

FCN 01722/26/PPN/ AKO/CARINOW

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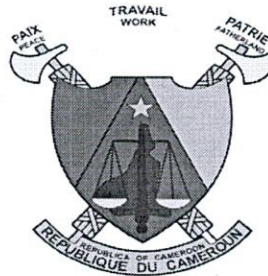
REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH WEST REGION

DONGA MANTUNG DIVISION

AKO COUNCIL

AKO COUNCIL INTERNAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE DONGA MANTUNG

COMMUNE D'AKO

COMMISSION INTERNE DE PASSATION DE
MARCHES DE LA COMMUNE D'AKO

TENDER FILE

PROJECT OWNER:

THE MAYOR OF AKO

CONTRACTING AUTHORITY:

THE MAYOR OF AKO

TENDERS BOARD:

AKO COUNCIL INTERNAL TENDER'S BOARD (ACITB)

OPEN NATIONAL INVITATION TO TENDER

N^o 003/ONIT/NWR/DMD/AC/ACITB/2026 OF 03/03/2026 FOR THE
REHABILITATION AND MAINTENANCE OF 7KM MAIN STREETS AND
CONSTRUCTION OF 2 CULVERTS IN AKO TOWN, AKO COUNCIL AREA
DONGA MANTUNG DIVISION, NORTH WEST REGION

(THROUGH EMERGENCY PROCEDURE)

FINANCING: **MINH DU PUBLIC INVESTMENT BUDGET (PIB) – 2026**

S/N	SUBJECT	RECORD N°	INPUTATION N°
1	THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (itinerary of road: - 5km of main street from Kurufe to Afuh; - 2km of second street from Tumbo to Mbembe project junction)	JB06168	60 38 392 1 32000003 0451464211

2026 FISCAL YEAR

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH WEST REGION

DONGA MANTUNG DIVISION

AKO COUNCIL

AKO COUNCIL INTERNAL TENDERS
BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

REGION DU NORD-OUEST

DEPARTMENT DE DONGA MANTUNG

COMMUNE D'AKO

COMMISSION INTERNE DE PASSATION DE
MARCHES DE LA COMMUNE D'AKO

TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER

NO 003/ONIT/NWR/DMD/AC/ACITB/2026 OF 03/03/2026 FOR THE REHABILITATION AND MAINTENANCE OF 7KM MAIN STREETS AND CONSTRUCTION OF 2 CULVERTS IN AKO TOWN, AKO COUNCIL AREA DONGA MANTUNG DIVISION, NORTH WEST REGION

1) **SUBJECT OF THE INVITATION TO TENDER:** Within the framework of the execution of the 2026 state budget, the State of Cameroon represented by the Mayor of AKO Council hereby launches an open national invitation to tender for THE REHABILITATION AND MAINTENANCE SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; AND 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

2) **NATURE OF SERVICE:** Work to be done consists of:

- > Site Installation
- > Earth works
- > Drainage works

3) **EXECUTION DEADLINE:** The maximum deadline for the execution provided for by the Contracting Authority shall be four months (120 calendar days) with effect from date of notification of the Administrative Order to start works.

4) **LOTS:** The work is as follows:

S/N	SUBJECT	RECORD N°	INPUTATION N°
1	THE REHABILITATION AND MAINTENANCE OF 7KM MAIN STREETS AND CONSTRUCTION OF 2 CULVERTS IN AKO TOWN, (itinerary of road: - 5km of main street from Kurufe to Afuh; - 2km of second street from Tumbo to Mbembe project junction)	JB06168	60 38 392 1 32000003 0451464211

5) **ESTIMATED COST:** The estimated cost after preliminary studies is

S/N	SUBJECT	AMOUNT
1	THE REHABILITATION AND MAINTENANCE OF 7KM MAIN STREETS AND CONSTRUCTION OF 2 CULVERTS IN AKO TOWN, (itinerary of road: - 5km of main street from Kurufe to Afuh; - 2km of second street from Tumbo to Mbembe project junction)	50,000,000

6) **PARTICIPATION AND ORIGIN:** Participation in this invitation to tender is open to competent Cameroonian enterprises that are in compliance with the fiscal laws and who are not currently excluded from public procurement. the competing company must attach a special field report co- signed with the mayor of Ako council (project owner) clearly indicating due diligence and sufficient understanding of the local security context

7) **FINANCING:** The said works shall be financed as per the programmed budget of the 2026 Public Investment Budget (PIB 2026) of the Republic of Cameroon under the Ministry of housing and urban development assigned to the Mayor of Ako Council.

8) **BID BONDS:** Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance - the list of which is found in document No. 12 of the Tender File, and backed by CDEC receipt in the amount of One million (1 000,000) francs CFA, and valid for thirty (30) days beyond the deadline of validity of bids.

9) **CONSULTATION OF TENDER FILE:** The Tender documents may be consulted immediately after publication of this invitation to tender from the Services of the Contracting Authority (Service in charge of the award of contracts of Ako Council), at the Divisional Delegation of Public Contracts DONGA-MANTUNG and the Regional Office of the Public Contracts Regulatory Agency (ARMP) for the North West during working hours.

S/N	SUBJECT	Bid bond	Tender fee
1	THE REHABILITATION AND MAINTENANCE OF 7KM MAIN STREETS AND CONSTRUCTION OF 2 CULVERTS IN AKO TOWN, (itinerary of road: - 5km of main street from Kurufe to Afuh; - 2km of second street from Tumbo to Mbembe project junction)	1 000 000	100 000

10) **ACQUISITION OF TENDER FILE:** The Tender file may be obtained from the Premises of the Contracting Authority (Service of Contracts award) of Ako Council as soon as this notice is published against payment of a non-refundable sum of One hundred Thousand (100,000Fca), CFA francs, and payable at Municipal Treasury of Ako or any other public treasury.

11) **SUBMISSION OF BIDS IN BOTH HARD AND SOFT COPIES:** Each bid written in English or French shall be signed by the bidder or by a duly authorized representative and presented in Seven (7) copies, that is one (01) original and six (06) copies labelled as such. These shall be submitted in one external envelope - sealed, containing three (3) internal envelopes, that is, Envelope A: Administrative Documents, Envelope B: Technical file and Envelope C: Financial file. The sealed external envelope shall bear no information about the company and shall reach the Service of contracts award of Ako Council not later than the 01/04/2026 at 10am local time and note should be taken that in case of any ambiguities or differences during opening, only the original shall be considered authentic. The sealed pack shall bear the following inscriptions:

OPEN NATIONAL INVITATION TO TENDER

NO.003/ONIT/NWR/DMD/AC/ACITB/2026, OF 03/03/2026 THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

(To be opened only during the bids opening session)

12) **ADMISSIBILITY OF BIDS:** At the risk of being rejected, only originals or certified true copies by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of this Invitation to Tender. They must not be more than three (3) months old as at the date of submission of bids or must not be established before the signature of the tender notice. Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of a bid bond issued by a first-rate bank approved by the Minister in charge of Finance.

13) **OPENING OF BIDS:** The bids shall be opened in a single phase, in the conference hall of AKO COUNCIL, on 01/04/2026 at 11:00am. Only bidders or their authorized representatives, having a perfect knowledge of the file, may attend the bids opening session. Any bid which shall not comply with the +9^e requirements of the Tender File shall be rejected.

14) **Evaluation criteria** The evaluation of bids shall be carried out in three stages:

- 1st Stage : verification of the conformity of each administrative document ;
- 2nd Stage : Evaluation of technical bids ;
- 3rd Stage: Analyses of Financial bids.

The criteria of evaluation shall be as follows:

14.1-Eliminatory criteria

- Absence of a document in the administrative file;
- Bids submitted after the deadline for submission;
- Deadline of execution more than the prescribed;
- False declaration or falsified documents;
- External envelope bearing identification marks of the Bidder;
- Absence of, or insufficient bid bond;
- Omission of a quantified task on the bill of quantities and cost estimates
- Enterprise with an abandoned or overdue contracts beyond contractual deadline.
- Failure to obtain at least 80% in the evaluation of the Technical proposal.
- Proof of not having abandoned or not having left uncompleted a project in the past financial year(s)
- Absence of a special field report co- signed with the mayor of Ako council (project owner) clearly indicating due diligence and sufficient understanding of the local security context

14.2. **Main Qualification criteria:** The criteria relating to the qualification of candidates could indicatively be on the following:

- Financial situation
- Experience
- Personnel
- Equipment.
- Methodology/organization of the site
- Proof of categorisation certificate
- Proof of CDEC receipt



15) **Award:** The evaluation will be done in a purely binary manner - (yes) or (no). The contract shall be awarded to the bidder who would have obtained a minimum technical score of 80% in the essential criteria and 100% in the eliminatory criteria, taken in consideration and who would have proposed a bid with the lowest amount, in conformity with the regulations of the tender documents

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

17) **FURTHER INFORMATION:** Additional (supplementary) technical information may be obtained during working hours from the service for the award of contracts at the AKO Council

18) **AMENDMENT TO THE INVITATION TO TENDER:** The Contracting Authority reserves the right, if need be, to subsequently amend this invitation to tender in conformity with the Public Contracts Code.

AKO, the 03/03/2026
THE MAYOR
(Contracting Authority)

Copies:

- MINMAP
- ARMP
- Authorizing Officer
- Chairperson of ACITB
- File/Chrono
- Notice Boards



Nkwai Godlove Nkanya
BA/MA/MBA

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NORTH WEST REGION

DONGA MANTUNG DIVISION

AKO COUNCIL

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BOARD



REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE DONGA MANTUNG

COMMUNE D'AKO

COMMISSION INTERNE DE PASSATION DE
MARCHES DE LA COMMUNE D'AKO

AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT No. 003/AONO/NWR/DMD/AC/ACITB/2026 DU 03/03/2026, POUR LES TRAVAUX DE RÉHABILITATION ET ENTRETIEN DES RUE ALLANT DU , (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; ET 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION)), DANS LE DEPARTEMENT DU DONGA-MANTUNG, REGION DU NORD-OUEST

- 1) **OBJET DE L'APPEL D'OFFRES** : Dans le cadre de l'exécution du Budget d'investissement Public 2026, l'Etat de Cameroun représenté par, le Maire de AKO lance un Appel d'Offres national ouvert pour les travaux de **LES TRAVAUX DE RÉHABILITATION ET ENTRETIEN DES RUE ALLANT DU , (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; ET 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION)), DANS LE DEPARTEMENT DU DONGA-MANTUNG, REGION DU NORD-OUEST**

2) **Consistance des travaux** :

Les travaux comprennent notamment :

- Installation du chantier
- Terrassement
- Drainage

- 3) **DELAÏ D'EXECUTION** : Le délai prévu pour l'achèvement des travaux du présent appel d'offre est de Cent vingt jours continus (04 mois) à partir du jour de la notification de l'ordre de service de démarrage des travaux.

Allotissement : Les travaux sont en un (01) lot ci-après définis :

S/N	OBJET	RECORD N°	INPUTATION N°
1	LES TRAVAUX DE RÉHABILITATION ET ENTRETIEN DES RUE ALLANT DU, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; ET 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION), DANS LE, DEPARTEMENT DU DONGA-MANTUNG, REGION DU NORD-OUEST	JB08188	80 38 392 1 32000003 0451484211

- 4) **Coût prévisionnel** : Le coût prévisionnel de l'opération à l'issue des études préalables est de ;

S/N	OBJET	coût prévisionnel	Achat DAO
1	LES TRAVAUX DE RÉHABILITATION ET ENTRETIEN DES RUE ALLANT DU, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; ET 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION), DANS LE DEPARTEMENT DU DONGA-MANTUNG, REGION DU NORD-OUEST	50,000,000	100 000

- 5) **Participation et origine** : La participation à cette consultation est ouverte aux entreprises de droit camerounais ayant une expérience avérée dans le domaine concerné et ayant réalisées des opérations similaires. dans tous les cas echeants, chaque soumissionnaire doit joindre un rapport special de terrain co-signé avec le maire de la commune d'AKO (maitre d'ouvrage) indiquant clairement les verification necessaires et une maîtrise adéquate du contexte securitaire local.

FINANCEMENT : Les travaux, objet du présent appel d'offres sont financés par le Budget d'investissement Public de la République du Cameroun, Budget du MINHDU au titre de l'exercice 2026 assigné au Maire D'AKO, sur la ligne d'imputation budgétaire.

S/N	OBJET	RECORD N°	INPUTATION N°
1	LES TRAVAUX DE RÉHABILITATION ET ENTRETIEN DES RUE ALLANT DU, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; ET 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION), DANS LE DEPARTEMENT DU DONGA-MANTUNG, REGION DU NORD-OUEST	JB06168	60 38 392 1 32000003 0451464211

8). **CAUTIONNEMENT PROVISOIRE** : Chaque soumissionnaire doit pour chaque lot inclure dans ses documents administratifs, une garantie de soumission qui respecte le model prescrites dans le DAO établi par un établissement bancaire agréée par le Ministère en charge des Finances d'un montant égal à 1 000,000F (Un million) francs CFA. Les cautionnements provisoires seront libérés au plus tard trente (30) jours après le délai de validité des offres pour les soumissionnaires n'ayant pas été retenus. Pour le soumissionnaire attributaire du marché, le cautionnement provisoire sera libéré après constitution du cautionnement définitif. Pour éviter les rejets, tous les documents doivent être les originaux ou des copies certifiées conformes issus des autorités administratives compétentes (Préfet, Sous Préfet ou Services Emetteur) pour une durée n'excédant pas trois mois et présentes selon les règlements spéciaux de cet appel d'offre. Les copies certifiées qui seront certifiées pour la deuxième fois ou des copies falsifiées ne seront pas acceptées. Les chapitres seront séparés par format en couleur. Les offres qui ne seront pas en conformité avec les prescriptions de cet appel d'offre seront déclarés inadmissibles.

9) **CONSULTATION DU DOSSIER D'APPEL D'OFFRES** : Le dossier d'appel d'offres peut être consulté dès publication du présent avis d'appel d'offre aux services de l'Autorité Contractant (Service de passation des marchés de la marie d'Ako), à la Delegation Departementale des Marchés Publics du Donga Mantung et au Bureau Regional de l'Agence de Regularisation des Marchés Publics (ARMP) Nord-Ouest pendant les heures ouvrables.

10) **ACQUISITION DU DOSSIER D'APPEL D'OFFRES**: Le dossier d'appel d'offres peut être obtenu dès publication du présent avis d'appel d'offres aux services de l'Autorité Contractant (Service de passation des marchés de la Marie d'Ako) pendant les heures ouvrables contre versement d'une somme non remboursable de Cent mille (100,000F) francs cfa, payable à la Recette des Municipal D'Ako.

11) **REMISE DES OFFRES** : Chaque offre rédigée en français ou en anglais en Sept (07) exemplaires, c.-à-d. Un original et six copies marqués comme tels sera remise au Service de Passation des Marchés de la marie d'Ako, au plus tard le 01/04/2026 à 10heures. Il doit être dans un paquet contenant trois enveloppes marquées A : pour le dossier Administratif, B : pour le dossier technique et C : pour le dossier financier. Ce paquet devra porter la mention :

AVIS D'APPEL D'OFFRES NATIONAL OUVERT No. 003/AONO/NWR/DMD/AC/ACITB/2026 DU 03/03/2026 POUR LES TRAVAUX DE RÉHABILITATION ET ENTRETIEN DES RUE ALLANT DU, (ITINERARY OF ROAD : - 5KM OF MAIN STREET FROM KURUFE TO AFUH; ET 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION), DANS LE DEPARTEMENT DU DONGA-MANTUNG, REGION DU NORD-OUEST
« A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT »

12) **RECEVABILITÉ DES OFFRES**: Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres. Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

13) **Ouverture des plis** : L'ouverture des plis se fera le 01/04/2026 à 11heures, heure locale en une phase par la Commission Communal Interne de Passation des Marchés de la Commune D'Ako, (Salle de conférence de la marie) en présence de chaque soumissionnaire qui le désire, ou son représentant dûment mandaté et ayant une parfaite connaissance des offres dont il a la charge. Une seule personne par offre remise, seule ou en groupement, sera admise. Les offres qui ne vont pas respecter les prescriptions du DAO seront rejetées. L'ouverture des plis sera faite en une phase.

- Les dossiers administratifs et les offres techniques seront premièrement étudiés par les membres de la Commission Communale Interne de Passation des Marchés. Les entreprises n'ayant pas obtenu au moins 80% des points de la notation sur des dossiers administratifs et techniques seront éliminées.

14) **ÉVALUATION DES OFFRES**: L'évaluation des offres se fera en trois(03) étapes :

- > 1^{ère} étape : Vérification de la conformité du dossier administratif de chaque soumissionnaire
- > 2^{ème} étape : Evaluation des offres techniques ;
- > 3^{ème} étape: Analyse des offres financières.

Les critères d'évaluation des offres sont les suivants:

14.1-Critères éliminatoires

- Absence ou non-conformité d'une pièce administrative ;



- Un dépôt après la date limite
- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- Fausses déclarations ou pièces falsifiées;
- L'enveloppe avec les signes d'identification du soumissionnaire ;
- Absence ou insuffisance de la caution provisoire de soumission;
- Omission d'un prix quantifié dans le devis
- Entreprise avec un chantier abandonnée ou avec un chantier incomplet au delà de délai contractuelle.
- Non satisfaction d'au moins 80% des critères d'expériences requis.
- Tout soumissionnaire n'ayant pas achevé ou ayant abandonné un projet durant une année budgétaire antérieure
- Absence d'un rapport spécial de terrain co-signé avec le maire de la commune de Ako (maître d'ouvrage) indiquant clairement les vérifications nécessaires et une maîtrise adéquate du contexte sécuritaire local.

14.2 Critères essentiels

L'évaluation sera faite sur la base des critères techniques prédéfinis pour une note globale de 100 points. Ces critères ont été groupés par rubriques ainsi qu'il suit:

- Capacité financière ;
- Références de l'entreprise;
- Qualité du personnel postulé;
- Moyens logistiques/equipment ;
- Méthodologie/Organisation des travaux ;

15) Attribution : Cette évaluation sera binaire (**OUI ou NON**). Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disante, ayant satisfait à 100% des critères éliminatoires et au moins 80% des critères essentiels.

16) DUREE DE VALIDITE DES OFFRES : Les soumissionnaires restent tenus par leurs offres pendant quatre-vingt-dix (90) jours à partir de la date limite fixée pour la remise des offres.

17) Les Renseignements Complémentaires : Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables au Service de Passation des Marchés de de Marie D'Ako

18) Additif à l'appel D'offres: L'Autorité Contractante se réserve le droit, en cas de nécessité, d'apporter toute autre modification ultérieure utile au présent appel d'offres.

Ako, le 03/03/2026

Le Maire

(AUTHORITE CONTRACTANTE)

Copies :

- MINMAP
- ARMP ;
- Maître d'Ouvrage ou Maître d'Ouvrage délégué concerné ;
- Présidents CPM ;
- Chrono
- Affichage.



Nkwai Godlove Nkanya
BA / MA / MBA

General Regulations of the Invitation to Tender

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5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

Article 6: Qualification of bidder:

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

6.1.1 Submit a power of attorney making the signatory of the bid bound by the bid; and

6.1.2 Provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the invitation to tender, in order to establish their qualification to execute the contract.

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

- (i) The production of certified balance sheets and recent turnovers;
- (ii) Access to a line of credit or availability of other financial resources;
- (iii) Orders acquired and contracts awarded;
- (iv) Pending litigations; and
- (v) Availability of indispensable equipment.

6.2 Bids presented by two or more associated undertakings (joint-contracting) must satisfy the following conditions:

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

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

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

Article 7: Visit of works site:

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

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

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

B. TENDER FILE

Article 8: Content of Tender File:

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

- Document No. 1. The letter of invitation to tender (for restricted invitation to tender);
- Document No. 2. The tender notice;
- Document No. 3. The General Regulations of the invitation to tender;
- Document No. 4. The Special Regulations of the invitation to tender;
- Document No. 5. The Special Administrative Conditions;
- Document No. 6. The Special Technical Conditions;
- Document No. 7. The schedule of unit prices;

- Is not winding up or bankrupt;
- Is not the subject of an exclusion order or forfeiture provided for by the law in force;

a.2 The bid bond established in accordance with the provisions of article 17 of the General Regulations of the invitation to tender;

a.3 The written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of invitation to tender.

b. Volume 2: Technical bid

b.1 **Information on qualifications:** The Special Regulations list the documents to be furnished by bidders to justify the qualification criteria mentioned in article 6(1) of the Special Regulations of the invitation to tender.

b.2 **Methodology:** The Special Conditions of the invitation to tender specifies the constituent elements of the technical bid of the bidders especially: a methodological statement on an analysis of the works and specifying the organization and programme which the bidder intends to put in place or use to execute the works (installations, schedule, Quality Assurance Plan (QAP), sub-contracting, attestation of visit of the site, where necessary, etc).

b.3 **Proof of acceptance of conditions of the contract:** The bidder shall submit duly initialed copies of the administrative and technical documents relating to the contract, namely:

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

b.4 **Commentaries (optional):** A commentary on the technical choices of the project and possible proposals.

c. **Volume 3: Financial bid:** The Special Regulations specify the elements that will help in justifying the cost of the works, namely:

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

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

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

Article 14: Bid price:

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

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

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

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

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

Article 15: Currency of bid and payment

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

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

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

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

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

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

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

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

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

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

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

Article 20: Form and signature of bid

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

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

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

D. SUBMISSION OF BIDS

Article 21: Sealing and marking of bids

21.1 The bidder shall seal the original and each copy of the bid in separate envelopes (internal envelopes) by marking on these envelopes "ORIGINAL" and "COPY", as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication regarding the identity of the bidder.

21.2 The external and internal envelopes:

a) Should be addressed to the Contracting Authority at the address indicated in the Special Regulations;

b) should bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "TO BE OPENED ONLY DURING THE BID-OPENING SESSION" as specified in the Special Regulations.

21.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Contracting Authority return the sealed bid if it is late in accordance with article 23 and 24 of the General Regulations.

21.4 If the external envelope is not sealed and marked as indicated in paragraphs 21(1) and 21(2) above, the Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.

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

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

22.2 The Contracting Authority may, at his discretion, postpone the deadline set for the submission of the bids by publishing an addem in accordance with the provisions of article 10 of the General Regulations. In this case, all the rights and obligations of the Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

Article 23: Late bids: Any bid received by the Contracting Authority beyond the deadline for the submission of bids in accordance with article 22 of the General Regulations shall be declared late and consequently rejected.

Article 24: Modification, substitution and withdrawal of bids

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

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

Article 28: Determination of compliance of bids

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

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

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

- Which substantially limits the scope, quality or realization of the works;
- which substantially limits, contrary to the Tender File, the rights of the Contracting Authority or his obligations in relation to the contract;
- Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.

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

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

Article 29: Qualification of the bidder: The Evaluation sub-committee shall ensure that the successful bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, fulfils the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

Article 30: Correction of errors

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

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

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

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

Article 31: Conversion into a single currency

31.1 To facilitate the evaluation and comparison of bids, the Evaluation sub-committee shall convert the prices of bids expressed in various currencies into those in which the bid is payable in CFA francs.

31.2 The conversion shall be done using the selling rate fixed by the Bank of Central African States (BEAC) under the conditions defined by the Special Regulations.

Article 32: Evaluation and comparison of financial bids

32.1 Only bids considered as being in compliance, as per the provisions of article 28 of the General Regulations, shall be evaluated and compared by the Evaluation sub-committee.

32.2 By evaluating the bids, the Evaluation Sub-committee shall determine for each bid the evaluated amount of the bid by rectifying the amount as follows:

- a. By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;
- b. By excluding projected sums and where necessary provisions for unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.

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

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

Article 39: Final Bond

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

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

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

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

N.B: All documents shall be originals as requested or certified true copies legalised by competent services or that which issued them and must not be more than three (03) months old. The documents shall be arranged in the order listed below and separated from each other by colour separators. **Any document with double certification shall not be accepted.**

Envelope B: TECHNICAL PROPOSAL

It shall contain the documents cited below and placed in the following order:

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
B1	Equipment list	It shall clearly show the means at the disposal of the enterprise to carry out the job (list of equipment and tools)	Attach certified copies of lease agreements, receipts, etc. These equipments and tools must be present at the site before and during each phase
B2	Personnel list	It shall contain: <ul style="list-style-type: none"> ☞ Works Supervisor: at least a Senior Civil Engineering Technician with at least 5years' experience ☞ Foreman: at least a Civil Engineering Technician with at least 5 years' experience in the domain of Construction. ☞ Chief mason – holder of at least CAP/Probatoire/BAC ☞ Chief carpenter – holder of at least CAP/Probatoire/BAC ☞ Chief electrician – holder of at least CAP/Probatoire/BAC ☞ Chief plumber – holder of at least CAP/Probatoire/BAC 	Attach for each person a CV signed and dated, as well as a certified copy of certificate. <i>(all key personnel must present a commitment of availability duly signed and must present a certified copy of a valid National Identity Card bearing 03 signatures of the bearer)</i>
B3	Organisation of works/ methodology	In conformity with article 7 below, it shall clearly show the organisation of the enterprise (<i>methodology of execution, work schedule, site installation, supply of materials, etc</i>)	Date, signature and stamp of bidder at the end of document
B4	Sub-contracting	Information on the sub-contractor (equipment, personnel, references, etc)	Date and signature of sub-contractor.(only 30% of the contract may be sub-contracted)
B5	Attestation of Site Visit	Attestation of Visit to the Site where the works are to be carried out. A Site Visit Report signed by the Contractor.(see attached format)	Dated and signed on honour by the contractor
B6	References of the enterprise.	List of similar jobs executed in the last three (03) years by the enterprise and or other civil engineering works realised. (see attached format)	Amount of works, copies of (1 st and last pages) and minutes of Final Reception for all similar works executed before 2025 and minutes of Provisional Reception for 2025 projects.
B7	Financial capability	Attestation of pre-financing delivered by a banking institution recognised by MINFI/COBAC	Date and signature of bank Manager in charge.
B8	Technical specifications	Provided in Tender File.	Initialed on every page and Signed and stamped on the last page

ENVELOPE C: FINANCIAL PROPOSAL

No	DOCUMENT	OPERATION REQUESTED	AUTHENTICATION
C1	The tender (Application letter)	Format to be completed and tender amount inserted.	Signature, date and stamp of bidder. A Fiscal stamp of 1500 FCFA.
C2	Unit Price Schedule	Format to be completed showing detail breakdown of prices.	Initials on each page, all pages stamped.
C3	Bill of Quantities and Cost Estimates	Format to be completed.	Initials on each page, dated, signature on the last page, all pages stamped.
C4	Sub detail of Unit Prices	Format to be completed showing the unit prices.	Initials on each page and signature on last page, all pages stamped with enterprise function stamp.

All these documents are to be arranged in the above order and separated with colour separators other than white.

Note: Plans supplied with Tender File should not be submitted.

Building materials, materials, supplies equipment and authorised services: The taxes and duties on the importation of materials for execution of works shall be in conformity with the legislation of the Republic of Cameroon.

Article 5: Main qualification criteria of bidders:

5.1 The criteria relating to the qualification of candidates could indicatively be on the following:

- General presentation of the Tender Files;
- References of the company in similar works;

ARTICLE 10: PRESENTATION OF BIDS

a. Signature of bids – Power of Attorney

10. a.1 All the signatures and initials needed for the tender and indicated in this article must be those of the bidder himself or his/her/her representative duly mandated.

10. a.2 If the bidder is a group of enterprises, each group member or representative must sign the bidding documents such that the result shall be a joint offer. The group shall choose a common representative who shall receive Service Orders and carry out all transactions in the name of the group.

b. **Presentation of bids:** The bid shall be presented in seven (07) copies (one (01) original and six (06) copies) marked as such and put inside three (03) sealed internal envelopes.

All these documents are to be arranged in the above order and separated with colour separators.

Note: Plans supplied with Tender File should not be submitted.

c. **Submission and opening of bids:** Envelopes A, B, and C are to be sealed and each envelope shall be marked "ADMINISTRATIVE DOCUMENTS, TECHNICAL FILE or FINANCIAL FILE" as the case may be. The three envelopes shall be placed in a fourth envelope, sealed and shall carry the following inscriptions:

OPEN NATIONAL INVITATION TO TENDER N^o. 003/ONIT/NWR/DMD/AC/ACITB/2026 of 03/03/2026, THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

(TO BE OPENED ONLY DURING THE BIDS OPENING SESSION)

All bids shall be deposited at the Service of Contracts award of the NDU Council, against a receipt according to the schedule in the Tender Notice. In the case where the envelope shall not be sealed or without the inscription on it, the administration shall decline all responsibility for misdirection or premature opening. Any bid opened prematurely shall be rejected and returned to the bidder. The bids shall be submitted in a sealed external envelop latest the **2026** at 10:00am, with acknowledgement of delivery at the following address:

**MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT
AKO COUNCIL
SERVICE OF PUBLIC CONTRACTS AWARD**

No bids shall be accepted, beyond the above stated date and time.

ARTICLE 11: TECHNICAL PROPOSALS: Proposals for different variants can be accepted from the bidder but the bidder has the obligation of costing the variant in the tender file.

ARTICLE 11: BID BOND: The bidder shall furnish a bid bond (provisional caution) of One million (**1 000,000 FCFA**) from a banking institution of the first order accredited by the Ministry in charge of Finance according to the criteria of COBAC.

ARTICLE 11: TENDER: Each bidder shall tender following the conditions laid down in this Tender File.

ARTICLE 12: CURRENCY: The unit prices shall be calculated in Francs CFA, and furnish in figures and words without taxes, while the total amount shall be calculated without taxes and then with taxes according to the BQCE. The currency that shall be used for payment shall be the FCFA.

ARTICLE 13: PAYMENT MODALITIES: The contractor shall be paid upon presentation of monthly instalments "Décomptes" established from attachments signed by Project Manager and visa by the Contracting Authority showing the work progress, presented by the Contract Engineer and countersigned by the Contract Manager (Authorising Officer) and the Contractor.

ARTICLE 14: IMPORTATION OF MATERIALS: The taxes and duties on the importation of materials for execution of works shall be in conformity with the legislation of the Republic of Cameroon.

ARTICLE 15: VERIFICATION OF BIDS: The administration has a period of one (01) month to examine the bids and make its choice. It shall eventually rectify, as indicated in article 5.3, the bidding amount without any objection from the bidder.

15.1 At the request of the Tender Board, the bidder shall furnish in writing, within seven (07) calendar days, any information necessary for the examination of his/her bid or concerning errors and omissions noted.

15.2 The Tender Board reserves the right to convoke the bidder at his/her expenditure for complementary explanations. Any errors discovered by the Tender Board shall be rectified as follows:

17.1 EVALUATION OF TECHNICAL PROPOSAL

AKO COUNCIL INTERNAL TENDERS BOARD				
TECHNICAL ANALYSIS SUB COMMISSION				
THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION				
1	PRESIDENT:			
2	SECRETARY:			
3	MEMBER:			
TENDER No:OF				
CONTRACTORS:				
A)				
B)				
C)				
Eliminatory Criteria (See evaluation of administrative files)				
Designation		BIDDERS		
		A	B	C
a. General presentation of bids		EVALUATION (Yes or No)		
a1	Presence of all documents			
a2	Properly bound			
a3	Separators in colour apart from white			
a4	Order prescribed respected			
TOTAL a		/4	/4	/4
b. The company references		EVALUATION (Yes or No)		
References of the company in civil construction or similar works for the past Five years				
b1	At least 02 copies of similar contracts equal to or above the cost of the project (1 st and last page).			
b2	minutes of Provisional Reception for projects executed within the last five yrs (pluri annual projects accepted)			
b3	Proof of having constructed a structure similar nature			
TOTAL b		/3	/3	/3
c. Equipment		EVALUATION (Yes or No)		
c1	Proof of ownership or hire of a liason vehicle (Pick up 4 x 4 or van)			
c2	Proof of ownership or hire of 2 trucks of at least 20 tonnes capacity			
c3	Proof of ownership or hire of a manual compactor in good condition			
c4	Proof of ownership or hire of a compactor in good condition			
c5	Proof of ownership or hire of a grader in good condition			
c6	Proof of ownership or hire of a wheel loader in good condition			
c7	Proof of ownership or hire of a water tanker in good condition			
c8	Proof of ownership or hire of a bulldozer in good condition			
c9	Proof of ownership of a carpentry kit			
c10	Prof of ownership of a masonry kit			
TOTA 2		/5	/5	/5
d. Personnel of the Enterprise		EVALUATION (Yes or No)		
Works Engineer: Senior Civil Engineering Technician with at least 05yrs of experience				
d1	Certified copy of valid <i>National Identity Card</i>			
d2	Diploma of Works Engineer certified			
d3	CV signed and dated by the Works Engineer			
D4	Attestation of availability dully signed by bearer and dated			
Site foreman: Civil Engineering Technician or HND with at least 5yrs experience				
d5	Certified copy of valid <i>National Identity Card</i>			
d6	Certified copy of certificate of Foreman			
d7	CV signed and dated by Site Foreman			
d8	Attestation of availability dully signed by bearer and dated			
Chief builder: BAC F4, at least 3yrs of experience				
d9	Certified copy of valid <i>National Identity Card</i>			
d10	Certified copy of diploma			
d11	Cv signed and dated			

DOCUMENT No. 4:
SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

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5. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
6. Decree No. 2018/366 of 20th June 2018; to institute the Public Contracts Code;
7. Decree No. 2012/074 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
8. Decree No. 2012/075 of 8 March 2012 to organise the Ministry in charge of Public Contracts;
9. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
10. Letter No; 00908/MINDHU/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
11. Circular No.0001879/C/MINFI of 31/12/2025 on the instructions relating to the execution of the finance laws, the monitoring and control of the execution of the budgets of the state and other public entities for the 2026 fiscal year.
12. Unified Technical Documents (DTU) for Donga-Mantung works;
13. Applicable standards;
14. Other instruments specific to the domain concerned with the contract.

Article 7: Communication

1.1 All communications within the framework of this contract shall be written and notifications sent to the following address:

- a) In the case where the contractor is the addressee: Sir/Madam **THE CONTRACTOR**
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to AKO Council;
- b) In the case where the Project Owner is the addressee: **The Mayor of AKO** with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.
- c) In the case where the Contracting Authority is: Sir **The Mayor of AKO** with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable

1.2 The contractor shall address all written notifications or correspondences to the Contract Engineer with a copy to the Contracting Authority.

Article 8: Administrative Orders: The various Administrative Orders shall be established and notified as follows:

8.1 The Administrative Order to start execution of works shall be signed by the Contracting Authority and notified to the contractor by the Project Manager with a copy to the Contracting Authority, the Contract Manager, Contract Engineer, the Project owner and the Paying Body, where applicable.

1.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Contracting Authority, the Contract Manager, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.

1.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.

1.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the contractor by the Contract Manager with a copy to the Contracting Authority, the Contract Engineer and Project Manager.

1.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Contracting Authority and notified by his services to the contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.

1.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer.

1.7 The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

1.8 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a maximum of 30 days from the date of transmission by the Contracting Authority to the Project Manager. Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.

Article 9: Contracts with conditional phases:

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

Article 18: Evaluation of works: This contract is evaluated at unit prices

Article 19: Evaluation of supplies: No security shall be requested for payments on account on supplies.

Article 20: Advances:

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

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

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

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

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

Article 21: Payment for works:

21.1 **Establishment of works executed:** Before the 30th of each month, the contractor and the Project Manager shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.

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

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

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

- [1-2.2 and/or – (7.5 or 15%)] paid directly into the account of the contractor;
- 2.2 % or 5.5 % paid to the public treasury as AIR due by the contractor.
- 7.5% or 15% paid into the public treasury as TSR due by the contractor.

The Project Manager has a time-limit of seven (7) days to forward to the Contract Manager the detailed accounts he has approved. The Contract Engineer has a maximum time-limit of twenty-one (21) days to forward the detailed accounts he approved such that they are in his possession not later than the twelfth of the month. The Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

Payments shall be done by the Project owner within a maximum deadline of three (03) calendar days from the date of submission of the approved detailed accounts.

21.3 **Detailed account of start-off account:** Not applicable

Article 22: Interest on overdue payments: Possible interests on overdue payments are paid by statement of sums due in accordance with Decree N0. 2018/366 of 20th June 2018; to institute the Public Contracts Code.

Article 23: Penalties:

A. Penalties for delay

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

31.1 The time-limit for the execution of the works forming the subject of this contract shall be **four (04) months – One hundred and twenty (120) days.**

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

Article 32: Role and responsibilities of the contractor: The detailed and general plan of progress of the works shall be communicated to the Project Manager in *five (05) copies* at the beginning of each.

Article 33: Provision of documents and site: A reproducible copy of the plans featuring in the Tender File shall be submitted by *the Contract Manager*. The Project Owner shall make available the site and access ways to the contractor at the appropriate time as the works progress.

Article 34: Insurance of structures and civil liabilities: The following insurance policies are required within the scope of this contract in the minimum amounts indicated hereafter within fifteen (15) days of the notification of the contract (*to be adapted*):

- *Liability insurance, business manager;*
- *Comprehensive insurance of the site;*
- *Insurance covering its ten-year obligation, where applicable.*

Article 35: Documents to be furnished by the contractor:

35.1 Programme of works, Quality Assurance Plan and others.

a) Within a minimum deadline of fifteen (15) days from the date of notification of the Administrative Order to commence execution, the contractor shall submit in six (6) copies for the approval of Contract Manager after the endorsement of the Contract Engineer the execution programme of the works, his work calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable. This programme shall be exclusively presented according to the furnished models.

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

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

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

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

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

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

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

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

35.2 Execution draft

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

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

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

Article 36: Organisation and safety on site: Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work. The services to inform in case of interruption of traffic or along the deviated itinerary are *the Delegated Contracting Authority, Project Owner, contract Engineer*

ARTICLE 37: Commencement of work: Before the commencement of work, the authorizing officer shall convene an enlarged site meeting with the following in attendance:

- ❖ The authorizing officer(Chairperson)
- ❖ Contract Engineer or his representative(Secretary)
- ❖ The Divisional Delegate of MINMAP or his representative;.....(Member)
- ❖ The Control Brigade MINMAP (Member)
- ❖ The Project Manager(Member)
- ❖ The Divisional Delegate of MINEPAT or his representative;.....(Member)

The commission shall examine the report of the Pre-acceptance and shall proceed to the Provisional Acceptance if satisfied with the works executed. An acceptance report (process - verbal) of the works shall be prepared by the Contract Engineer and signed by all the commission members on the site.

Article 45: Final acceptance: Final acceptance shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the period of guarantee. The commission and procedure for final acceptance shall be the same as for Provisional Acceptance

Article 46: Guarantee Period: The guarantee period shall last for one (01) year from the date of the provisional acceptance.

Chapter V: SUNDRY PROVISIONS

Article 47: Termination of the contract (article 74 of the GAC)

The contract may be terminated as provided by Decree N0. 2018/366 of 20th June 2018 and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

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

Article 48: Case of force majeure (article 75 of the GAC): If the contractor were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

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

Article 49: Disagreements and disputes (article 79 of the GAC): Disagreements and disputes resulting from the execution of this contract may be settled amicably. Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction.

Article 50: Production and dissemination of this contract: Ten (11) copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

Article 51: Entry into force of this contract: This contract shall be final only upon its signature by the Contracting Authority. It shall enter into force as soon as it is notified to the contractor by the Contracting Authority.

Article 52 and last: INFORMATION TO BE POSTED: The Contractor shall put up a visible sign board (*total height=2.80m, width=1.20m, board thickness=2.5cm at 1,20m above the ground level with poles embedded in concrete*) at the entrance to the site on a place approved by the Contract Engineer, bearing the following text written on one side of the board.

REPUBLIC OF CAMEROON
Peace - Work - Fatherland

THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

FINANCING: 2026 PUBLIC INVESTMENT BUDGET (MINHDU)

CONTRACTING AUTHORITY: THE MAYOR OF AKO

AUTHORISING OFFICER: THE MAYOR OF AKO

CONTRACT MANAGER: THE SECRETARY GENERAL OF AKO COUNCIL

CONTRACT ENGINEER: THE DIVISIONAL DELEGATE MINH DU DONGA-MANTUNG

PROJECT MANAGER: CDO AKO COUNCIL

CONTRACTOR:.....

DURATION OF CONTRACT: FOUR MONTHS (120 CALENDAR DAYS)

STARTING DATE:

ENDING DATE:

3 – CLEARING OF ROAD SIDES: This has to do with the clearing of grass and shrubs of diameter less than 20cm by the road sides but within the right of way at 5cm above the ground and the eventual evacuation out of the portion where the grass is cut or to a deposit to be agreed upon with the Project Manager. The trees that their branches stretch to the road will equally be pruned. All of these are done in strict respect of environmental prescriptions.

4 – OPENING OF THE ROAD WITH A BULLDOZER: This consists of the opening of the road with the use of a bulldozer. The material issued from the opening is stock piled and loaded into trucks with the use of a wheel loader and transported to a discharge site agreed upon by the Project Manager. At the discharge site the material is spread while respecting environmental prescriptions.

5– FILL OBTAINED FROM BORROW PIT: this consists of:

- The Identification, opening of the borrow pit by excavation of the top vegetable soil and the opening of the access roads,
- Indemnities for the exploitation of the borrow pit,
- Extraction of the material and stock piling,
- Transportation of the material to the site on a distance not exceeding 5000m,
- The spreading of the material in compactable layers
- Compacting of the material taking into consideration all the necessary operations that will lead to an optimum result,
- The closing up of the borrow pit by putting it back to its almost initial state,
- The respect of environmental prescriptions.

6 – REPROFILING AND COMPACTING OF ROAD SECTION:

This operation consists of:

- The eventual cleaning of the road surface and the drains,
- The evacuation of the of the vegetable soil out of the road surface,
- The scarification of the road surface,
- Reprofiling of the of the scarified road surface,
- Watering and compacting of the road surface,
- All other suggestions linked to circulation and respect of environmental prescriptions.

7 – CREATION OF GUTTERS AND OFFSHOOTS

This consists of:

- The creation of gutters and offshoots with the use of grader right to their extremes,
- The shaping thereby giving a gentle slope to the external face of the gutter,
- The evacuation and spreading of the product of the creation of gutters to an agreed site by the Project Manager,
- The verification of the slope of the gutters and the offshoots to ensure water flows off as intended,
- All other suggestions linked with circulation and the respect of environmental prescriptions.

8 – CLEANING OF EXISTING STRUCTURES:

This consist of the cleaning manually of the out-let and in-let to a distance of atleast 5m as well as the internal portion of the culvert in order to ease the flow of water. The transportation and deposit of the product of the cleaning to an agreed site by the Project Manager. The verification of the slope of the longitudinal gutters that send water into the in-let and the slope of the out-let to be sure that water discharged from the culvert is thrown away with ease and the respect of environmental prescriptions.

9 – METALLIC CULVERTS: This consists of the provision and transportation to the site of the elements of the culvert including the accessories as well as the material necessary for mounting of the culvert. It also constitutes of:

- Removal of the damage existing culvert where the case may be,
- Implantation of the structure,
- The creation of an eventual by-pass,
- The excavation of the trench and eventual evacuation of the product of excavation to an agreed deposit by the Project Manager,
- The leveling and compacting of the floor of the trench,
- The excavation and transportation of material (laterite) with which to back fill the culvert,
- The mounting and the laying in place of the culvert,
- The painting of the culvert with anti-rust,
- The back filling of the culvert with laterite and compacting in successive layers of 20cm each until the height of laterite above the culvert is $\frac{\text{Ø}}{2} + 10\text{cm}$, where Ø is the diameter of the culvert,
- The cleaning of the in-lets and the out-lets to ensure easy flow of water,
- The linking of the "technical block" of the culvert to the road with a slope less than 4% and the respect of environmental prescriptions.

10 – MASONRY CULVERT HEAD/CHAMBER:

This consists of the provision and transportation to the site of the various materials (stones, cement, sand, gravel etc) and the necessary tools for the execution of the task.

- Implantation of the structure,
- Excavation of the trenches and evacuation of the soil to a deposit agreed upon by the Project Manager,

DOCUMENT N^o. 06
THE UNIT PRICE SCHEDULE

SCHEDULE OF UNIT PRICES FOR THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION (itinerary of road: - 5km of main street from Kurufe to Afuh; - 2km of second street from Tumbo to Mbembe project junction)

Item	DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
	SERIES 100: PRELIMINARY WORKS			
101a	Installation of project information board, execution programme, and as-built plan	Ls		
101b	Environmental Impact Notice	ls		
102	Bringing and folding up of equipment	Ls		
	<i>SUB - TOTAL SERIES 100</i>			
	SERIES 200: EARTHWORKS			
201	Cut and throw	m ³		
202	Reprofiling and compacting the platform	m ²		
	<i>SUB - TOTAL SERIES 200</i>			
	SERIES 300: DRIANAGE			
301	Supply and installation of metallic ring culvert ø800	ml		
302	Stone masonry chamber for metallic ring culvert ø800	U		
303	Stone masonry head for metallic ring culvert ø800	U		
	<i>SUB - TOTAL SERIES 300</i>			
	SERIES 400: ENGINEERING STRUCTURES			
401	Stone masonry box culvert of (1,5X1,5)m with slab in reinforced concrete of 6m each	ml		
402	Stone masonry culvert head for the stone masonry box culvert of (1,5X1,5)m with slab in reinforced concrete	U		
	<i>SUB - TOTAL SERIES 400</i>			

DOCUMENT N° 8
FRAMEWORK OF SUB-DETAIL OF PRICES

DESIGNATION: Studies and site installation						
No	Daily out pu	Total quantity	Unit	Duration of activity		
WORKMAN SHIP	Category	No	Daily wage	Days up	break	Amount
TOTAL A						
EQUIPMENT/MECHINES	Type	No	Daily rate	Days up	break	Amount
TOTAL B						
MATERIAL AND MISCELLANOUS	Type	Unit	Unit cost	Quantity	Amount	
TOTAL C						
D	DIRECT TOTAL COST			A+B+C		
E	GENERAL SITE EXPENESES			Dx%		
F	GENERAL OFFICE EXPENSES			Dx%		
G	NET COST			D+E+F		
H	RISK + BENEFITS			Gx%		
P	TOTAL COST (HT)			G+H		
V	UNIT COST (HT)			P/Q'TY		

Business Registration No. _____

Taxpayer's No. _____

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

On the other hand,

Agree on the following:

Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Bill of Quantities and Estimates

Page _____ and last page of **JOBGING ORDER No/JO/NWR/DMD/AC/ACITB/2026 OF 2026**
AWARDED FOLLOWING OPEN NATIONAL INVITATION TO TENDER No./ONIT/NWR/DMD/AC/ACITB/2026 OF
2026 FOR THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO
TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO
TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

With _____,

EXECUTION DEADLINE 120 days (04) months

Amount of contract in CFA F:

THT	
TTTC	
VAT (19.25%)	
AIR (2.2 or 5.5 %)	
NET PAYABLE	

<p>Read and accepted by the contractor</p> <p style="text-align: center;">(place of signature) _____ (date)</p>
<p>Signature of Contracting Authority</p> <p style="text-align: center;">(place of signature) _____ (date)</p>
<p>Registration</p>

FORM N° 02
THE MODEL TENDER LETTER

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

.....atRC N°.by virtue of the power vested in me (us), resident at (Town), P.O.Box....., telephone N°. after having studied all the documents of the tender file relating to the Invitation to Tender N°., and after having assessed in my (our) point of view and under my (our) responsibility the nature and difficulties entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to carry out works **THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION**, in keeping with the terms and conditions of the tender file in return for the sum of.....FCFA (.....Francs) All Taxes Inclusive, calculated on the basis of the unit prices stated in the Unit Price List and the detailed estimates, appended to this tender. The prices stated are tax inclusive.

I commit myself (we commit ourselves) if my (our) tender is retained, to execute the contract within three (03) months as from the date of notification of the award of contract.

I hereby commit myself (we hereby commit ourselves) to maintain the amount of my (our) tender for a period of sixty (60) days with effect from the deadline for submission of bids.

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

Enclosed with this tender are:

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

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

Signature(s)

Bidder(s)

For companies, indicate:

Fiscal stamp 1500

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

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

For companies without a legal status, indicate:

« We, the undersigned,..... »

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

« Constituted in a group of companies for the execution of this contract, jointly commit ourselves »

FORM N° 04
MODEL BID BOND

Whereas _____ (Hereafter called the "the bidder") has submitted his bids dated _____, Here in after called "the bid")

KNOW YE ALL PEOPLE by the presence that WE _____

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

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

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

Sealed with the common seal of the said bank this _____ day of _____

SIGNATURE OF BANK AUTHORITY

FORM N° 06

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

Bank

Reference of guarantee No.....

To Mayor of AKO Council,
Donga-Mantung Division,
North West Region,
Republic of Cameroon
Invitation to Tender N°:

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE MAINTENANCE WORKS

We..... (Bank) have been informed that a contract shall be signed between the Mayor of NKAMBE, acting in the capacity of Contracting Authority, and....., acting as contractor FOR THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION

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

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

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

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

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

Done at, on

Mr (Messrs).....

Signature(s) & stamps

FORM N° 08
MODEL OF COMMITMENT OF AVAILABILITY

To Whom It May Concern:

Subject: COMMITMENT OF AVAILABILITY.

I the undersigned, _____ a _____ (*specify diploma or certificate*) and holder of National Identity Card N° _____ issued on _____ at _____ Tel: _____ is committed and available to work as _____ (*specify post to be occupied*) with _____ (*name of company*) if awarded the contract for _____ (*indicate the name of project*) Donga-Mantung Division of the North West Region. This is in response to Tender N° _____

Done in _____ the _____

Sign; _____

Certified at On the

By

REMARK- This form shall be certified by the National Security Service (i.e. Police officer or Commissioner)

ANNEX N° 02

THE MODEL PROFESSIONAL REFERENCES

N°	Year	Project	Name of Client, Address and Contactable telephone N°	Budgeted Project amount	Contract amount	Period of the contract	Acceptance date
1							
2							

NB: For each contract named in the above list, are attached the following:

- Photocopy of first and last pages of the contract,
- Photocopy of provisional or final acceptance report(*as the case may be*).

Done on, at

Mr (Messrs).....

Signature(s).....

ANNEX N° 03

MODEL EQUIPMENT LIST

SN	DESIGNATION <i>Description & frame (châssis) number</i>	MARK (& HORSE POWER if vehicle)	REGISTRATION NUMBER <i>(if vehicle)</i>	QUANTITY	STATUS <i>(Hired or owned)</i>
1					
2					
3					
etc					

I the undersigned, _____ holder of National Identity Card N° _____ issued on _____ at _____ being Managing Director of this Company called _____ testifies that the above information is correct and commit myself to present any of the above equipment and tools at any given time requested. As well any of them must be present at the site before and during each phase at any given moment required or requested by the Authorities in charge of the project I am tendering for.

Remark- For equipment I will take on hire I hereby attached to this form certified attestations (*lease documents*) of commitment between I and the Owner(s) of the equipment(s).

Done on....., at

Signed

ANNEX N° 05
MODEL OF SUB- DETAIL OF UNIT PRICE

Designation of Works :					
N° price	Daily output	Total Quantity			Duration (days)
	/ day				
WORKMANSHIP	Category	Number	Daily Salary	Days paid	Amount
	Site engineer				
	Site foreman				
	Team chiefs				
	Administrative staff				
	Driver				
	Specialised Technicians				
	Labourers				
	Store keeper				
	Total A				
	Type	Quantity	Daily rate	Days paid	Amount
	Pickup for follow-up				
	Small equipment				
Total B					
Type	Quantity	Unit Price	Consumption	Amount	
*					
*					
*					
Total C					
D	TOTAL DRY PRICE A+B+C				
E	General site expenses		X%	D x X%	
F	General head office expenses		Y%	D x Y%	
G	TOTALCOST PRICE			D + E + F	
H	Risks + benefits		Z%	G x Z%	
P	TOTAL COST PRICE WITHOUT TAXES			G + H	
V	SELLING UNIT PRICE WITHOUT TAXES			P/QTE	

ANNEX N° 07
THE EVALUATION GRID
ANNEX 7: EVALUATION GRID

FOR THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION
ADMINISTRATIVE DOCUMENTS.

DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender, written by the bidder, stamped with the tariff in force
A.2	Purchase receipt of Tender File issued by the Municipal treasury Ako or any other public treasury of an amount of One hundred thousand (100,000)Fcfa
A.3	A bid bond of 1 000 000 FCFA (One million) FCFA issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.4	Certified Copy of the Business Registration, not more than three months old.
A.5	Business License (photocopy certified by the chief of center of Taxes, not more than three months).
A.6	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.7	A valid Certificate of imposition certified by the chief of center for taxation
A.8	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.
A.9	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, ministry and Trade of the place of residence of the bidder, not more than three (03) months.
A.10	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance, not more than three months.
A.11	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)
A.12	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.

TECHNICAL EVALUATION

AKO COUNCIL INTERNAL TENDERS BOARD			
TECHNICAL ANALYSIS SUB COMMISSION			
FOR THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION			
1	PRESIDENT:		
2	SECRETARY:		
3	MEMBER:		
TENDER No:OF			
CONTRACTORS:			
A)			
B)			
C)			
Eliminatory Criteria (See evaluation of administrative files)			
Designation		BIDDERS	
		A	B
		C	
a. General presentation of bids		EVALUATION (Yes or No)	
a1	Presence of all documents		
a2	Properly bound		
a3	Separators in colour apart from white		
a4	Order prescribed respected		
TOTAL a		/4	/4
b. The company references		EVALUATION (Yes or No)	
References of the company in civil construction or similar works for the past Five years			

IV	FINANCIAL ANALYSIS	EVALUATION		
		A	B	C
1	Unit Price Schedule			
2	Bill of Quantities and Cost Estimate			
3	Sub Detail of Unit Prices			
4	Bidder's Financial Proposal			
NB) The non existence or Laxity noticed at the study of prices and Arithmetic errors shall be corrected by the Technical Sub Committee with respect to the invitation to Tender				
FINAL RESOLUTION OF THE EVALUATION COMMISSION (use the corrected offer)				

ANNEX 8: MODELE ATTESTATION OF SITE VISIT

I the undersigned Mr./Mrs./Miss [Surname and Name] The Director of [Name of Company] do testify on my honour that, I Mr./Mrs/Miss (Surname and Name) Director or Engineer of the Company: (Name of Enterprise) have actually visited the site which is going to receive the structure relative to **OPEN NATIONAL INVITATION TO TENDER No./ONIT/NWR/DMD/AC/ACITB/2026 OF 2026 FOR THE REHABILITATION AND MAINTENANCE OF SOME MAIN STREETS AND CONSTRUCTION OF CULVERTS IN AKO TOWN, (ITINERARY OF ROAD: - 5KM OF MAIN STREET FROM KURUFE TO AFUH; and 2KM OF SECOND STREET FROM TUMBO TO MBEMBE PROJECT JUNCTION) IN AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION**

I declare:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the execution of the job with respect to norms.
- To establish a unit price schedules taking into account the difficulties of the site relative to the execution of the works and shall on no condition claim the Delegated Contracting Authority for any increase of unit price.

In Testimony Whereof, this present **ATTESTATION OF SITE VISIT** is established and issued to serve the purpose it deserves.

Date

Stamp of enterprise

Signature and Names of the Director