

FC n° 01788/26/P/N/AKO/CAR/NW

JAD

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° 007/ONIT/NWR/DMD/AC/ACITB/2026 OF
04/03/2026 FOR THE COMPLETION OF PHASE II OF A
MULTIPURPOSE HALL IN AKO TOWN, AKO COUNCIL AREA,
DONGA MANTUNG DIVISION, NORTH WEST REGION.

(THROUGH EMERGENCY PROCEDURE)**

FINANCING: **MINDDEVEL (PIB) - 2026**

EXPENDITURE AUTHORIZATION N°:
60 27 291 1 32000005 0411464211

.....

VOTE OF CHARGE N°:
JB03666

.....

2026 FISCAL YEAR

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NORTH WEST REGION

DONGA MANTUNG DIVISION

AKO COUNCIL

AKO COUNCIL INTERNAL TENDERS
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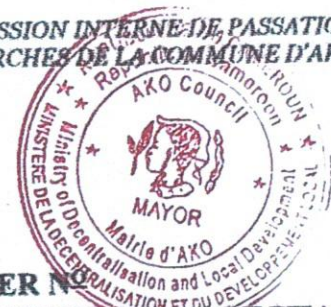


REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie
REGION DU NORD-OUEST

DEPARTEMENT DE DONGA MANTUNG

COMMUNE D'AKO

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



TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER N°
007/ONIT/NWR/DMD/AC/ACITB/2026 OF 04/03/2026 FOR THE COMPLETION OF PHASE
II OF A MULTIPURPOSE HALL IN AKO TOWN, AKO COUNCIL AREA, DONGA
MANTUNG DIVISION, NORTH WEST REGION.

SUBJECT OF THE INVITATION TO TENDER: Within the framework of the execution of the 2025 state budget, the State of Cameroon represented by the Mayor AKO Council hereby launches an open national invitation to tender for the **COMPLETION OF PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION. (By Emergency Procedure)**

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

The services solicited comprise the construction of a multipurpose hall in Ako town, ako sub-division and the detailed information is provided in the technical specifications.

3) **DURATION OF EXECUTION:** 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 Service Order to start works.

4) **LOTS:** The work is in one (1) lot as follows; - the Completion of Phase II of a Multipurpose Hall In Ako Town, Ako Sub Division, DongaMantung Division, North West Region.

5) **ESTIMATED COST:** The estimated cost after preliminary studies is Thirty one Million one Hundred and fifty three thousand nine hundred and forty three Franc (31. 153 .943) fcfa

Subject	Amount for the Project	Vote of charge N°	Expenditure authorization N°
Construction of Multipurpose Hall in Ako Town Ako	31,153,943 FCFA	JB03666	60 27 291 1 32000005 0411464211

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. Must importantly, companies with no uncompleted project in Donga Mantung.

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 MINDDEVEL 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 six hundred and twenty three thousand one hundred (623, 100) francs CFA, and valid for ninety (90) 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 the Reggional Office of the Public Contracts Regulatory Agency (ARMP) for the North West during working hours.

Subject	Locality	Bid Bond	Tender fee
the completion of phase ii of a multipurpose hall in Ako town, Ako Sub- Division.	Ako town, Ako Sub Division	623,100 CFA francs	62,350 Cfa

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 sixty-two thousand three hundred and fifty (62,350Cfa), CFA francs, and payable at Mincipal Treasury of AKO or any other state 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 02/04/2026 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. 007/ONIT/NWR/DMD/ACI/ACITB/2026, OF 04/03/2026 FOR THE COMPLETION OF PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN, 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 or room 03 of the Finance building, Nkambe, on 02/04/2026 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 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 contract beyond contractual deadline.
- Failure to obtain at least 80% in the evaluation of the Technical proposal.

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 CDEC receipt
- proof of certificate of categorisation

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, Tel. 6 71 61 49 48

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 04/03/2026
THE MAYOR
(Contracting Authority)

Copies:

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



Nkwai Godlove Nkamya
BA / MA / MBA

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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. 007/AONO/NWR/DMD/AC/ACITB/2026 DU 04/03/2026 POUR LES TRAVAUX DE FINITION PHASE II DE LA SALLE POLYVALENTE DE LA COMMUNE D'AKO DANS LE DEPARTEMENT DU DONGA-MANTUNG, REGION DU NORD-OUEST. (PROCEDURE D'URGENCE)

- 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 d'Ako lance un Appel d'Offres national ouvert pour les travaux de **POUR LES TRAVAUX DE FINITION PHASE II DE LA SALLE POLYVALENTE DE LA COMMUNE D'AKO DANS LE DEPARTEMENT DU DONGA-MANTUNG, REGION DU NORD-OUEST.**

(PROCEDURE D'URGENCE).

- 2) **Consistance des travaux** : Les travaux comprennent notamment :
Le service sollicite est les travaux de finition phase ii de la salle polyvalente de la commune d'ako dont les détails se trouvent dans le cctp.
- 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 : les travaux de finition phase ii de la salle polyvalente de la commune d'ako, Departement du Donga-Mantung, Region du Nord-Ouest

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

Projet	Localité	coût prévisionnel	Achat DAO
Travaux de finition phase ii de la salle polyvalente de la commune d'ako	Ville d'Ako, dans l'arrondissement d'Ako.	31,153,943 FCFA	62,350 fcfa

- 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.

FINANCEMENT : Les travaux, objet du présent appel d'offres sont financés par le Budget d'Investissement Public de la République du Cameroun, Budget du MINDDEVEL au titre de l'exercice 2023 assigné au Maire d'Ako, sur la ligne d'imputation budgétaire.

Objet	coût prévisionnel	N° de l'imputation	N° de l'autorization de dépense
TRAVAUX DE FINITION PHASE II DE LA SALLE POLYVALENTE DE LA COMMUNE	31,153,943 FCFA	JB03666	60 27 291 1 32000005 0411464211

- 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 agréé par le Ministère en charge des Finances d'un montant égal à 623,100 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 présentés 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 déclarées inadmissibles.

9) **CONSULTATION DU DOSSIER D'APPEL D'OFFRES** : Le dossier d'appel d'offres peut être consulté dès la publication du présent avis d'appel d'offre aux services de l'Autorité Contractant (Service de passation des marchés de la mairie d'Ako), à la Delegation Departementale des Marchés Publics du Donga Mantung et au Bureau Regional de l'Agence de Regullaisation 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 la 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 62,350 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 **02/04/2026** 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. 007/AONO/NWR/DMD/AC/ACITB/2026 DU 04/03/2026 POUR LES TRAVAUX DE FINITION PHASE II DE LA SALLE POLYVALENTE DE LA COMMUNE D'AKO, 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 **02/04/2026** à **11heures**, heure locale en une phase par la Commission Communal Interne de Passation des Marchés de la Commune D'AKO, (Salle de conference 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 abandonné ou avec un chantier incomplet au delà de délai contractuelle.
- Non satisfaction d'au moins 80% des critères d'experiences requis.

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, Tel. 6 71 61 49 48

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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5.1 Materials, the contractor's materials, supplies, equipment and services forming the subject of this contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender and all expenditure done within the context of the contract shall be limited to the said building materials, materials, supplies, equipment and services.

5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, 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 addendum (addenda) published in accordance with article 10 of the General Regulations of the invitation to tender, it includes the following documents:

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

a. Volume 1: Administrative file: It includes:

a.1 All documents attesting that the bidder:

- Has subscribed to all declarations provided for by the laws and regulations in force;
- Paid all taxes, duties, contributions, fees or deductions of whatever nature;
- Is not winding up or bankrupt;
- Is not the subject of an exclusion order or forfeiture provided for by the law in force;

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.

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

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

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

Article 19: Preparatory meeting to the establishment of bids

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

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

19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Contracting Authority at least one week before the meeting. The 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 addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.

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

Article 20: Form and signature of bid

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

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

the preferred bidder has not been made public, subject to the disqualification of the bid of the bidder and suspension of the authors from all activities in the domain of public contracts.

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

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

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

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

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

Article 28: Determination of compliance of bids

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

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

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

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

Article 37: Publication of results of award and petitions

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

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

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

37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public contracts, the Contracting Authority and the chairperson of the Tenders Board concerned. It must take place within a maximum deadline of five (5) working days after the publication of the results.

Article 38: Signing of the contract

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

38.2 The 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.

- ✓ Receipt for the purchase of Tender File
- ✓ Bid bond

- All bids not containing all the documents listed above or not in conformity with the models shall be simply rejected.

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	☞ Required personnel needed for the execution of works forming subject matter of this tender	Attach for each person a CV signed and dated, as well as a certified copy of certificate. (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)
B3	Organisation of works/ methodology	In conformity with article 7 below, it shall clearly show the organisation of the enterprise (methodology of execution, work schedule, supply of materials, etc)	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.	Initialled 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, last page signed and 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.

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.

- The average of all the prices of bidders in the same lot if the bidder is the only qualified one.
- 9.3 The bidder shall express the prices in the UPS and BQCE in francs CFA excluding taxes before adding the taxes to the BQCE only.
The prices on the UPS in words shall have priority over those of the BQCE and DUP. They shall serve as the bases of calculation of the bidding amount.
The eventual calculation errors shall be corrected by the Sub Committee for Analysis and the amount altered if necessary without any complaints from the bidder.

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. 007/ONIT/NWR/DMD/AC/ACITB/2026 of 04/03/2026 FOR THE COMPLETION OF
PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN, AKO COUNCIL AREA , DONGA MANTUNG DIVISION, NORTH WEST REGION
(BY EMERGENCY PROCEDURE).
(TO BE OPENED ONLY DURING THE BIDS OPENING SESSION)**

All bids shall be deposited at the Service of Contracts award of the Ako 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 02/04/2026** at 10:00am, with acknowledgement of delivery at the following address:

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

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 Six **hundred and twenty three thousand eighty (623,100)** francs CFA 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 and the Contractor.

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 of similar works for the past 03 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 three yrs (pluri annual projects accepted)		
b3	Proof of having constructed a structure similar nature		
TOTAL b		/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) (Hired or owned)		
c2	Proof of ownership or hire of a truck of at least 20 tonnes capacity		
C3	Proof of ownership or hire of a manual compactor in good condition		
C4	Proof of ownership of a carpentry kit		
C5	Prof of ownership of a masonry kit		
TOTA 2		/5	/5
d. Personnel of the Enterprise		EVALUATION (Yes or No)	
Works Engineer: Senior Civil Engineering Technician with at least 03yrs 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 03yrs 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 03yrs of experience			
d9	Certified copy of valid <i>National Identity Card</i>		
d10	Certified copy of diploma		
d11	Cv signed and dated		
d12	Attestation of availability dully signed by bearer and dated		
Chief carpenter: Atleast CAP in wood work/joinery at least three years			
d13	Certified copy of valid <i>National Identity Card</i>		
d14	Certified copy of diploma		
d15	Cv signed and dated		
d16	Attestation of availability dully signed by bearer and dated		
Chief electrician: BAC in electricity/house lighting at least 5years			
d17	Certified copy of valid <i>National Identity Card</i>		
d18	Certified copy of diploma		
d19	Cv signed and dated		
d20	Attestation of availability dully signed by bearer and dated		
Chief Plumber; At least Probatoir in plumbing/sanitation at least three years			
d21	Certified copy of valid <i>National Identity Card</i>		
d22	Certified copy of diploma		
d23	Cv signed and dated		

DOCUMENT No. 4:
SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

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- Article 46 - Guarantee time-limit (article 70 of GAC)

Article 6: General instruments in force: This contract shall be governed by the following general instruments.

1. Framework Law No. 96/12 of 5 August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
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; 00024/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
11. Circular Letter N° 0001879/CL/MINFI of 31st December 2025 relating to the execution, Monitoring and Control of the execution of the Budgets of Regional and Local Authorities for 2026 financial year.
12. (DTU) for Donga-Mantungding 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 Nwa Council;
- b) In the case where the Project Owner is the addressee: Sir **The Mayor of AKO** with a copy addressed to the 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 Contract Manager, Contract Engineer, the Project Manager 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 duration of execution shall be signed by Contracting Authority and notified by the Project Manager 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.

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

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

Article 18: Evaluation of works: 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 article 88 of Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code.

Article 28: Stamp duty and registration of contracts: Seven (7) original copies of the contract shall be stamped by and at the cost of the contractor, in accordance with the applicable regulations.

Chapter III: Execution of works

Article 29: Nature of the works: The works shall include especially: (position or volume of works), See Special Technical Conditions.

Article 30: Role and responsibilities of the Project Owner

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

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

Article 31: Execution time-limit of the contract:

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 Project 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.

Commission shall comprise the following;

- ❖ - 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 Divisional Chief of Local Development, SDOs office (Member)
- ❖ The Contract Manager(Member)
- ❖ The Stores account of Ako Council (Member)
- ❖ The contracting partner or duly authorized 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

DOCUMENT NO. 5:
Special Technical Conditions (STC)

- I - GENERALITIES
- II- PREPARATORY WORKS
- III - JOINERY AND METAL WORKS
- IV- ELECTRICAL INSTALLATION
- VI - RENDERING (PLASTERING) AND COATING
- VII - PAINTING
- VIII- EXTERNAL WORKS
- IX - PROTECTION OF THE ENVIRONMENT
- X - ORIGIN, QUALITY AND PREPARATION OF MATERIALS

1 – GENERALITIES: This present special technical specifications concern the COMPLETION OF PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN, AKO SUB-DIVISION, DONGA MANTUNG DIVISION, NORTH WEST REGION. It is the duty of the contractor to realize the structure as per the execution plans that shall be approved by the competent authority. Through the contract Engineer, the contractor shall furnish the owner of the project and other project team members within 15 days from the date of notification to start work with an execution plan showing clearly how he intends to run the work site.

SIGN-POSTS: The contractor shall put in place at his expense a sign-posts indicating the ongoing work in conformity with the plans put at his disposal by the contracting authority.

Hygiene and safety: The contractor shall ensure total hygiene and security of the site by constructing a temporal latrine and putting up a temporal fence around the project site if need be.

The contractor shall be responsible for the protection of the structures before final reception. He shall be equally responsible for all tools and materials present at the work site. He shall seek an insurance policy to cover theft and fire incidence.

The contractor shall take all preventive measures against accidents. The owner of the project has the right to intervene in case of any emergency without necessary interfering with the activities of the contractor.

The contractor shall verify all dimensions on the plans. For execution, no dimension shall be measured with a scale rule from the plans. The contractor shall check in-situ the possibility of translating the dimensions on plans to the structure before work begins. He shall refer to the Project Engineer in case of any doubt. He shall not on his own modify anything on the structure and shall inform the Project Engineer of any changes that he considers necessary.

All modifications accepted by the contractor shall be accomplished within a specified duration and at his cost without modification of the contract amount. The owner of the project shall have the right to the final choice in case of any modification.

8 – RENDERING (PLASTERING) AND COATINGS: The wall rendering (thickness at least 2cm cm on both sides of the walls) will be of cement mortar at 400 kg/m³. There will be an under-coat layer and a finish layer floated and foamed to finish. They must be well cut horizontally and vertically using a **straight edge**. All walls shall receive a base coat of spatadash before plastering is done.

9 – PAINTING: A layer of impression in ordinary paint will be applied previously on all the walls as priming layer. The interior walls will be painted in water paint (pantex 800). The external walls will be painted in water resistant paint (pantex 1300 type). Colour tinted tubes will be chosen to achieve the desired **magnolia** colour. The ceiling shall be painted in crystal white glue paint. All metal works shall be painted with oil paint - Glyptal resin lacquer, in two coats. A primary coat of antirust before final painting is done. Skirting shall be carried out in oil paint at 20cm from the floor, externally and internally with coffee brown colours.

10 – EXTERNAL WORKS: Gutters: To be excavated 40cm wide and 30cm deep at the rain drops. The walls of gutters are to be constructed in concrete and the floor well rolled and smoothen out with ordinary cement concrete providing a slope of 10% for the flow of water with an offshoot of at least 3m to the environment.

Prefabricated slabs of dimensions (60X50)cm wide each shall be provided at the doors of (90X220)cm and (200X300)cm of the office and small magasin covering 1.5m and 3.0m respectively over the gutters at right angles.

Steps shall be constructed out of frog filled (15X20X40)cm blocks, 1,20m wide as the case

Equally, a **ramps** cast insitu of dimensions (4.0X2.1X0.2)m shall be provided at the main entrance of the building for the handicapped on wheel chairs and also to enable trucks with goods to get right to the main door of the magasin.

11 - PROTECTION OF THE ENVIRONMENT: The entrepreneur shall obtain an attestation of environmental impact notice from the council concerned, indicating that the environment impact notice has been carried out by the project owner

The site must be chosen outside of the sensitive zones, in order to limit the site clearing, the extraction of bushes, the setting out of the building and general circulation.

The site must foresee an adequate drainage of waters on the whole surface. The maintenance areas and of washing should be concreted. These maintenance areas should have a slope toward a cesspool provided for the purpose and toward the inside of the platform in order to avoid the out-flow of the polluting products toward the site and the neighbourhood.

At the end the works, the entrepreneur will do all necessary works to the restoration of the various places of the site. The entrepreneur should fold all his material, and equipment. He should demolish all stationary installation, as foundation, support made of concrete or metallic, etc. in order to put back the site in its nearest initial state. No equipment nor materials should be abandoned on the site, nor in the vicinity after the execution of all the works. Left-over materials are to be covered with a layer of earth, and the site has to receive an adequate drainage in order to avoid all erosion as the case may be.

12 - ORIGIN, QUALITY AND PREPARATION OF MATERIALS: The fine and coarse aggregates may either be from the river or quarry crushed and must be approved by the Contract Engineer before any use on the site. The sand (0/5) shall have very fine elements settlement of less than 4%. The gravels (5/15 or 15/25) shall be clean and well graded with very fine elements settlement of less than 2%. The cement shall be CPA 325 class from an approved factory.

The reinforcement steel for reinforced concrete shall be of type HA FeE400 for the main reinforcement steel rods and round-smooth RL E235 for the stirrup rings. Any fill material for the foundation and the surroundings structures shall have no particle dimension above 50mm and with plasticity index of less than 35. Fill materials shall also be free from organic elements and shall have a good granularity grading. No black soil vegetable shall be accepted for backfilling.

Stones for masonry works shall be of basalt, gneiss or granite type, be esthetical and should be gotten from the quarry or deposits approved by the Contract Engineer with dimension sizes of not less than 20cm.

1) CONCRETE:

-**Ordinary concrete:** specifically lean concrete shall be 5cm thick and laid all round the excavated foundation trenches before the block work is carried out and dosed at 150kg/m³.

- **Over-site concrete:** shall be 8cm thick laid on the entire floors and paved area between walls and gutters dosed at 350kg/m³ over the entire surface.

NB: The external veranda shall be 5cm below the level of the internal floor with 2% slope, slopping to the outside.

-**Reinforced concrete:** shall be specifically for pillars, beams damp proof course (DPC), lintels and tie-beams and their mixture shall be in a proportion of 350kg/m³.

NB: All concrete works should be properly cured (i.e. water three times a day for seven days)

NOTE: Reinforcement Schedule.

Nº	STRUCTURE	MAIN BARS		STIRRUP		Mix	TYPE
		Nos	φ	φ	Spacings		
1	Damp proof course	4	10mm	6mm	20cm	350kg/m ³	Fe-E-400
2	Veranda Pillars 30x 40	4	12mm	6mm	20cm	350kg/m ³	Fe-E-400
3	Wall pillars 15x20	4	10mm	6mm	20cm	350kg/m ³	Fe-E-400
4	Wall plate (tie-beams) 15x20	4	10mm	6mm	20cm	350kg/m ³	Fe-E-400
5	Beams 20x20 and 15x20	4	10mm	6mm	20cm	350kg/m ³	Fe-E-400

NB: All rods should preferably be from the local markets.

- **Sand:** Will be free from oxide, organic material of animals or plant origin. Sieving shall vary from 0.08 – 2.5mm for mortar and other resisting surfaces like concrete structure shall vary from 0.16 – 5mm. It shall be river sand and nothing else.

DOCUMENT N^o. 06
THE UNIT PRICE SCHEDULE

BILL OF QUANTITIES AND COST ESTIMATE FOR THE COMPLETION OF PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN, AKO COUNCIL AREA, DONGA MANTUNG DIVISION, NORTH WEST REGION.				
S/N	DESCRIPTION	UNIT	UNIT PRICE IN FIGURES	UNIT PRICE IN WORDS
VII	LOT NO: 700: CEILING			
701	Ceiling in plywood panels including ceiling joist	m ²		
	SUB-TOTAL 600			
VIII	LOT NO: 800: TILING			
801	Tiling of office floors and toilets with vitirfied clay tiles	m ²		
802	skirting with vitrified clay titles	ml		
	SUB- TOTAL 800			
X	LOT NO 1000 : WOOD JOINERY			
1004	isolated doors of 75x210 with glass transom including fitting and looks	u		
	TOTAL: LOT 1000			
XI	LOT NO 1100: ALLUMINUM AND GLASS JOINERY			
1101	Aluminum window (1.5x1.20)	u		
1102	Aluminum window (0.60x0.60)	u		
	TOTAL LOT NO: 1100			
XIII	LOT NO 1300: PAINTING			
1301	Preparation of surfaces to be painted	m ²		
1202	impregnation with lime	m ²		
1303	paint type pancryl on ceiling	m ²		
1304	Pantex 1300 water resistant paint for external walls	m ²		
1305	pantex 800 water based for internal walls	m ²		
1306	varnish on wood joinery ceiling and joist etc	m ²		
1307	oil paint on skirting metallic doors and protectors metallic doors	m ²		

1409.7	water proof outdoorship	u		
1410.7	automatic exit signal lamp	u		
1411.7	automatic entry signal lamp	u		
TOTAL LOT 1400.7				
1500	FLUIDS (SUPPLY AND INSTALLATION			
1500.3	Apparitus			
1501.3	cmplete monobloc W/C	u		
1502.3	complete lavabo sink	u		
1503.3	complete urinary	u		
1504.3	Toilet paper holder	u		
1505.3	soap dish	u		
1506.3	long mirrors	u		
SUB TOTAL 1500.3				
1500.4	sanitation			
1501.4	septic tank including pipes and connection of manhole	u		
	impection chamber	u		
SUB TOTAL 14000.4				
TOTAL LOT 1500				
1700	ENVIROMENTAL PROTECTION			
1701	layout	FF		
1702	Greenerylayout		FF	
1703	Environmental Impact Notice		FF	
1704	Building permit (1% of total without tax)		FF	
TOTAL LOT 1700				

1307	oil paint on skirting metallic doors and protectors metallic doors	m2	570		
TOTAL LOT 1300					
XIV	LOT NO 1400: ELECTRICITY (SUPPLY AND INSTALLATION)				
1401.1	29mm2 bare copper cable	ml	166		
1402.1	1.20m copper ground rod	U	3		
1403.1	Equipotential bonding	Ens	1		
SUB TOTAL 1400.1					
1401.2	cable box-junction box	U	4		
1402.2	48 module flush mounted box with leaf	u	1		
1403.2	build in junction box 210x296	u	11		
1404.2	Exposed waterproof junction box	u	3		
1405.2	Round screw case	u	108		
SUB TOTAL 1400.2					
CONDUIT					
1401.3	conduct pipe 32 (50ml)	Roll	1		
1402.3	conduct pipe 25 (100ml)	Roll	5		
1405.4	Shielded cable	Roll	3		
1406.4	Coaxial cable for image	Roll	4		
SUB TOTAL 1400.4					
CONTROL EQUIPMENT					
14002	ovails built in 2P + E electrical sucket	u	18		
14003	ovails concealed single ignition switch	u	16		
14004	ovails built in two way switch	u	7		
14005	ovails built in two way switch back and front	u	2		
14006	ovail built in push botton	u	2		
14007	Remote controles switch	u	2		
14008	ovails built-in TV sucket	u	7		
SUB TOTAL 1400.5					
LIGHTING					

TOTAL WITHOUT TAXES (1)				
VAT (19.25% of 1) (2)				
A.I.R 2.2% OF 1) (3)				
TOTAL TAXES (=2+3)				
TOTAL TTC (1+2)				
NET PAYABLE (= 1-3)				

Document No. 9:
Model contract

REPUBLIC OF CAMEROON
Peace – Work – Fatherland
----- NORTH
WEST REGION

DONGA MANTUNG DIVISION

AKO COUNCIL



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

AKO COUNCIL INTERNAL TENDERS
BOARD

CONTRACT or JOBBING ORDER No .../JO/NWR/DMD/AC/ACITB/2026 OF2026
Awarded following OPEN NATIONAL INVITATION TO TENDER No. 00../ONIT/NWR/DMD/AC/ACITB/2026 of the 0../0../2026
**FOR THE COMPLETION OF PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN, AKO COUNCIL AREA,
DONGA MANTUNG DIVISION, NORTH WEST REGION**

Project Owner: THE MAYOR OF AKO

HOLDER : [indicate name and full address of holder]

P.O. Box _____, Tel: _____ Fax: _____

Business Registration N°. _____ at
Taxpayer's N°. _____

SUBJECT : Execution of _____ works;
Lot No. _____; Network _____

PLACE: AKO TOWN, AKO Subdivision
Region: NORTH WEST

DURATION OF EXECUTION: One Hundred and twenty days (04) months
AMOUNT IN CFA F:

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

FINANCING
BUDGET HEAD :

: MINDDEVEL: BIP 2026

SUBSCRIBED ON: _____
SIGNED ON: _____
NOTIFIED ON: _____
REGISTERED ON: _____

Read and accepted by the contractor

(place of signature)_____ (date)

Signature of Contracting Authority

(place of signature)_____ (date)

Registration

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 **FOR THE COMPLETION OF PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN,
 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 four (04) months as from
 the date of notification of the award of contract.

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

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

Enclosed with this tender are:

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

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

Signature(s)

Bidder(s)

For companies, indicate:

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

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

For companies without a legal status, indicate:

« We, the undersigned,..... »

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

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

Fiscal stamp 1500

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 _____ (90) 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 CONSTRUCTION WORKS

We..... (Bank) have been informed that a contract shall be signed between the Divisional Delegate of Public Contracts, acting in the capacity of Delegated Contracting Authority, and....., acting as contractor **FOR THE COMPLETION OF PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN, 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 the Mayor of 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 (if vehicle)	QUANTITY	STATUS (Hired or owned)
1					
2					
3					
etc					

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

FOR THE COMPLETION OF PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN, 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 in the amount of Sixty two thousand three hundred and ten (62,310)Fcfa
A.3	A bid bond of Six hundred and twenty three thousand eighty (623, 100) 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 of 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 COMPLETION OF PHASE II OF A MULTIPURPOSE HALL IN AKO TOWN, AKO COUNCIL AREA, DONGA MANTUNG				
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 05 years				

g3	Material deployment plan			
g4	Organisational chat of the enterprise			
		TOTAL g	/4	/4
	I. Pre-financing		EVALUATION (Yes or No)	
e1	Attestation of credibility shall be at least 55% of the bid price			
		TOTAL	/2	/2
		GRAND TOTAL	/50	/50
NB: The minimal technical acceptable mark is 80% of the technical mark, i.e. All bids having less than 80/100 of the technical marks shall be eliminated.				
Resolution:				
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)				

DOCUMENT NO. 12:

**List of banking establishments and financial bodies authorised to
issue bonds for public contracts**

I- BANKS

1. Afriland First Bank
2. Banque Atlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank
9. Société Camerounaise de Banque au Cameroun
10. Société Générale de Banque au Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank for Africa.
14. C C A Bank

II- Insurance companies

15. Chanas Insurance;
16. Activa Insurance
17. Zenith Insurance