the TF. <p><u>NB:</u> Attach a copy of the diploma and proof of experience for the proposed staff, namely:</p> <ul style="list-style-type: none"> • certified true copy of diploma of less than three (3) months old; • certificate of registration with the national orders, if applicable; • signed and dated curriculum vitae of the expert; • signed and dated certificate of availability from the expert; • Labour certificate or contract, or site logbook justifying the experience, if applicable. <p><u>NB:</u> All the above documents must be true copies, signed and dated within three months of the original deadline for the submission of offers.</p> <p>b.1.4 Materials to be used for the execution of the work</p> <p>A list of materials to be mobilised which should include at least:</p> <ul style="list-style-type: none"> a. 1 yap truck b. 1 electrical tool kit c. 1 fiat bed d. 1 truck of capacity $\geq 10m^3$ e. 1 pick-up f. Sufficient small tools: Shovels, wheelbarrows, Pickaxes, etc.... <p><u>NB:</u> Attach copies, certified by the issuing authorities or any other authorised authority, of the vehicle registration documents for rolling stock and the purchase invoices for other equipment, if applicable, accompanied by a signed commitment to hire the equipment.</p> <p>b.2 Organisation and Methodology</p> <p>The tenderer shall produce a descriptive or methodological note which presents in detail the elements of his technical proposal, including:</p> <p>The organisation and scheduling that he plans to put in place to carry out the work efficiently, to which is attached the site visit report or the signed sworn certificate, if applicable;</p> <ul style="list-style-type: none"> a) Consistence site installation b) Consistence Description of post of work c) Consistence Organizational chart of the enterprise d) Consistence Organizational chart for the execution of the works e) Consistence Planning of execution of works

Reference s of the GRIT	Description of the provision of the SRIT
	<i>Tenderer must attach the digital version of the financial offer: Not applicable</i>
14.3.	Taxes and dues: Prices proposed should be inclusive of all taxes.
14.4.	The contract prices shall not be revisable.
15.1.	In the context of this consultation, the currency of the offer is defined according to option A (local currency only).
15.2.	The exchange rate for converting the tenderer's offer into local currency as well as for converting future detailed accounts into foreign currency shall be that [to be specified: example: that of the BEAC three working days before the deadline for the submission of offers]: Not applicable
16.1.	Validity of bids: The period of validity of offers is ninety (90) days from the deadline for the submission of offers.
17.1.	The amount of the bid bond is: one million six hundred and forty-nine thousand one hundred and sixty-two (1,649,162) CFA francs
18.1.	Offers will be evaluated based on a minimum of 07days and a maximum of 21days. The evaluation method is fixed in Article 32.2(e) of the GRIT. <i>Not applicable.</i>
18.3.	Technical variants on the part(s) of the work specified below are permitted within the Technical Specifications: <i>Not applicable.</i>
19.1.	The preparatory meeting ahead of the establishment of bids will be held at: The shall not be any preparatory meeting.

References of the GRIT	Description of the provision of the SRIT
25.1	<p>offers (except NSIF attestation that is valid for 1 month) or have been issued after the date of signature of the invitation to tender.</p> <p>In case of absence or non-compliance of a document in the administrative file at the opening of bids, the tenderers concerned shall be given forty-eight (48) hours to submit or replace the said document.</p> <p>The Contracts Board shall declare inadmissible and reject:</p> <ul style="list-style-type: none"> • any bid in complete black on white; • offers that do not comply with the bidding method or recommended file format; • Any tender that does not comply with the indications of the TF, • The absence of a bid bond issued by a body or financial institution approved by the Minister in charge of finance to issue bonds for public contracts, or failure to comply with the model documents in the Tender File, will result in the outright rejection of the bid with no room to complain. A bid bond produced but having no connection with the consultation concerned is absent. A bid bond submitted by a tenderer during the tender opening session is inadmissible. A bid bond with no <i>hand written endorse by the issuing service, bearing a fiscal stamp and accompanied by a CDEC receipt</i> is inadmissible • The Tenders Board shall draw up minutes of the tender opening session, a copy of which shall be given to all the tenderers.
	<p>The bid-opening session shall take place no later than one hour after the deadline for the receipt of bids set in the Tender File.</p>
29	<p><i>Tenders shall be evaluated on the basis of the following criteria:</i></p> <ul style="list-style-type: none"> ▪ <i>The eliminary criteria specifying the minimum requirements to be met to be admitted to evaluation according to the essential criteria. They must not be the subject of scoring. The non-respect of these criteria shall cause the rejection of the tenderer's offer.</i> <p>They are:</p> <ul style="list-style-type: none"> • <i>Absence, insufficient or non-compliant of bid bond at the opening of bids;</i> • <i>Failure to submit, beyond the 48 (forty-eight) hours deadline after the opening of bids, a document of the administrative file deemed non-compliant or absent (except the bid bond);</i> • <i>False declarations, fraudulent schemes or forged documents;</i> • <i>Failure to comply with four (4) essential criteria out of 6;</i> • <i>Failure to comply with bid submission method and recommended file format;</i> • <i>Absence of a quantified unit price in the financial offer;</i> • <i>Absence of an element in the financial offer (submission, BPU, DQE);</i> • <i>Absence of integrity charter dated and signed;</i> • <i>Absence of the dated and signed commitment statement to comply with environmental impact notice studies.</i> <p>NB: Depending on the specificity of the service, other relevant criteria may be added when preparing the TF.</p>

Reference s of the GRIT	Description of the provision of the SRIT		
	4	Absence of the commitment statement to respect environmental clauses	Yes/No
	III- Eliminatory criteria related to the financial offer		
	5	Absence of a quantified unit price in the financial offer.	Yes/No
	6	Absence of an element in the financial offer (submission, SUP, BQE)	Yes/No
	IV- General eliminatory criteria		
	7	False declarations, fraudulent schemes or falsification of documents	Yes/No
	8	Non-compliance with at least 4 essential criteria out of 6;	Yes/No
	9	Non acceptance of the condition of the offer;	Yes/No
	10	Non-compliance with the submission method and recommended file format;	Yes/No
	11	Execution time frame above the prescribed	

- **Essential criteria**

The evaluation of the essential criteria or those relating to the qualification of tenderers shall relate, by way of indication, to:

- **Experience**

- **General experience in works**

Experience in works contracts: 2 contracts executed as contractor during the last five years preceding the deadline for the submission of offers with a minimum value of 60 million.

- **Specific experience in similar works (to those in the invitation to tender)**

Having effectively executed satisfactorily and substantially completed, as a contractor or subcontractor, at least 2 number of contracts similar to the work of electricity network or maintenance over the last five years with a minimum value of 50 million.

The similarity shall relate to the physical size, complexity, methods/technologies or other characteristics.

These references must be accompanied by supporting documents, in this case:

- Copies of the first and last pages of the contract;*
 - Provisional or final acceptance report or performance certificate signed by the Project Owner;*
- **Personnel:**

The candidate must establish that he has the right personnel for the key positions required, including:

References of the GRIT	Description of the provision of the SRIT						
	<p>commitment to hire the equipment.</p> <p><u>Financial capacity</u></p> <p>Tenderers must present, in particular:</p> <ul style="list-style-type: none"> ▪ A certificate of financial capacity of an amount worth 75% of the total cost of the project issued by an approved bank, ▪ Average annual turnovers, according to the balance sheet or statistical and tax returns for the past 3 years at least 150 million. <p><i>For new companies, this situation may be assessed objectively by reference to the applicant's financial capacity (appropriate declarations from banks or authorised financial bodies, or where appropriate, proof of professional risk insurance) and the financing needs for the contract.</i></p> <p>1 <i>The amount entered (financial capacity), normally, should not be less than 30% of the annual turnover or cash flow of the proposed Works contract (based on a projection in equal monthly instalments of the cost estimated by the Delegated Project Owner, including contingencies, for the duration of the contract).</i></p> <p>2 <i>The period is normally three years.</i></p> <p>3 <i>In the case of a group, it may be indicated that each member of the group must meet 25 or 30 % of the total amount required and that the representative of a group must meet 50 or 60 % of the total amount required.</i></p> <p>5 <i>The amount of the turnover should not be set too high as to prevent companies with the required technical and financial capacities from meeting the qualification criteria].</i></p> <ul style="list-style-type: none"> ▪ <u>Proof of acceptance of the terms of the contract</u> <p><i>Bidders must submit duly initialled and signed copies, marked "read and approved", of the following administrative and technical documents governing the contract:</i></p> <ul style="list-style-type: none"> ➤ <i>The Special Administrative Clauses (SAC);</i> ➤ <i>The Special Technical Clauses (STC),</i> <p style="text-align: center;">Evaluation grid</p> <p>The number of points that shall be awarded to each criterion and sub-criterion shall be as follows:</p> <p>A. Financial situation</p> <table border="1" data-bbox="331 1809 1394 1912"> <tbody> <tr> <td>a. Financial capacity \geq 75% of the cost of project</td> <td>Yes/No</td> </tr> <tr> <td>b. Average annual turnovers, for the past 3 years \geq 150 million</td> <td>Yes/No</td> </tr> <tr> <td>Total A</td> <td>/2</td> </tr> </tbody> </table> <p>B. References for similar works or experience</p>	a. Financial capacity \geq 75% of the cost of project	Yes/No	b. Average annual turnovers, for the past 3 years \geq 150 million	Yes/No	Total A	/2
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	<p data-bbox="328 864 1011 902">F. Acceptance of the conditions of the contract</p> <table border="1"> <tr> <td data-bbox="328 902 1257 963">a. The Special Administrative Clauses (SAC) initialled on all pages and signed on the last page</td> <td data-bbox="1257 902 1409 963">Yes/No</td> </tr> <tr> <td data-bbox="328 963 1257 1023">b. The Special Technical Clauses (STC) initialled on all pages and signed on the last page</td> <td data-bbox="1257 963 1409 1023">Yes/No</td> </tr> <tr> <td data-bbox="328 1023 1257 1084">c. Quality of tender (orderliness, binding and neatness)</td> <td data-bbox="1257 1023 1409 1084">Yes/No</td> </tr> <tr> <td data-bbox="328 1084 1257 1122">Total F</td> <td data-bbox="1257 1084 1409 1122">/3</td> </tr> </table> <p data-bbox="328 1133 794 1171">TOTAL A+B+C+D+E+F = 48 points</p> <p data-bbox="328 1182 1458 1220">The minimum acceptable total score obtained for the technical offer shall be 80% (65/80).</p> <p data-bbox="328 1220 1584 1317">NB: Enterprises with categorization certificates of C and above shall be exempted from providing proof of required experience, personnel, equipment and turnover but shall be awarded the mark allocated for that purposed.</p>	a. The Special Administrative Clauses (SAC) initialled on all pages and signed on the last page	Yes/No	b. The Special Technical Clauses (STC) initialled on all pages and signed on the last page	Yes/No	c. Quality of tender (orderliness, binding and neatness)	Yes/No	Total F	/3																						
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31.2	<p data-bbox="328 1328 1527 1424">The currency used for the conversion into a single currency is the CFA franc, the source of the exchange rate being the Bank of Central African States (BEAC).</p> <p data-bbox="328 1424 863 1462">The exchange rate date is: <i>Note applicable.</i></p> <p data-bbox="328 1462 943 1496">The date of the exchange rate is: <i>Note applicable.</i></p>																														
32.2.(b)	<p data-bbox="328 1507 1527 1574">The method of evaluation for costing works to be executed under State supervision is defined as follows: <i>Note applicable.</i></p>																														
32.2.(e)	<p data-bbox="328 1608 1177 1664">The execution deadline will be evaluated as follows: <i>Note applicable.</i></p>																														
32.2.(g)	<p data-bbox="328 1697 1331 1753">The method for assessing the technical variants is the following: <i>Note applicable.</i></p>																														
33.1	<p data-bbox="328 1787 1527 1865">National bidders may benefit from a margin of national preference during the evaluation. <i>Note applicable.</i></p>																														
F- AWARD																															
34.1	<p data-bbox="328 1944 1527 2063">The Project Owner awards the contract to the bidder whose bid has been found to be substantially compliant with the Tender File and who has the technical and financial capacity to execute the contract satisfactorily and whose bid has been evaluated as the lowest bid after application of the rebates proposed, if any.</p>																														

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- The official competent to provide information within the context of the execution of this contract shall be: **The Director of Technical Services Bamenda City Council.**

Article 4: Language, applicable laws and regulations

4.1. The language to be used shall be *English or French*.

4.2 The contractor or contract holder undertakes to observe the laws and regulations in force in the Republic of Cameroon, both within his own organisation and in the execution of the contract.

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

Article 5: Standards

5.1 The works under this contract shall comply with the standards laid down in the Special Technical Clauses, and where no applicable standard is mentioned, with the authoritative standard applicable in Cameroon, which standard shall be the most recently approved by the competent authority.

5.2. The contracting partner shall study, carry out and guarantee the work under this contract, taking into consideration the best practice in Cameroon for operations involving similar technology.

Article 6: Constituent documents of the contract

The constituent contractual documents of this contract are complementary and are in order of priority.

1. The tender or commitment letter;
2. The offer of the contracting partner and its appendices in all the provisions not contrary to the Special Administrative Clauses (SAC), the Special Technical Clauses (STC), or the technical clauses of the works, where applicable;
3. The Special Administrative Clauses (SAC);
4. The Special Technical Clauses (STC);
5. The estimate or the Detailed Quantity and Estimates (DQE);
6. The Schedule of Unit Prices (BPU);
7. The sub-detail of prices (SDP);
8. The General Administrative Clauses (GAC) to which it is specifically subject;
9. The execution project/programme, etc. [Insert and indicate, where appropriate, names and references];
10. Any other useful documents (the Minutes of Negotiations, the Technical Specification, the Plans, the

20. Order No. 001/CAB/PR of 19th June 2012 relating to the Award and Control of Execution of Public Contracts;
21. *Letter No 00006/LC/PR/MINMAP/CAB of 17 August, 2021 clarifying the control of public procurement and specifying the procedures for its exercise to project owners and delegated project owner's circular.*
22. Circular N° 0001877/C/MINF1 of 31/12/2025 on instructions relating to the execution of finance laws, the monitoring and control of the execution of the budget of the state and other public entities, for the 2026 financial year;
23. Circular No. 0001/PR/MINMAP/CAB of 25 April, 2022 relating to the application of the Public Procurement Code
24. The MINCOMMERCE Decree setting the Price List
25. Order No 402/A/MINMAP/CAP of 21 October 2019 setting the nature and threshold of markets reserved for craftsmen, small and medium-sized enterprises, grassroots communities and civil society organisations, and the modalities of their application;
26. Circular letter No. 00000002/LC/MINMAP/CAB of 12 May 2022 relating to the continuity of the public procurement service in the event of a sanction by a Project Owner or Delegated Project Owners or members of a commission public procurement in accordance with the provision of articles 195 of the code of public contracts.
27. Applicable standards;
28. Other instruments specific to the domain concerned with the Contract;
29. Circular 000006/LC/MINMAP/CAB of 05/02/2025 guiding the obligation for categorization of enterprise in the building and construction and road works;
30. Decree No 2018/0002/PM of 05/01/2018 fixing the modalities and condition for awarding contracts electronically;
31. Decree No 333/A/MINMAP/CAB of 27/12/2024 outlining the calendar of migration toward the exclusive award of contracts electronically.

Article 8: Communication

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

a) If the contracting partner is the addressee: Dear Sir/Madam: [To be specified] _____

- P.O Box _____

- Telephone: _____

- Fax: _____

b) If the Project Owner is the addressee:

Dear Sir/Madam: [to be specified] _____

- P.O Box _____

- Telephone: _____

- Fax: _____

with a copy sent at the same time to the Contract Manager and to the Engineer.

Article 12: Administrative orders

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

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

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

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

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

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

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

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

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

be obliged to produce a worksite plate in accordance with the regulations and to post internal company rules, taking into account environmental and social issues.

13.3 During the term of the contract, the contractor shall not engage directly or indirectly in any professional or contractual activities likely to compromise his independence in relation to the tasks he is assigned.

13.4 In the event of a conflict of interest on the part of a member of the mission team, the contractor must notify the Project Owner in writing and must replace the expert in question who is involved in the project or the contract.

Conflict of interest shall refer to any situation in which the contractor could make direct or indirect profits from a contract awarded by the Project Owner to whom he is consulted or any situation in which he has sufficient personal or financial interests to compromise his impartiality in the discharge of his duties or of such a nature as to adversely affect his judgement.

13.5 The contracting partner is bound by professional secrecy with regard to third parties, concerning information, intelligence and documents gathered or brought to his knowledge during the execution of the contract.

In this respect, the documents drawn up by the contractor during the execution of the contract may only be published or communicated with the Project Owner's written approval.

When submitting the final report, the contracting partner must return all documents borrowed from the Project Owner.

13.6 The other party and its associates or subcontractors shall refrain during the term of the contract, and at the end of the contract for [six (6) months], from supplying goods, services or utilities to the Project Owner arising from or closely related to the services (with the exception of the execution or continuation of the services).

The contractor must bear all professional expenses and to cover all risks of illness and accident in the context of his mission.

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

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

Article 14- Conditional tranche contracts

14.1. Not applicable.

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

of his staff for serious misconduct duly established or for incompetence, giving the reasons for his request, the other party shall ensure that this person leaves the Site within fifteen (15) days and that he no longer has any connection with work under the Contract. In this case, the person shall be replaced in accordance with the provisions of Article 13.2 above.

15.4 Representative of the contractor

Upon notification of the contract, the contractor designates a natural person to represent him vis-à-vis the Administration in all matters relating to the execution of the project.

The person in charge of the works must have sufficient powers to take the necessary decisions without delay to ensure the smooth running of the project.

15.5 Labour legislation

The Contracting partner shall comply with labour legislation in force in Cameroon including legislation on recruitment, health, security, social protection, Labour intensive approach (HIMO), the quota of local resources to be mobilised.

The Contractor shall provide accommodation, medical assistance, food and sanitary facilities for the personnel living in the contractor's residential area, in compliance with the requirements of the Specifications relating to the Social and Sanitary Conditions of the workforce.

In his relations with his personnel and the personnel of his subcontractors, who will be employed or involved in the performance of the Contract, the Contractor shall observe national holidays, public holidays, holidays for religious events or other customs, and all applicable local laws and regulations relating to labour law.

Except otherwise provided for in the Contract, if the Contractor deems it necessary to carry out work at night or on public holidays in order to meet the Service Levels and Contract completion deadline, and if the Contractor seeks the consent of the Project Owner to do so (if such consent is required), the Project Owner shall not unreasonably refuse such consent.

The Contractor shall be responsible for obtaining all necessary permits and/or visas from the relevant authorities so that all labour and personnel to be employed on the Site may enter and stay legally in Cameroon.

The Contractor shall, at his cost, provide the necessary means for the repatriation of all his personnel and the personnel of his subcontractors working on the Site to the countries where they were respectively recruited for the execution of the Contract, and shall take in charge, at his own cost, their temporary stay there between the date on which they cease to be employed for the execution of the Contract and the date scheduled for their repatriation.

However, if significant modifications which alter the objective of the contract or the consistency of the works are noted, the Project Owner shall return the execution programme together with the reservations to be lifted within fifteen (15) days from the date of receipt.

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

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

16.2 Execution project

a. Within a maximum period of 21 days from the date of notification of the administrative order to commence works, the Contractor shall submit to the Engineer or the Project Manager, as the case may be, for approval, an execution project in 4 copies including especially:

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

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

In case of failure to comply with the deadlines for approval of the above documents by the Administration, they shall be deemed to be approved.

Article 17: Provision of documents and site

The Project Owner shall make the works site and its access roads available to the Contractor in due course and as and when the works progress, in accordance with the execution programme.

- e) The contractor shall ensure that his sub-contractor(s) take out and maintain in force, to the fullest extent necessary, appropriate insurance policies covering their personnel, their vehicles and the services performed by them under the contract, unless these sub-contractors are covered by the policies taken out by the contractor.

Article 19- Subcontracting

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

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

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

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

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

Article 20- Site laboratory and tests

The contractor is bound to have his own laboratory on the site to enable him carry out all identification trials and/or studies on building materials defined in the STC. The personnel and the equipment in this laboratory must be approved by the Project Manager and the Contract Engineer within a period of 14 days

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

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

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

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

2. Notification of acceptance;
3. Copy of the final bond;
4. Copy of insurance, if applicable;
5. Other to be specified.

Article 24: Provisional acceptance

24.1 Preliminary operations to provisional acceptance

Before provisional acceptance, the contractor shall ask the Delegated Project Owner in writing, with a copy to the Engineer, to organise a technical inspection prior to acceptance.

This visit includes, among other operations: [List operations].

- a) **The acceptance committee** or a technician appointed for this purpose, carries out quality and quantity checks, (to be specified for contracts with equipment included, as appropriate, either in the manufacturing plants and procedures, test workshops, shops or places where the contractor's services are carried out, test workshops of the State's public structures, or on the Project Owner's or Delegated Project Owner's sites).

These operations are the subject of a report drawn up on the spot and signed by the Project Manager, if applicable, the Engineer and the Contractor.

- b) When these operations are carried out by a technician, he draws up a report proposing acceptance, repair, improvement or rejection, which is sent to the committee for its decision.
- c) **The technical acceptance committee** or the technician assigned to this task must check the qualitative, technical and quantitative conformity of the work.

Regarding technical acceptance, the committee shall take one of the following decisions concerning all or part of the work:

- It accepts the quality and quantity of the work and, in this case, its decision is immediately enforceable;
- It finds that the work does not comply and rejects it. However, in this case, it may accept either that the work be put into conformity or that it should be the subject of a reduction. The Contractor shall be notified of the rejection of the service by registered mail or simple letter against receipt if it has not signed the report reaching this decision.

24.2 Preliminary operations to acceptance

The Contractor must inform the Contract Manager of the date on which he wishes the work to be accepted, no later than 15 days before the end of the contractual period.

24.5. Start of the guarantee period

The guarantee period begins as from the date of provisional acceptance.

24.6 Taking possession of the works

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

24.7- Rejection

When the Committee deems that the work has such reservations that it does not seem possible to pronounce either partial acceptance or acceptance with a reduction, the Contract Manager shall notify a reasoned rejection decision.

The Contractor has fifteen (15) days to submit his observations; after this period, he is deemed to have accepted the decision of the Contract Manager. If the Contractor submits observations, the Contract Manager then has fifteen (15) days to notify a new decision, after receiving the opinion of the Acceptance Committee, if applicable; failing such notification, the Contract Manager is deemed to have accepted the observations of the Contractor.

In the event of rejection, the Contractor is obliged to reimburse the advances and down payments already received.

Article 25- Documents to be provided after execution

The Contractor shall submit to the Contract Manager if applicable or to the Contract Engineer within the thirty days following the date of the provisional acceptance of all the works, the as-built plan.

Article 26- Contractual guarantee / maintenance during the guarantee period

26.1 Guarantee period

The duration of the guarantee is twelve (12) months as from the date of provisional acceptance of the works.

The Contractor guarantees that the equipment delivered (if applicable) in execution of the contract is new and that the work has been carried out conveniently and in accordance with the required standards.

26.2 Maintenance during the guarantee period

During the guarantee period, the contractor shall be bound to carry out, at his own costs and in due time, all the works and repairs necessary to maintain in good condition the structure, that is, ensure within the ten (10) days following the notification of the default by the administration and on the location of employment, the restoration of the structure for the consecutive defaults and repairs to remedy all the disorders caused by poor workmanship that may appear on the structures and equipment as the case may be, and pointed out by the Contract Manager or the Project Manager, as appropriate.

Note applicable.

Article 33- Price revision formulae

The prices in the unit price schedule are not revisable.

Article 34- Price updating formulae

Note applicable.

Article 35- Works executed under State supervision

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

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

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

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

Article 36: Valuing the supplies

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

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

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

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

mandated as follows:

- Exclusive of VAT- AIR or TSR] paid directly into the account of the administration's contracting partner;
- VAT at the rate in force;
- [AIR or TSR] paid to the Treasury for AIR or TSR owed by the contractor;

38.3 Final detailed account

After completion of the works and within a maximum of 30 days after the date of provisional acceptance, the contractor shall prepare, on the basis of joint statements the draft final detailed account of the works actually carried out, which shall summarise the total amount of the sums to which he may be entitled as a result of the execution of the contract in full.

This draft final detailed account, once rectified by the Engineer and accepted by the Contract Manager becomes final. It is used to prepare the down payment for the balance of the contract, established under the same conditions as those defined for preparing the monthly detailed accounts.

38.3.1 The Contract Manager has a time limit of fifteen (15) days to notify to Engineer the corrected and accepted draft.

38.3.2 The administration's contracting partner must, within a maximum period of one month following the date of this notification, return the final detailed account signed without or with reservations, or make known the reasons for refusing to sign.

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

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

38.4 General and Final detailed account

38.4.1 The Contract Manager has up to thirty (30) days to prepare the general and final detailed account and forward to the administration's contracting partner after final acceptance.

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

- the final detailed account,
- the balance,

B. Specific penalties [amount and method of calculation to be specified].

40.3 Irrespective of penalties for contractual time limit overrun, the Contractor shall be liable to the following specific penalties for non-compliance with the provisions of the contract, notably:

- Late submission of the final bond: 50,000 CFA Francs;
- Late submission of insurance: 50,000 CFA Francs;
- Late submission of the execution project provided that the delay is attributable to the administration's contracting partner: 100,000 CFA Francs;

40.4 In any case, the cumulative amount of the penalties shall not exceed ten percent (10%) of the amount of the initial contract and its amendments, all taxes inclusive, when need be, under risk of termination.

The Project Owner shall decide the deferment of penalties only after the opinion of the body in charge of the regulation of public contracts.

Article 41- Payment in case of a group of enterprises and subcontracting

41.1. In case of several group of enterprises, payments shall be made into the account indicated in the tender either in the name of the group or in the name of the authorised representative [*To be specified as appropriate*].

In the case of a joint group, payments shall be done into the different accounts of the co-contractors in the following manner: [*to be specified if applicable*].

41.2. Any payment on account for services performed by subcontractors shall be subject to the execution of the services provided for in the contract, and accepted subject to proof of payment by the Administration's contracting partner to the subcontractors.

The main enterprise has a maximum deadline of thirty (30) working days from the date of payment of the executed and accepted services bill to make payment to the subcontractor.

In case of non-payment of a subcontractor for services already paid for by the Project Owner or Delegated Project Owner, the latter may take coercive measures against the contract holder, including the direct payment of the subcontractor.

Article 42- Tax and customs regulations

The contract shall be liable to the tax and customs regulations in force in the Republic of Cameroon. The contract shall be concluded all taxes inclusive, in accordance with Law No. 2025/012 of 17th December 2025 Finance Law of the Republic of Cameroon for the 2026 financial year and the General Tax Code which define the modalities for the implementation of the Public Contracts tax regime.

The tax regime applicable to this contract notably comprises:

- g) significant price variation under the conditions laid down in the General Administrative Clauses, following the modification of the economic conditions or the initial quantities of the contract;
- h) Fraudulent schemes and corruption duly established.

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

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

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

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

Article 45- Case of force majeure

The contract holder shall not be held responsible for delays caused by a case of force majeure. In such a case, the contract holder shall inform the Project Owner in writing, within 10 days of the existence of the force majeure and give the estimation of the resulting delays. Each time a case of force majeure will cause a delay, the contract holder shall be entitled to the extension of deadlines, if the Project Owner deems it is real.

Under this contract, "force majeure" refers to [see below].

Cases of force majeure shall be established in accordance with the provisions of the GAC. The Project Owner shall be the one to appraise the nature of the force majeure and the justifications provided

In case where the Contracting Partner may invoke the case of force majeure resulting from weather conditions, the thresholds below which no claim shall be admitted are the following:

- Rain: 200 millimetre in 24 hours;
- Wind: 40 metres per second;
- Flood: the flood of ten-year frequency.

Article 46- Disputes and litigation

Disputes or litigation arising from the execution of this contract may be settled amicably.

1. The purpose of this document is to define the special technical clauses (STC) for the design and construction of the project.

2. The STC are defined as the technical requirements that are not covered by the standard technical specifications.

3. The STC are defined as the technical requirements that are not covered by the standard technical specifications.

DOCUMENT No. 5 SPECIAL TECHNICAL CLAUSES (STC)

4. The STC are defined as the technical requirements that are not covered by the standard technical specifications.

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1. GENERAL

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1.5. The STC are defined as the technical requirements that are not covered by the standard technical specifications.

1.6. The STC are defined as the technical requirements that are not covered by the standard technical specifications.

- The Minimum + 10°C;
- Max + 50° C;
- Exceptional speed winds 180 km / h;
- Normal speed winds 5 to 35 km/h

Wooden poles shall conform to the standard UPDEA.

SPECIFIC CASE OF MINI AND MICRO DIESEL POWER PLANTS:

They are part of the internal electrical installations for power up to 100 KW (125 KVA). It will often consist of compact units with low voltage three-phase output or separate elements with a low voltage general control board, transformer, three-phase MV outlet.

Documents:

The Works will be performed according to the following documents;

- The technical offer of the bidder (detailed technical definition of the consistency of the work and execution plans,) approved and completed by the project owner
- The attached cost estimates;
- The general administrative terms and conditions applicable to works Contracted on behalf of State;
- The various international standards recognized in the system (ISO) and may apply to the environment and economic climate of Cameroon;
- The local power authority, safety and environmental protection regulations applicable in Cameroon;

The Contract documents are complementary and must be accepted as a whole. They explain and complement each other in order to define the works to be performed.

All that would be missed by some, but noticed by others and that would be required to complete the work in accordance with the clear intent of the said Contract documents to be executed by the Contractor without additional charges.

MV SINGLE-PHASE OR THREE-PHASE LINE

The single-phase or three-phase antenna will be derived from a phase of the triple phase mainline. It will be constructed in 11m wooden poles, class D and Almelec 34.4 mm² cable, stretched on a rigid glass insulator mounted on spindle on wooden poles. A derivation is made as a bypass with a fuse that will swing making the fuse opening visible and easily locate the faults in the line. The works of involve:

- 601001: Supply and installation of rigid glass insulators including perforated attachment and all constraints of supply and labor;
- 601002: Supply and installation of 30kV chain of three insulators;
- 601003: Supply and installation U bolts for insulation chain, including supply and installation galvanized bolts;
- 601004: Supply and installation of overhead support spindle;
- 601005: Supply and installation "Danger of Death" plate;
- 601006: Supply and installation number plate on wooden poles;
- 601007: Supply and installation breakage 70/600;
- 601008: Supply and installation mounting brackets;
- 601009: Supply and installation single-phase fuses cutout including all accessories;
- 601010: Supply and installation of 27 kV surge arrester including connection;
- 601011: Supply and stringing of 54.6mm² Almelec cable;
- 601012: MV junction and bypass single-phase;
- 601013: Supply and planting simple wooden pole 11m - class D;
- 601014: Supply and planting twin wooden pole 11m - class D;
- 100000: Studies and pegging leading to the establishment of an implementation plan to be approved by the contract engineer;
- 101001: Excavation in natural terrain;

- 6030011: Supply and fitting end cap on retractable cable pre-assembled or twisted;

HOUSEHOLD CONNECTIONS

This is to cover aerial connections two or four wires. The work involved will include;

- 701001: Connecting household 2 wire 220V;
- 701003: Connecting aerial 2 wire 220 V counter or 4'wire- 220/380V counter.

Clearing and pruning

It involves the, cutting and clearing of trees in urban and rural areas, including bushes with opening of transects 10 meters in width.

THE DELIVERIES AND HANDLING

The transportation of material and its handling from the place of supply to the construction site including distribution of wooden poles to their holes

GENERATOR HOUSE

Installed power for BT three-phase, the house will be built with local materials (brick stabilized earth) or sheet aluminum in accordance with the conditions of environmental protection and in accordance with plans approved by the Administration in charge of electricity.

GENERATOR

a) Description and characteristics

- Diesel suitable power range meets the needs of the electrification of remote areas;
- Control panel and accessories to control the operation;
- Alternator excitation device and control systems;
- Control and monitoring electrical cabinet equipment;
- Common Chassis and its cabinet, adapted to working conditions.

b) Types of uses:

- Continuous operation during 24/24. At this stage the generator should not be subject to overload;
- Continuous operation limited to 3500h per year and variable load. Ability to operate 24/24 during certain periods Possibility of transient overload of 10% with a daily service less than or equal to 12 hours

c) Voltage supplied;

Plus or minus 15% of rated voltage for power factor between 0.8 and 0.95 and a balanced load of about 10%

a) Power; It is expressed in KVA for $\cos \rho = 0.8$

CHOICE OF THE NUMBER AND TYPE OF GENERATOR

Electrification of remote areas;

The means of production must be adapted to the nature of the proposed distribution.

Intermittent Distribution: 6h/24 for domestic lighting. At this level one generator will be sufficient. But provide maintenance for a few days a year. The power demand must not go below 30-50% of rated output;

Semi-continuous distribution: 12h/24 suitable for domestic lighting, a few craft needs, some utilities such as water pumping, carpentry, bakery Etc. Two generators are sufficient for a minimum power between 50 and 100% of rated power base.

Continuous distribution: 24/24, in cities where there is an industrial and craft activity large enough. Two generators minimum are required, in principle, of different power to allow better adaptation to the charges and avoid operation below 30 to 50% of rated output. The distribution of powers within plus or minus 10%. The need to choose a power supply less than or equal to $0.85 \times 0.9 \times E$ Generator power. Specific details will be given by the manufacturer data sheets.

For mini diesel central requiring voltage step up, specific details related to any facility will be given after each project by the Contracting authority.

Note on the schedule of prices

(This note relating to the preparation of the schedule of prices is provided to the Delegated Project Owner or persons who will prepare the Tender File for information purposes only. It must not feature in the final documents).

The framework of the unit price schedule must be exhaustive and precise. In particular, all the elementary tasks must be defined and the units of measure specified.

Objectives

The objectives of the Price Schedule are:

a. To ensure a proper understanding of the prices of the bids to be evaluated on the basis of a nomenclature defining these prices in relation to the elementary tasks constituting a price item;

a. To ensure, once the contract is concluded, the evaluation and payment for works executed. To achieve these objectives, the schedule of prices must record the works in a detailed manner so as to make a distinction between the various types of works or between works of the same nature executed at different locations or under any other conditions likely to give rise to variations in costs, bearing in mind that prices also include any suggestions resulting from the application of administrative and technical provisions laid down in the written documents.

Price series

In a schedule of prices, prices are grouped in headings so as to distinguish between parts of the works which by nature, access, calendar or any other characteristic may give rise to variations in the construction methods or sequence of works or costs considerations. These headings constitute price series.

Units of measure

The metric system shall be used and the following abbreviations recommended:

Metre	: m	Centimetre	: cm	Millimetre	: mm
Hectare	: ha	Square metre	: m ²	Square millimetre	: mm ²
Litre	: l	Cubic metre	: m ³	Unit	: u
Kilogramme	: kg	Tonne	: t	Fixed	: ft
Second	: s	Hour	: h		

Presentation of schedule of prices

The schedule of unit prices must be presented in the form of a table with three columns. The codes of the series and of the price appear in the first column; the definition of services comprising the price, the unit of

Unit price schedule model

THE EXTENSION OF ELECTRICITY WITH A THREE PHASE TRANSFORMER TO NTAHFOR QUARTER IN NKWEN BAMENDA III SUB DIVISION		
N° Price	Description of task	Unit prices in figures (FCFA)
100	PRELIMINARY WORKS	
101	<p><u>Site installation</u> This price remunerates under the general conditions previewed in the contract in LUMP SUM the site installation.</p> <p>the LUMP SUM at _____ Francs CFA</p>	
200	CONSTRUCTION OF THREE PHASE LINE MV WITH 3X54.4mm²	
201	<p><u>Studies and Pegging (Code 10000)</u> This price remunerates under the general conditions previewed in the contract in LUMP SUM the Studies and Pegging (Code 10000).</p> <p>the LUMP SUM at _____ Francs CFA</p>	
202	<p><u>Excavation works (Code 100001)</u> This price remunerates under the general conditions previewed in the contract in CUBIC METERS Excavation works (Code 10001).</p> <p>the CUBIC METERS at _____ Francs CFA</p>	
203	<p><u>Supply and installation of U anchor iron</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of U anchor iron.</p> <p>the UNIT at _____ Francs CFA</p>	
204	<p><u>Supply and installation of 11m Single concrete poles, 300daN</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of Single concrete poles, 300daN.</p> <p>the UNIT at _____ Francs CFA</p>	
205	<p><u>Supply and installation of 11m Single concrete poles, 500daN</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of Single concrete poles, 500daN.</p> <p>the UNIT at _____ Francs CFA</p>	
206	<p><u>Supply and installation of 11m Single concrete poles, 800daN</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of Single concrete poles, 800daN.</p> <p>the UNIT at _____ Francs CFA</p>	

216	<p><u>Supply and fitting of number plate + numbering</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & fitting of number plate + numbering. the UNIT at _____ Francs CFA</p>	
217	<p><u>Supply and fitting of warning plate DM</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & fitting of warning plate DM. the UNIT at _____ Francs CFA</p>	
218	<p><u>Supply and installation of polymeric air break switch 36KV</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of polymeric air break switch 36KV. the UNIT at _____ Francs CFA</p>	
219	<p><u>Manipulation of pinning wheel</u> This price remunerates under the general conditions previewed in the contract in UNITS the Manipulation of pinning wheel. the UNIT at _____ Francs CFA</p>	
300	<p>CONSTRUCTION OF A THREE PHASE LV LINE WITH 3X70mm²+2NP+2EP ALUMINUM CABLE</p>	
301	<p><u>Studies and Pegging (Code 10000)</u> This price remunerates under the general conditions previewed in the contract in LUMP SUM the Studies and Pegging (Code 10000). the LUMP SUM at _____ Francs CFA</p>	
302	<p><u>Excavation works (Code 100001)</u> This price remunerates under the general conditions previewed in the contract in CUBIC METERS Excavation works (Code 10001). the CUBIC METERS at _____ Francs CFA</p>	
303	<p><u>Supply and fitting LV Alignment support (code 603001)</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & fitting LV Alignment support. the UNIT at _____ Francs CFA</p>	
304	<p><u>Supply and fitting LV Alignment clamp (code 603004)</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & fitting LV Alignment clamp. the UNIT at _____ Francs CFA</p>	
305	<p><u>Supply and fitting of single 9m wooden poles class D (code 601014)</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & fitting single 9m wooden poles class D. the UNIT at _____ Francs CFA</p>	

401	<p><u>Supply & installation of H61 160KVA 30KV/B2 three phase Transformer</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of H61 150KVA 30KV/B2 three phase Transformer</p> <p>the UNITS at _____ Francs CFA</p>	
402	<p><u>Supply and installation of 12m concrete poles, 1000daN</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of concrete poles, 1000daN.</p> <p>the UNIT at _____ Francs CFA</p>	
403	<p><u>Supply and installation of Type 2BH earth plug (Ref. 23 001 060412)</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of Type 2BH earth plug (Ref. 23 001 060412).</p> <p>the UNIT at _____ Francs CFA</p>	
404	<p><u>Supply & installation of Chain of three insulators discharger (code 601002)</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of Chain of three insulators discharger</p> <p>the UNIT at _____ Francs CFA</p>	
405	<p><u>Supply & installation of 27KV Surge arrestors (21005010007)</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of 27KV Surge arrestors (22 001 06012).</p> <p>the UNIT at _____ Francs CFA</p>	
406	<p><u>Supply & installation of MV Fuse Cutout (Ref. 22 001 050038)</u></p> <p>This price remunerates under the general conditions previewed in the contract in LUMP SUM the Supply & installation of MV Fuse Cutout (Ref. 22 001 050038).</p> <p>the LUMP SUM at _____ Francs CFA</p>	
407	<p><u>Supply & installation of Circuit breaker (DHP) 160KVA (Ref23 030 060115)</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of Circuit breaker (DHP) 160KVA</p> <p>the UNIT at _____ Francs CFA</p>	
408	<p><u>Foundation block made of concrete (code 1020001)</u> This price remunerates under the general conditions previewed in the contract in UNITS the Supply & installation of Single concrete poles, 500daN.</p> <p>the UNIT at _____ Francs CFA</p>	

ESTIMATE

FOR THE

THE EXPANSION OF RECTORIA WITH A THREE-LEVEL HALLWAY AND 100 OFFICE DESKS

FOR THE

THE

THE

THE

DOCUMENT No. 7

DETAILED QUANTITY AND COST

ESTIMATE SCHEDULE

312	Supply and fitting of pole savers	U	38		
313	Supply and fitting of Type C earth plug (Code 603007)	U	10		
SUB TOTAL 300					
400	CONSTRUCTION OF A THREE PHASE MV H61 160KVA 30KV/B2 TRANSFORMATION				
401	Supply & installation of H61 160KVA 30KV/B2 three phase Transformer	U	1		
402	Supply and installation of 12m concrete poles, 1000daN	U	2		
403	Supply and installation of Type 2BH earth plug (Ref. 23 001	U	1		
404	Supply & installation of Chain of three insulators discharger	U	3		
405	Supply & installation of 27KV Surge arrestors (22_001	U	3		
406	Supply & installation of MV Fuse Cutout (Ref. 22 001 050038)	U	3		
407	Supply & installation of Circuit breaker (DHP) 160KVA 06012)	U	1		
408	Foundation block made of concrete (code 1020001)	U	2		
409	Supply & installation of Earth plug for IACM 24KV – 32A	U	1		
SUB TOTAL 400					
500	SUNDRY EXPENSES				
501	Connection to ENEO Network (Ref 22 001 050022)	U	1		
502	Clearing and pruning (Code 801002)	Km	2		
503	Transport and handling materials (Code 2003)	T/Km	4		
504	Transport wooden and concrete poles (Code 2004)	T/Km	4		
505	Installation of ENEO prepaid meter + 4x16mm ² cables	U	1		
506	Transport of workers (Code 2005)	Day	4		
507	Preparation and submission of work execution programme	U	1		
SUB TOTAL 500					
TOTAL EAT					
VAT (19.25 %)					
IR (2.2%)					
TOTAL IAT					
NET PAYMENT					

Closed at the sum of: _____ inclusive of all
ta

Model sub-detail of prices

Schedule of sub-detail of prices

DESCRIPTION		Backfill of excavations		
Price No.	Daily output	Total quantity	Unit	Duration of activity (days)
1.5			m ³	1.0
	CATEGORY	Daily wage	days invoiced	Amount
MANPOWER				
				TOTAL A
	TYPE:	Daily wage	days invoiced	Amount
EQUIPMENT AND MACHINES				
				TOTAL B
	TYPE:	Unit price	Consumption	Amount
MATERIALS				
				TOTAL C
D	TOTAL DIRECT COSTS		A+B+C	
E	Site overheads (X%*D)			
F	Head Office overheads (Y%*D)			
G	Actual cost		D+E+F	
H	Risk + Benefit (Z%*G)			
I	TOTAL SALES PRICE TAX EXCLUSIVE		G+H	
J	UNIT SALES PRICE TAX EXCLUSIVE		I/Qty	



MINISTRY OF DECENTRALIZATION & LOCAL DEVELOPMENT

BAMENDA CITY COUNCIL

DEPARTMENT OF TECHNICAL SERVICES

Contract N°/C/ BCC223/SG/DTS/SPCP/2026 OF /2026 AWARDED
THROUGH OPEN NATIONAL INVITATION TO TENDER N°008/ONIT/BCCITB/26 OF
26/03/2026 FOR THE EXTENSION OF ELECTRICITY WITH A THREE PHASE TRANSFORMER TO NTAHFOR
QUARTER IN NKWEN BAMENDA III SUB DIVISION

Project Owner *The City Mayor Bamenda City Council*

HOLDER : [indicate name and full address of holder]

P.O. Box _____, Tel: _____ Fax: _____
Business Register No. _____ Taxpayer's No. _____ RIB (Bank Identity Statement): _____

SUBJECT FOR THE EXTENSION OF ELECTRICITY WITH A THREE PHASE TRANSFORMER TO NTAHFOR
QUARTER IN NKWEN BAMENDA III SUB DIVISION

PLACE : Bamenda

EXECUTION DEADLINE: Four (04) months

AMOUNT IN CFA F:

ATI	
EVAT	
VAT	
AIR	
Net to be paid	

FINANCING: *Bamenda City Council 2026 Budget*

BUDGETARY HEAD: 24415

SUBSCRIBED _____
SIGNED ON, _____
NOTIFIED ON, _____
REGISTERED ON, _____

Contents

Part I: Special Administrative Clauses (SAC)

Part II: Special Technical Clauses (STC)

Part III: Unit Price Schedule (BPU)

Part IV: Detailed Quantity and Estimate (DE)

33700W79,30E31

DOCUMENT No. 10
MODEL OF FORMS TO BE USED BY
BIDDERS

Appendix No. 1: Model of the declaration of the intention to tender

I, the undersigned,

Nationality:

Domicile:

Duty:

By virtue of my capacity as Managing Director, after taking cognisance of Tender File No. *[indicate the nature of works]*.

Hereby declare the intention to tender for this Call for Tenders.

Done at _____ on _____

Signature, name, and stamp of the bidder

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

Done in.....

on.....

Signature of.....

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

.....

(8) Delete the unnecessary indication

(9) Attach power of attorney

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

Signed and authenticated by the financial body

at _____, on _____

[signature of the financial body]

courts shall be the sole jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the financial body

at.....,on

[Bank's signature]

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

Financial body:

Bond reference: No.

Addressed to *[Indicate the Project Owner]*

[Address of the Project Owner]

Hereinafter referred to as "the Project Owner"

Whereasname and address of the supplier or service provider],

hereinafter referred to as "the Supplier", commits himself, in execution of the Contract, to deliver the supplies of *[indicate the subject of the services]*

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

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

We, address of the financial body], represented bynames of the signatories],

and hereinafter referred to as "financial body"

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

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

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

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

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

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

Signed and authenticated by the financial body

at.....,on

.[signature of the financial body

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

Appendix No. 8: Planning schedule model

Note on the presentation of plannings

The quantities, daily outputs, the duration of execution of works and the slowdowns or even interruptions should clearly appear on the planning.

The financial planning resulting from the schedule of works must indicate month by month, the estimated amounts of the detailed accounts of works by item and cumulatively by taking into account the incidence of rainy seasons for the basic solution and possibly variant solution.

[The frameworks of planning to be prepared and inserted in the Tender File by the Project Owner]

ACTIVITIES SCHEDULE (WORK PROGRAMME)

A. Specify the nature of the activity

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

038 0801 SPECIALISED STAFF CALENDAR 00 22 82 2161 5714

No	Name	Reports to be provided	Staff (in form of bars graph) ²													Total staff/month				
			1	2	3	4	5	6	7	8	9	10	11	12	n	Head office	Field ³	Total		
Staff																				
1			[Head office]																	
			[Field.]																	
2																				
n																				
															Sub-total					
															Total					

Reports to be provided: _____

Duration of activities: _____

Signature: (Authorised representative) _____

Name: _____

Position: _____

Address: _____

² Months are counted from the start of the mission. For each personnel indicate separately if working at the head office or on the field.

³ Field work means works that are not executed in the consultant's head office.

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

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

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

Training:

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

Attached documents:

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

.....
.....

Work experience:

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

.....
.....

Computer knowledge:

[Indicate knowledge level]

.....
.....

Languages:

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

.....

APPENDIX No.12: CANDIDATE'S REFERENCES

Services rendered during the last [indicate the number from 1 to 5] years that better illustrate your qualifications

Using the form below, indicate the information requested for each pertinent mission that your company /institution has got by contract, as a company alone, or as one of the main partners of a group.

Name of Mission:	Country:
Place:	Specialised personnel provided by your company /institution (profiles) :
Name of Client:	Number of employees having participated in the Mission:
Address:	Number of months of work;
	Duration of the Mission:
Start-UP date: - Date of completion:	Approximate value of services
Name of associated/possible partner service providers:	Number of months of work of specialists provided by the associated service providers:
Name and functions of officials (Project Director /Coordinator, Team Official):	
Description of the project:	
Description of the services effectively rendered by your personnel:	

Name of candidate:

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

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

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

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

Center for Strategic Studies

The Center for Strategic Studies is a non-profit organization that is dedicated to the study of international relations and the role of the United States in the world. The Center was founded in 1962 and has since then become one of the leading think tanks in the United States.

DOCUMENT No.11
INTEGRITY CHARTER

INTEGRITY CHARTER

TITLE OF THE INVITATION TO TENDER: _____

[to be specified when preparing the TF]

THE "BIDDER" undertakes to respect the terms of this integrity charter

TO

THE "PROJECT OWNER"

- 1 We acknowledge and testify that we are not, and that none of our group members and subcontractors are, in any of the following cases:
 - 1.1) be in a state of or have been the subject of bankruptcy, liquidation, judicial settlement, cessation of activity or any similar situation resulting from a procedure of the same nature;
 - 1.2) be included in the lists of financial sanctions adopted by the United Nations and any other Technical and Financial Partner, in connection with the award or execution of a contract;
 - 1.3) having produced false information or provided forged documents required in the context of this consultation.

- 2 We testify that we are not, and that none of the members of our consortium and our subcontractors are, in any of the following conflict of interest situations:
 - 2.1) Shareholder controlling the Project Owner or subsidiary controlled by the Project Owner, unless the resulting dispute has been brought to the attention of the Authority in charge of public contracts and resolved to his satisfaction;
 - 2.2) have a business or family relationship with a member of the Project Owner's services involved in the contract award process or in the control of the resulting contract, unless the resulting conflict has been brought to the attention of the Authority in charge of public contracts and resolved to his satisfaction;
 - 2.3) control or be controlled by another bidder, be under the control of the same company as another bidder, receive from another bidder or award to another bidder directly or indirectly any subsidies, have the same legal representative as another bidder, have direct or indirect contacts with another bidder that enable us to have and give access to information contained in our respective bids, to influence them, or to influence the decisions of the Project Owner;

- 5.4) We have not promised, offered or granted, and will not promise, offer or grant, directly or indirectly, to any person who manages a private sector entity or works for such entity, in any capacity, an undue advantage of any kind, for himself or herself or for another person or entity, in order that he or she may perform or refrain from performing any act in violation of his or her legal contractual or professional obligations.
- 5.5) We have not promised or given, and will not promise, to the Project Owner, his staff, the Chairpersons or the Actors in charge of the control of the execution of the contract that may result from the consultation, any undue advantage of any kind that might influence their objectivity.
- 5.6) We have not promised, offered or granted, and will not promise, to the Project Owner, his staff, or the Chairpersons and members of Tenders and Control Boards and bid evaluation sub-Committees, any undue advantage of any kind that might influence the contract award process.
- 5.7) We shall refrain from, and we promise to refrain from, any collusive and anti-competitive action or practice the object or effect of which is to prevent, restrict or distort competition, including by tending to maintain bid prices artificially at levels not corresponding to those which would result from competition, or to restrict access to the Contract or the free exercise of competition by other enterprises.
- 6 Ourselves, the members of our group and our subcontractors authorise the Project Owner and the Tenders and Control Boards to examine the documents and accounting documents relating to the award and execution of the Contract and to submit them for verification by ARMP or any other State control body.
- 7 If we fail to comply with the rules governing this charter, we acknowledge that we are liable to the sanctions provided for by the laws and regulations in force.

Name: _____

Signature:

Duly authorised to sign the offer for and on behalf of: _____

Dated _____

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

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

Note on the maturity visa or on preliminary studies

Authorizing the holder to study in the country of the visa for a period of 12 months from the date of issue. The visa is valid for the holder to enter the country of the visa for the purpose of study.

DOCUMENT No. 13

VISA OF MATURITY OR PROOF OF PRELIMINARY STUDIES

Document No. 13
Visa of maturity or
proof of preliminary studies

1. Attach the preliminary study:

2. Indicate:

2.1. The date;

2.2. The name of the public or private Project Manager who carried them out;

2.3. The references of the contract, if a private project management carried them out;

2.4. interview, if any;

2.5. Description of the studies: (for the projects of less scope, an introductory statement may be presented in the form of prior studies on condition of clearly presenting the determination of costs and technical specifications).

N.B. 1/ For the services of less scope, the Delegated Project Owner can provide proof of calculation of quantities of the TF.

2/ The chairperson of the Tenders or Control Board may, before taking a decision, seek the opinion of an expert on the quality of the studies carried out.

I- BANKS:

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

II- Insurance companies:

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

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



ONLINE SUBMISSION PROCEDURE

To submit an online tender, the service provider must follow the four steps below:

Step 1: Company registration on the COLEPS platform

- Log on to COLEPS at <https://www.marchespublics.cm> or <https://www.publicscontrats.cm>;
- Go to the "Bidders Registration" tab and complete the application form in detail;
- Print the completed application form generated by the system;
- Have the application form signed by the Head of Structure and stamped with the company stamp;
- Submit the duly completed and formalised form to MINMAP together with the following documents:
 - i) Photocopy of an Attestation of Non-Bankruptcy (less than 3 months old);
 - ii) Photocopy of the Trade Register;
 - iii) Photocopy of the Bank Domiciliation;
 - iv) Photocopy of the Certificate of Tax Compliance (less than 3 months old).

Step 2: Acquiring the Electronic Certificate

- Collect the Certificate Request form available from MINMAP or download it from ANTIC website at <http://www.camgovca.cm> under the heading "Requesting Certificates (Company)" section;
- Complete the form and submit it to MINMAP together with the following documents:
 - i) Receipt for payment of the Electronic Certificate acquisition fees in the amount of 50,000 FCFA to be paid into the ANTIC account with SCB Cameroun under number 10002 00031 12493593150 94;
 - ii) A Photocopy of the certificate applicant's identity card.
- Register with the MINMAP operator and obtain the certificate application receipt;
- Connect to the address <http://www.camgovca.cm/fr/operations-certificats.html> and download the Electronic Certificate onto a removable medium (blank) using the information (reference number and authorisation code) contained in the receipt.

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

Step 3: Registering the Electronic Certificate on COLEPS