FC: 04707|26|YFF|Batibo-C|(CBNW) AAO

REPUBLIQUE DU CAMEROUN
PAIX—TRAVAIL—PATRIE

MINISTERE DE LA DECENTRALISATION ET DU DEVELOPPEMENT LOCAL

REGION DU NORD OUEST
DEPARTEMENT DE LA MOMO
COMMUNE DE BATIBO

B.P BOX 06, BATIBO
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REPUBLIC OF CAMEROON
PEACE—WORK—FATHERLAND

MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT

NORTH WEST REGION
MOMO DIVISION
BATIBO COUNCIL

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BATIBO COUNCIL INTERNAL TENDERS BOARD.

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE N°07/ONIT/BC/BCITB/2026 OF 20/03/2026, FOR THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO - DIVISION.

PROJECT OWNER: **THE MAYOR OF BATIBO COUNCIL**

FUNDING: **MINCOMMERCE PUBLIC INVESTMENT BUDGET - 2026**

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
1	**THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO DIVISION.**	**72,000,000** *(Seventy two million)* **F CFA**	**1,440,000** *(One million four hundred and forty thousand)* **F CFA**	**80 000** *(Eight thousand)* **F CFA**

DRAFT TENDER FILE

R-27/03

SUMMARY CONTENT OF THE TENDER FILE

PART N ° 01 INVITATION TO TENDER

PART N ° 02 GENERAL REGULATIONS FOR THE INVITATION TO TENDER (GRCB)

PART N ° 03 SPECIAL REGULATIONS FOR THE INVITATION TO TENDER (OMPP)

PART N ° 04 SPECIAL ADMINISTRATIVE CLAUSES (CCAP)

PART N ° 05 SPECIAL TECHNICAL CONDITIONS (CCTP)

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PART N ° 16 FORMATS OF REFERENCES OF THE BIDDER

PART N ° 17 PRINCIPAL EQUIPMENT OF THE CONTRACTOR

PART N ° 18 MODEL FORMS OF QUALIFICATIONS AND EXPERIENCE OF THE KEY PERSONNEL

PART N ° 19 LIST OF BANKS OF FIRST ORDER APPROVED BY THE MINISTRY OF FINANCE

REPUBLIQUE DU CAMEROUN
PAIX—TRAVAIL—PATRIE

MINISTERE DE LA DECENTRALISATION ET DU DEVELOPPEMENT LOCAL

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BATIBO COUNCIL INTERNAL TENDERS BOARD.

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE N° 07/ONIT/BC/BCITB/2026 OF 20/03/2026, FOR THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO DIVISION.

FUNDING: MINEDUB PIB 2026

Lot	Name of project	Estimated cost of project	Amount of bid bond	AUTHORIZATION
1	**THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO DIVISION.**	**72,000,000** ***(Seventy two million)*** ***F CFA***	**1,440,000** ***(One million four hundred and forty thousand)*** ***F CFA***	imputation

1. **Subject of the invitation to tender**

The Mayor of **Batibo Council,** the Contracting Authority, on behalf of the Republic of Cameroon, hereby launches an open invitation to tender, emergency procedure **for the rehabilitation of Guzang market.** It is a single lot.

- ***Unique Lot: Rehabilitation of the Guzang market***

2. **Work consistency**

The works include the following:

- Carpentry/Joinery works ;
- Painting works ;

The offers or the bids submitted after the stipulated deadline shall not be received.

9. Admissibility of bids

The bids not respecting the separation mode of the financial bid from the administrative and technical bids shall be rejected.

Any bid not in conformity with the prescription of this tender notice and tender file shall be declared inadmissible. Especially the absence of a bid bond of a first rate bank approved by the Ministry of Finance and valid for a period of thirty (30) days shall be rejected.

Least they are rejected, only the originals or certified true copies by the issuing service or administrative authorities of the administrative documents are accepted. They must obligatorily not be older than three (03) months and must be valid during the bid opening session.

10- Opening of bids

The opening of the bids in one phase shall be done on the **15/04/2026** at 11a.m in the Conference Hall of Batibo Council by the competent tender board.

Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

11- Submission of bids timeframe

Bidders have **twenty one (21) days** for the submission of their bids with effect of the date of publication of the tender notice.

12. Execution deadline

The maximum execution deadline shall be **Four (04)** calendar months, including the rainy season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

13. Provisional Guarantee(Bid bond)

Each bidder must include in his administrative documents a bid bond issued by a first rate bank approved by the Ministry in charge of Finance featuring in the annex of the tender file of the sum of **1,440,000 (One million four hundred and forty thousand)** FCFA.

The provisional deposit shall be automatically released not later than 30 (thirty) days following the expiry of the validity of the bids for bidders who shall not be retained. In the case where the bidder is awarded the contract, the provisional deposit shall be released after the constitution of the final bond.

14. Evaluation of the bids

The evaluation of the bids shall be done in three (03) steps:

- 1st step: Verification of the conformity of the administrative file;
- 2nd step: Evaluation of the technical file;
- 3rd step: Analysis of the financial file.

The contract shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of the lowest bid and technical quality. (See article 99 of the public contracts code).

16. Period of validity of bids

The bidders shall remain committed to their bids during a period of (one hundred and twenty) 120 days from the deadline set for the submission of bids.

17. Complementary information

Complementary technical information may be obtained every day during working hours from the Batibo Council Office.

Done at ***BATIBO, the .....***

The Mayor of BATIBO Council

opies:

- *ARMP (for publication and archives);*
- *Chairperson of TB (for information);*
- *Notice boards (for information).*

3.- Participation

La participation est ouverte à l'égalité de conditions à toutes les sociétés et entreprises de droits camerounais ayant une expérience avérée dans le domaine des bâtiments et du génie civil en général.

4.- Financement

Les travaux, objet du présent Appel d'Offres, sont financés par **BUDGET D'INVESTISSEMENT PUBLIC(BIP) MINEDUB, Exercice 2026.**

5.- Consultation du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être consulté aux heures ouvrables auprès de la COMMUNE DE BATIBO, (Service Technique) dès publication du présent avis.

6.- Acquisition du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la COMMUNE DE Batibo, (Service Technique) sur présentation d'une quittance de versement d'une somme non remboursable de **80.000 (Quatre-vingt mille)** francs CFA au Trésor. Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

7.- Présentation des offres

Les documents constituant chaque offre sont repartis en trois(03) volumes ci-après contenus dans une enveloppe fermée et scellée dont :

- L'enveloppe A contenant les pièces administratives (volume 1),
- L'enveloppe B contenant l'offre technique (volume 2),
- L'enveloppe C contenant l'offre financière (volume 3).

Les offres ainsi présentées seront placées sous simple enveloppe, fermée et scellée portant uniquement la mention de l'Appel d'Offres en cause. Les différentes pièces de chaque offre seront numérotées dans l'ordre du DAO et séparées par des intercalaires de même couleur.

8.- Remise des Offres

Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, conformes aux prescriptions du Dossier d'Appel d'Offre, devra être déposée contre un récépissé sous plis fermé, dans les salles de conférence de la Commune de Batibo, au plus tard le **XXXXXXX** à 10 heures, heure locale et devront porter la mention:

Appel d'Offres National Ouvert en Procédure d'urgence

N° 07/AONO/MB/CIPMB/2026 OF 20/03/2026

POUR LES TRAVAUX DE *LA RÉHABILITATION DU MACHE DE GUZANG, ARRONDISSEMENT DE BATIBO*, DÉPARTEMENT DE LA MOMO

« A n'ouvrir qu'en séance de dépouillement. »

14.- Evaluation des Offres

L'évaluation des offres se fera en trois(03) étapes :

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

Les critères d'évaluation des offres sont les suivants :

14.1-Critères éliminatoires

Critères éliminatoires

Il s'agit notamment :

1- Absence de la caution provisoire de soumission avec CEDEC;
2- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
3- Fausses déclarations ou pièces falsifiées ;
4- Offres financière incomplète,
5- Le changement d'une unité ou d'une quantité dans l'offre financière ;
6- Le non-respect de **75%** des critères essentiels ;
7- Suspendu par le MINMAP
8- L' absence d'un certificate de categorization d'au moins la categorie D.

B - Critères essentiels

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :

1- Présentation générale de l'offre ;
2- Capacité financière ;
3- Références de l'entreprise dans les réalisations similaires ;
4- Qualité du personnel ;
5- Organisation technique des travaux ;
6- Sécurité au chantier ;
7- Moyens logistiques ;
8- Attestation de visite du site signée par l'autorité de soumissionnaire.
9- Cahier des Clauses Techniques Particulières paraphé à chaque page ;
10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page.

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

La note de l'offre technique sera obtenue par addition des points pour chaque critère. Seule l'offre technique ayant obtenue une note égale ou supérieure **à 75% du OUI** sera à l'évaluation financière.

FC/D4701/26/YAR/Batibo-C/CBNW/DAO

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BATIBO COUNCIL INTERNAL TENDERS BOARD.

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE N°07/ONIT/BC/BCITB/2026 OF 20/03/2026, FOR THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO - DIVISION.

PROJECT OWNER: **THE MAYOR OF BATIBO COUNCIL**

FUNDING: **MINCOMMERCE PUBLIC INVESTMENT BUDGET - 2026**

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
1	**THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO DIVISION.**	72,000,000 *(Seventy two million)* F CFA	1,440,000 *(One million four hundred and forty thousand)* F CFA	80 000 *(Eight thousand)* F CFA

DRAFT TENDER FILE

SUMMARY CONTENT OF THE TENDER FILE

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PART 01
INVITATION TO TENDER

REPUBLIQUE DU CAMEROUN
PAIX—TRAVAIL—PATRIE

MINISTERE DE LA DECENTRALISATION ET DU DEVELOPPEMENT LOCAL

REGION DU NORD OUEST
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OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE N° 07/ONIT/BC/BCITB/2026 OF 20/03/2026, FOR THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO DIVISION.

FUNDING: MINEDUB PIB 2026

Lot	Name of project	Estimated cost of project	Amount of bid bond	AUTHORIZATION
1	**THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO DIVISION.**	72,000,000 *(Seventy two million)* F CFA	1,440,000 *(One million four hundred and forty thousand)* F CFA	imputation

1. **Subject of the invitation to tender**

The Mayor of **Batibo Council,** the Contracting Authority, on behalf of the Republic of Cameroon, hereby launches an open invitation to tender, emergency procedure **for the rehabilitation of Guzang market.** It is a single lot.

- ***Unique Lot: Rehabilitation of the Guzang market***

2. **Work consistency**

The works include the following:

- Carpentry/Joinery works ;
- Painting works ;

- Metallic work ;
- Plastering;
- Concreting of floor
- Electricity work.

3. Participation

Participation is open under the same conditions to all Cameroonian companies and business concerned that have proven experience in the field of building construction and civil engineering in general.

4. Financing

The works, subject of this invitation to tender, shall be financed by the Public Investments Budget form the **MINCOMMERCE 2026**.

5 .Consultation of the tender file

The tender file may be consulted at the Batibo Council Development office during working hours, as soon as this tender notice is published. Tel. 677980303/679204915

6 .Acquisition of the tender file

The tender file may be acquired from the Batibo Council office upon presentation of a non-refundable treasury receipt of **80.000 (Eighty thousand) FCFA.** Such a receipt shall identify the payer as representing the company that wants to participate in the tender.

7 .Presentation of the tender file

The tender file in three (03) volumes shall be enclosed in three sealed envelopes.

- Envelope A containing the administrative documents (Volume 1);
- Envelope B containing the technical offer (Volume 2);
- Envelope C containing the financial offer (Volume 3).

The three volumes shall then be enclosed in a single sealed envelope bearing only the reference of the tender in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

8 .Submission of the tender file

Each offer or bid drafted in English or French in seven **(07)** copies including the original and six **(06)** copies marked as such in accordance with the prescriptions of the tender file should be submitted against a receipt at the Batibo Council Office not later than **15/04/2026** at 10am local time and should carry the inscription:

OPEN NATIONAL INVITATION TO TENDER, IN EMERGENCY PROCEDURE N°07/ONIT/BC/BCITB/2026 OF 20/03/2026, FOR THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO DIVISION

«To be opened only during the bid opening session »

The offers or the bids submitted after the stipulated deadline shall not be received.

9. Admissibility of bids

The bids not respecting the separation mode of the financial bid from the administrative and technical bids shall be rejected.

Any bid not in conformity with the prescription of this tender notice and tender file shall be declared inadmissible. Especially the absence of a bid bond of a first rate bank approved by the Ministry of Finance and valid for a period of thirty (30) days shall be rejected.

Least they are rejected, only the originals or certified true copies by the issuing service or administrative authorities of the administrative documents are accepted. They must obligatorily not be older than three (03) months and must be valid during the bid opening session.

10- Opening of bids

The opening of the bids in one phase shall be done on the **15/04/2026** at 11a.m in the Conference Hall of Batibo Council by the competent tender board.

Only bidders may attend or be duly represented by a person of their choice, who has full knowledge of the file and mandated in that capacity.

11- Submission of bids timeframe

Bidders have **twenty one (21) days** for the submission of their bids with effect of the date of publication of the tender notice.

12. Execution deadline

The maximum execution deadline shall be **Four (04)** calendar months, including the rainy season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

13. Provisional Guarantee(Bid bond)

Each bidder must include in his administrative documents a bid bond issued by a first rate bank approved by the Ministry in charge of Finance featuring in the annex of the tender file of the sum of **1,440,000 (One million four hundred and forty thousand)** FCFA.

The provisional deposit shall be automatically released not later than 30 (thirty) days following the expiry of the validity of the bids for bidders who shall not be retained. In the case where the bidder is awarded the contract, the provisional deposit shall be released after the constitution of the final bond.

14. Evaluation of the bids

The evaluation of the bids shall be done in three (03) steps:

- 1st step: Verification of the conformity of the administrative file;
- 2nd step: Evaluation of the technical file;
- 3rd step: Analysis of the financial file.

A. The Eliminating criteria's are as follows:

1. Absence of bid bond with CEDEC recipe in the administrative file;
2. A certificate of categorisation with at least category D.
3. Deadline for delivery higher than prescribed;
4. Incomplete financial file;
5. Change of quantity or unit;
6. Non respect of 75% of essential criteria;
7. Suspended by MINMAP.

B. Essential criteria

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

The technical offer of the bidder shall be assessed along the following lines:

S/N	Designation	MARKS
01	**General Presentation of the offer:** Document spirally bound, colour sheets separation, table of content, presentation of documents in the order given in this tender file, quality of document.	01
02	**Quality of Requested staff:** Qualifications, experience of personnel affected to the project, CV, Diploms and attestation of availability signed and dated.	05
03	**Technical equipment/material affected to the project:** The company should justify the property of the necessary material to the execution of works.	01
04	**Reference of the enterprise:** ▪ Turnover in the past two years; ▪ Experience in road/public works	02
05	**Presence of the methodology of work execution**	04
06	**Presence of the pre financing capacity**	01

The note of the technical offer will be gotten by addition of marks for every criteria. Only the technical offer having gotten an equal or superior note to 80% of YES will be kept for the financial evaluation.

15. Award of the contract

The contract shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of the lowest bid and technical quality. (See article 99 of the public contracts code).

16. Period of validity of bids

The bidders shall remain committed to their bids during a period of (one hundred and twenty) 120 days from the deadline set for the submission of bids.

17. Complementary information

Complementary technical information may be obtained every day during working hours from the Batibo Council Office.

FOR THE MAYOR
AND BY DELEGATION

Done at ***BATIBO, the .....***

The Mayor of BATIBO Council

REPUBLIQUE DU CAMEROUN
REPUBLIC OF CAMEROON
BATIBO COUNCIL
SECRETARY GENERAL
COMMUNE DE BATIBO
MINISTERE DE LA DECENTRALISATION ET DU DEVELOPPEMENT LOCAL
MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT

Emmanuel Ndamakong

opies:

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REPUBLIQUE DU CAMEROUN
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COMMISSION INTERNE DE PASSATION DES MARCHÉS PUBLICS DE BATIBO

APPEL D'OFFRES NATIONAL OUVERT EN PROCEDURE D'URGENCE N° XXXX/AONO/MB/CIPMB/2026 OF XXXXXXXXX POUR LES TRAVAUX DE LA RÉHABILITATION DU MACHE DE GUZANG, ARRONDISSEMENT DE BATIBO, DÉPARTEMENT DE LA MOMO.

FINANCEMENT: BIP MINEDUB 2026

Lot	Nom du projet	Coût estimative du projet	Montant de la caution de soumission	AUTHORISATION
1	*LA RÉHABILITATION DU MACHE DE GUZANG, ARRONDISSEMENT DE BATIBO*	72,000,000 *(vingt million)* F CFA	1,440,000 *(quart cent mille)* F CFA	imputation

1.- Objet de l'Appel d'Offres

Le Marie de la commune de Batibo, Autorité Contractante, lance pour le compte de la république du Cameroun, un appel d'offres national ouvert en procédure d'urgence pour les travaux de réhabilitation de trois salles de classes à l'Ecole Publique de UPPER BESSI, Arrondissement de Batibo, Département de la Momo. C'est un seul lot :

- *Lot Unique: Travaux de* ***LA RÉHABILITATION DU MACHE DE GUZANG, ARRONDISSEMENT DE BATIBO,*** *Département de la Momo.*

2.- Consistance des travaux

Les prestations comprennent les opérations suivantes :

- Travaux de menuiserie ;
- Travaux de peinture ;
- Travaux métalliques ;
- Maçonneries et crépissage ;
- Travaux d'électricité.

3.- Participation

La participation est ouverte à l'égalité de conditions à toutes les sociétés et entreprises de droits camerounais ayant une expérience avérée dans le domaine des bâtiments et du génie civil en général.

4.- Financement

Les travaux, objet du présent Appel d'Offres, sont financés par **BUDGET D'INVESTISSEMENT PUBLIC(BIP) MINEDUB, Exercice 2026.**

5.- Consultation du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être consulté aux heures ouvrables auprès de la COMMUNE DE BATIBO, (Service Technique) dès publication du présent avis.

6.- Acquisition du dossier d'Appel d'Offres

Le dossier d'appel d'offres peut être obtenu aux heures ouvrables auprès de la COMMUNE DE Batibo, (Service Technique) sur présentation d'une quittance de versement d'une somme non remboursable de **80.000 (Quatre-vingt mille)** francs CFA au Trésor. Cette quittance devra identifier le payeur comme représentant l'entreprise désireuse de participer à l'Appel d'Offres.

7.- Présentation des offres

Les documents constituant chaque offre sont repartis en trois(03) volumes ci-après contenus dans une enveloppe fermée et scellée dont :

- L'enveloppe A contenant les pièces administratives (volume 1),
- L'enveloppe B contenant l'offre technique (volume 2),
- L'enveloppe C contenant l'offre financière (volume 3).

Les offres ainsi présentées seront placées sous simple enveloppe, fermée et scellée portant uniquement la mention de l'Appel d'Offres en cause. Les différentes pièces de chaque offre seront numérotées dans l'ordre du DAO et séparées par des intercalaires de même couleur.

8.- Remise des Offres

Chaque offre rédigée en Français ou en Anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, conformes aux prescriptions du Dossier d'Appel d'Offre, devra être déposée contre un récépissé sous plis fermé, dans les salles de conférence de la Commune de Batibo, au plus tard le **XXXXXXX** à 10 heures, heure locale et devront porter la mention:

Appel d'Offres National Ouvert en Procédure d'urgence

N° 07/AONO/MB/CIPMB/2026 OF 20/03/2026

POUR LES TRAVAUX DE *LA RÉHABILITATION DU MACHE DE GUZANG, ARRONDISSEMENT DE BATIBO*, DÉPARTEMENT DE LA MOMO

« A n'ouvrir qu'en séance de dépouillement. »

Les offres parvenues après les dates et heure limites de dépôt des offres ne seront pas reçues.

9.- Recevabilité des offres

Les offres ne respectant pas le mode de séparation de l'offre financière, des offres administratives et techniques seront irrecevables.

Toute offre non conforme aux prescriptions du présent avis et 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, valable pendant 30 jours au-delà du délai de validité des offres.

Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative, datant de moins de trois (03) mois et valide le jour de l'ouverture des plis.

10.- Ouverture des offres

L'ouverture des offres aura lieu en un temps le **15/04/2026** à 11 heures précises dans la salle des Conférences de la Commune de Batibo, par la Commission de Passation des marchés Compétente en présence des soumissionnaires.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix ayant une parfaite connaissance du dossier et mandater à cet effet.

11.- Délai de réponse des soumissionnaires

Pour cet Appel d'Offres, le délai de réponse est fixé à **vingt et un (21) jours** calendaires aux entreprises désireuses d'y participer à compter de la date de publication de l'Avis d'Appel d'Offres.

12.- Délai d'exécution des travaux

Le délai global d'exécution des travaux est de **deux (02)** mois calendaires. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

13.- Cautionnement Provisoire (Garantie de soumission)

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie, selon le modèle indiqué dans le dossier d'Appel d'Offres, par une banque de premier ordre agrée par le Ministère des Finances et dont la liste figure en annexe d'un montant égal à **1,440,000 FCFA une million quart cent quarante mille)** francs CFA.

Le cautionnement provisoire sera libéré d'office au plus tard (20) jours après l'expiration de la validité des offres pour les soumissionnaires n'ayant pas été retenus. Dans le cas où le soumissionnaire est attributaire de la lettre commande, le cautionnement provisoire sera libéré après constitution du cautionnement définitif.

14.- Evaluation des Offres

L'évaluation des offres se fera en trois(03) étapes :

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

Les critères d'évaluation des offres sont les suivants :

14.1-Critères éliminatoires

Critères éliminatoires

Il s'agit notamment :

1- Absence de la caution provisoire de soumission avec CEDEC;
2- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
3- Fausses déclarations ou pièces falsifiées ;
4- Offres financière incomplète,
5- Le changement d'une unité ou d'une quantité dans l'offre financière ;
6- Le non-respect de **75%** des critères essentiels ;
7- Suspendu par le MINMAP
8- L' absence d'un certificate de categorization dau moins la categorie D.

B - Critères essentiels

Les critères relatifs à la qualification des candidats porteront à titre indicatif sur :

1- Présentation générale de l'offre ;
2- Capacité financière ;
3- Références de l'entreprise dans les réalisations similaires ;
4- Qualité du personnel ;
5- Organisation technique des travaux ;
6- Sécurité au chantier ;
7- Moyens logistiques ;
8- Attestation de visite du site signée par l'autorité de soumissionnaire.
9- Cahier des Clauses Techniques Particulières paraphé à chaque page ;
10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page.

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

La note de l'offre technique sera obtenue par addition des points pour chaque critère. Seule l'offre technique ayant obtenue une note égale ou supérieure **à 75% du OUI** sera à l'évaluation financière.

15.- Attribution de la lettre commande

La lettre commande sera attribuée au soumissionnaire dont l'offre est conforme pour l'essentiel aux dispositions du Dossier d'Appel d'Offres, et qui a présenté l'offre évaluée la moins-disante et techniquement qualifiée, conformément à l'article 99 du Code des Marches Publics.

16.- Délai de validité des offres

Les soumissionnaires restent engagées par leurs offres pendant une période de cent vint (120) jours, à compter de la date limite fixée pour la remise des offres.

17.- Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus tous les jours aux heures ouvrables auprès de la Délégation Départementale des Travaux Publics de la MOMO.

FOR THE MAYOR
AND BY DELEGATION

Batibo, le 20/03/2026

Le Maire de la Commune de Batibo

REPUBLIC OF CAMEROON
REPUBLIQUE DU CAMEROUN
BATIBO COUNCIL
COMMUNE DE BATIBO

Emmanuel Ndamukong

Ampliation :

-ARMP (pour publication et archivage) ;
- Président CPM (pour information) ;
- Affichage.

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GENERAL RUGULATION FOR THE INVITATION TO TENDER

A.-GENERALITIES

Article 1: Scope of the bid

1.1. The Mayor of Batibo Council hereinafter referred to as the Contracting Authority, launches an open national invitation to tender in emergency procedure for the execution of the work described in the special clauses of this call for tenders (RFP). It is referred as "the **REHABILITATION OF Guzang market**

1.2. The successful bidder or contractor must complete the work within the period indicated in the RFP, and which runs from the date of notification of the service order (SO) to start the work.

1.3. In this present invitation to tender (LPO), the term "day" refer to a calendar day.

Article 2: Funding

The above works, subject of the present invitation to tender, are financed **by the Public Investment Budget from the MINEDUB, Exercise 2026.**

Article 3: Fraud and corruption

3.1. The Delegated Contracting Authority requires that bidders and contractors respect strictly the rules of professional ethics during the procurement process and execution of this contract. Under this principle:

a. The following definitions are applicable:

I. Is guilty of "corruption" anyone who offers, gives, solicits or accepts any benefit to influence the action of a public official in the allocation or the execution of a contract.

II. Is engaged in "fraudulent practices" anyone who distorts or misrepresents facts in order to influence the award or execution of a contract.

III. "Collusive practices" are any form of agreement between two or more bidders (with the knowledge of the Delegated Contracting Authority or not) to artificially maintain prices of the offers at a level not corresponding to those that would result from the competition.

IV. "Coercive practices" are any form of damage to persons or their property or threats against them to influence their action in the attribution or the execution of a Contract.

b. Shall reject any award proposal if it is proven that the proposed contractor is, directly or through an agent, convicted of corruption or engaged in fraudulent, collusive or coercive practices for the award of the said contract.

3.2. The Minister of Public Contracts, Authority in charge of public contracts may on a provisional basis, take a decision to band or suspend any bidder for a period not exceeding two (2) years, that is found guilty of influence, conflicts of interest, fraud, corruption or production of no-authentic documents in the bid submission, without prejudice to the criminal prosecution that could be engaged against him.

Article 4: Qualification of bidders

4.1. Bidders shall, as part of their bid:

a. Submit a power of attorney.

b. Submit all information (complete or update the information attached to their application for pre-qualification may have change, to the case where the candidates were the subject of a pre-qualification) requested from bidders, in the OMPP, to establish their qualification to run the contract.

The following information is required if applicable:

i. The production of certified balance sheets and a recent turnover figures.
ii. Access to a credit line or provision of other resources;
iii. Previous jobbing orders and ongoing contracts attributed;
iv. On-going disputes;
v. The availability of the necessary equipment.

4.2. The bids submitted by two or more grouped entrepreneurs (co-contracting) must meet the following conditions:

a. The offer must include for each of the bidders in the co-contracting, all the information listed in section 4.1 above. The special regulation of the Call for Tender(SRCT) must specify the information to be provided by each Member of the Group;

b. The nature of the group must be specified and justified by the production of a group agreement in good and due form;

c. The Member of the Group designated to lead, shall represent all the enterprises engaged in the consortium in front of the Delegated Contracting Authority for the execution of the contract;

d. In case of co-contracting, co-contractors share the amounts that are paid by the Delegated Contracting Authority in a single account; however, each company is paid by the Delegated Contracting Authority in a unique account, when it comes to a joint group.

4.3. Bidders must also submit detailed proposals to show that they conform to the technical specifications and the time frames specified in the special regulation of the Call for Tender.

4.4. Bidders requesting for a preferential margin, must provide all the information necessary to prove that they meet the eligibility criteria described in the special regulation of the Call for Tender.

4.5 The bidder must not have been excluded from bidding for public contracts.

Article 5: The site visit

5.1 Each bidder shall visit and inspect the site of the work and its surroundings and by himself, and under his own responsibility, gather all the information as may be necessary for the preparation of the bid and the performance of the work. An attestation of site visit shall be signed by the bidder. The observations of the bidder will be recorded in the site visit report annexed to the technical offer.

5.2 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.

Article 6: Building materials, materials, supplies, equipment and authorised services

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

6.2 Within the meaning of this 6.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

B. TENDER FILE

Article 7: Contents of tender file

7.1. The tender file describes the works, subject of the contract, establishes the consultation procedures of the contractors and special contract conditions. In addition to the amendment(s) published in conformity to article 8 of the General regulations of the invitation to tender (RGAO), it includes the following documents:

1) The invitation to tender written in French and English (AAO);
2) General Regulation of the invitation to tender (RGAO);

3) Special Regulation of the invitation tender (SRIT);
4) Specification of the Special administrative Clauses (CCAP);
5) Specifications of the special Technical Clauses (CCTP);
6) Unit price schedule;
7) Bill of Estimates and Quantities;
8) Format of Sub-Detail of unit prices;
9) Drawings and other elements of the technical file;
10) Model engagement letter by bidder;
11) Model bid submission letter;
12) Model bid bond;
13) Model performance guarantee;
14) Model bank guarantee for the refund of start-up advance;
15) Model of draft contract;
16) Lists of banks of 1st order approved by the Ministry in charge of finance;
17) Table of references of the bidder;
18) Table of key materials and equipment of the contractor;
19) Model of qualification and experience of the key personnel responsible for enforcement of the contract.

7.2. The bidder must consider all of the regulations, forms, conditions and specifications contained in the Tender File. He is invited to provide all the information requested and to prepare a compliant offer in all aspects. Any deficiency can lead to the rejection of its offer.

Article 8: Clarification made to the tender file

8.1. Any bidder seeking clarification on the Tender File can apply to the Contracting Authority in writing at the address of the Contracting Authority indicated in the tender notice. The Contracting Authority will respond in writing to any request for clarification received at least fourteen (14) days before the date of depositing of bids.

A copy of the response of the Contracting Authority, indicating the question but not mentioning its author, is addressed to all bidders who purchased the Tender File.

8.2. Between the publication notice including the phase for the pre-qualification of candidates and the opening of the bids, any bidder who is aggrieved in the public contracts award procedure may petition to the Minister in charge of Public Contracts.

8.3. The appeal must be addressed to the Contracting Authority with copies transmitted to the Chairperson of the Tenders Board and to the organ in charge of the regulation.

It must reach the Contracting Authority not later than fourteen (14) days before the date of opening of the bids.

8.4. The Contracting Authority has five (5) days to respond. The response is transmitted to MINMAP and to the organ in charge of the regulation.

Article 9: Modification of the tender file

9.1. The Contracting Authority can, at any time before the deadline of depositing of bids and for any reason, whether on its own initiative or in response to a request for clarification by a bidder, modify the tender file by publishing the amendment.

9.2. Any amendment so published will be an integral part of the tender file as presented in Article 6.1 of the RGAO and will be communicated in writing to all bidders who purchased the Tender File.

9.3. To give bidders sufficient time to take account of the amendment in the preparation of their bids, the Contracting Authority could extend the deadline of submission of bids, as much as necessary, the deadline for offers, in conformity with the provisions of section 19 of the RGAO.

C. PREPARATION OF BIDS

Article 10: Cost of submission

The candidate will bear all the costs associated with the preparation and presentation of his bids, and the Contracting Authority and the project owner are not responsible for any of these costs, or to settle them, regardless of the conduct or outcome of the tender procedure.

Article 11: Language of bid

The bid, all correspondences and all documents exchanged between the bidder and the Delegated Contracting Authority will be written in English or French.

Article 12: Composition of bid

12.1. The bidder's bid will include documents detailed in the Special Regulations of the invitation to tender, duly completed and grouped in three volumes:

a. Volume 1: Administrative documents

It includes:

I. All documents stating that the bidder:

- Has complied with all declarations provided for by the laws and regulations in force;
- Is current with his taxes, contributions, fees or levies of any kind whatsoever;
- Is not in a State of liquidation or bankruptcy;
- Is not caught by one of the prohibitions and disqualifications criteria provided for by the legislation in force.

II. Bid bond(s) issued is in conformity with the provisions of article 15 of the present RGAO;

III. A written confirmation authorizing the signatory of the bid to engage the bidder

IV The CCAP is duly initialed on each page and signed on the last page.

V. Localization plan is duly signed by the authority concerned

b. Volume II: Technical File

It includes:

I. Attestation of site visit and the site visit report;

II. Personnel: the contractor will present the competent technical staff and workers he intends to hire before the beginning of the work (attach to each staff CV signed by the candidate, certified copy of technical diploma, attestation of presentation of original and the attestation of availability signed by the candidate);

III. Site equipment: The contractor shall justify the ownership and the State of the equipment necessary for the performance of the work (providing registration certificates, invoices and certificates of technical visit of rolling equipment);

IV. References of the company (the contractor will provide contracts or Jobbing orders for similar work carried out as well as related minutes of reception);

V. The technical note on the methodology of intervention of the work: the company will produce a technical note dated and signed providing all the information concerning the mode of execution of the works, the planning of intervention, the expected output, provision of materials or site materials, the potential advantages in terms of safety of the environment and the Organization of the company;

VI. The CCTP duly initialed on each page and signed on the last page;

VII. Attestation of solvency of the contractor.

VIII. Commentaries (optional)

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

c. Volume 3: Financial File

It includes:

I. The tender specimen form, in original drafted according to the model attached, stamped at the rate in force, signed and dated;

II. The unit price schedule duly completed, with an indication of the unit price excluding VAT in letters and figures;

III. Bill of estimates and quantities completed;

IV. Sub-details of the different prices according to the model attached;

Bidders will therefore use the parts and models provided in the Tender File, subject to the provisions of section 16.2 of the RGAO on the other possible forms of bid security.

12.2. If, in conformity to the provisions of the RPAO, bidders bidding for several lots of the same invitation to tender, they can indicate the discount or rebates in case of allocation of more than one lot.

Article 13: Amount of bid

13.1. Unless otherwise indicated in the Tender File, the amount of the contract will cover all of the work described in section 1.1 of the RGAO, on the basis of the bill of quantity and cost estimates presented by the bidder.

13.2. The bidder will fill the unit and total price of all the items as well as the detail estimated quantities.

13.3. Subject to contrary provisions in the RPAO and CCAP, all the taxes and fees payable by the contractor in respect of the future contract, where otherwise, thirty (30) days before the deadline for submission of bids will be included in the bid prices and in the total amount of its offers.

13.4. If the terms of revision and/or updating of prices are provided in the contract, the date of establishment of the initial price and methods of review and/or discount price must be specified. Provided that any contract whose execution time is at most equal to one (1) year may not be the subject of price revision.

13.5. All unit prices shall be justified by sub-details established in accordance with the format proposed in section of sub detail for prices.

Article 14: Bid Currency and settlement

14.1. The amount of the contract is written entirely in CFA FRANCS. The amount of the bid, the unit price of the prices schedule and quantitative and estimated detail prices are labeled entirely in CFA FRANCS in the following manner:

(a) Prices will be entirely denominated in CFA FRANCS. The bidder willing to spend money in other currencies for the execution of the work, will indicate in annex to the submission, the percentage of the amount of the offer required to cover needs in foreign currencies, without exceeding a maximum of three currencies of Member country of the institution financing the contract.

(b) The exchange rates used by the bidder to convert its offer in national currency will be specified by the bidder in the annex of the submission. They will be applied for any payment in respect of the contract, so that no foreign exchange risk is supported by the winning bidder.

Article 15: Validity of bids

15.1. The bids shall remain valid for one hundred and twenty (120) days. Any offer with validity less than this period will be rejected by the Contracting Authority.

15.2. In exceptional circumstances, the Contracting Authority may seek the consent of the bidder for an extension of the period of validity. The application and responses to be made will be in writing. The validity of the submission guaranty under article 15 of the RGAO will be similarly extended for a corresponding period. A bidder may refuse to extend the validity of the offer without losing its bid bond. A bidder who agrees for an extension will not be asked to modify its offer, or will be allowed to do so.

15.3. When there is no article in the contract for the revision of prices and the period of bid validity is extended over sixty (60) days to the date of notification of the contract award or of the service order to start work to the successful bidder, as provided in the CCAP, the effect of actualization is not taken into account for the purposes of the assessment.

Article 16: Guarantee of submission

16.1. In application of article 10 of the RGAO, the bidder will provide a bid bond of the amount specified in the OMPP, which will be an integral part of its bid.

16.2. The bid bond must be in conformity with the model presented in the Tender File.

16.3. Any bid not accompanied by an acceptable bid bond will be rejected by the tenders' board as no-compliant. The bid bond of a group must be established in the name of the agent mandated to submit the bid and each member of the grouping must be mentioned.

16.4. The bid bonds and bids of unsuccessful bidders shall be returned within a period of fifteen (15) days from the date of publication of the results.

16.5. The bid bond of the successful bidder shall only be released as soon as the latter has signed the contract and has provided the required performance guarantee.

16.6. The bid bond may be seized:

a. If the bidder withdraws his bid during the period of validity;

b. If the bidder selected:

- Fails to fulfill its obligation to accept the contract pursuant to the results of award of the contract, or
- Fails to provide the performance guarantee pursuant to section 30 of the RGAO.

Article 17: Form and signature of the bid

17.1. The bidder will prepare an original of the constituent documents of the bid described in section 11 of the RGAO, in a volume bearing clearly the indication "**ORIGINAL**". In addition, the bidder shall submit the number of copies required by

the OMPP, bearing the indication "**COPY**". In case of discrepancy between the original and the copies, the original will be taken.

17.2. The original and all copies of the offer must be typed or written in eligible ink and will be signed by the person duly empowered to sign on behalf of the bidder. All pages of the bid including overleaf will be initialed by the person (s) mandated to sign the offer.

17.3. In the offer there shall be no amendment, deletion or overloading, unless such corrections are initialed by the signatories of the bid.

D. SUBMISSION OF BIDS

Article 18: Sealing and marking of bids

18.1. The bidder will place the original and copies of the constituent documents of the bids in two separate and sealed envelopes marked "**Original**" and "**Copy**", as the case may be. These envelopes will then be placed in an outer envelope which will also have to be sealed, but that should give no indication of the identity of the bidder.

18.2. The inner and outer envelopes

a. Will be addressed to the Delegated Contracting Authority as indicated in the OMPP;

b. Will bear the name of the project, the number of the invitation to tender in the OMPP, and the mention "To be opened only during the bid opening session" and also specify the lots.

18.3. The inner envelopes shall bear the name and address of the bidder to enable the Delegated Contracting Authority to return the offer sealed if it was submitted after the date and time limit under the provisions of article 19 of the RGAO or to satisfy the provisions of article 20 of the RGAO.

18.4. If the outer envelope is not sealed and marked as specified in sections 17.1. and 17.2. above, the Delegated Contracting Authority will not be responsible if the offer is lost or open prematurely.

Article 19: Date and time limits to deposit bids

19.1. Bids must be received at the **Batibo Council** at the **specific date and time indicated in the Special Regulation for the Invitation to Tender**.

19.2. The Delegated Contracting Authority may at his discretion, extend the deadline fixed for the deposition of bids by publishing another date in accordance with the provisions of **section 7** of the RGAO. In this case, all the rights and obligations of the bidders and the Delegated Contracting Authority previously governed by the initial date limit shall be governed by the new date limit.

Article 20: Bids out of time

Any bid coming in after the date and time limit for the submission of bids under article 19 of the RGAO will be declared out of time and, therefore, not receivable.

Article 21: Modification, Substitution and withdrawal of bids

21.1. A bidder may modify, replace or withdraw his bid after submission, provided a written notification for the modification or withdrawal is received by the Delegated Contracting Authority before the expiration of the period prescribed for the submission of bids. Such notification must be signed by a mandated representative. Modification or the corresponding bid to be replaced shall be attached to the written notification. The envelopes should be clearly marked depending on the situation, the mention "Withdrawal" and "Offer of replacement" or "Modification."

21.2. The notification of the modification, replacement or the withdrawal of the bid by the bidder shall be prepared, sealed, marked and sent in accordance with the provisions of section 15 of the RGAO. Withdrawal may also be notified by fax, but must in this case be confirmed by a duly signed written notice, with the date, the postmark being authentic, and must not be after the deadline set for the submission of tenders.

21.3. The bids which the bidders asked for the withdrawal pursuant to section 21.1 will be returned to them without having been opened.

21.4. Bid cannot be withdrawn within the interval between the deadline for the submission of bids and the expiration period of validity of the bid as on the bid form. The withdrawal of bid by any bidder during this interval leads to the bid bond being forfeited pursuant to the provisions of article 16.6 of the RGAO.

C. OPENING AND EVALUATION OF BIDS

Article 22: Opening of Bids

The tender's board shall proceed to open the bids in the presence of the bidders or their duly mandated representatives having a perfect knowledge of the bid.

Article 23: Confidential nature of the procedure

23.1. No information on the examination, evaluation, comparison of the bids, the verification of the qualification of bidders, and the recommendation of award of the contract shall be given to bidders or to any other person not concerned in this process until the award of the contract shall be made public by the Delegated Contracting Authority.

23.2. Any attempt by a bidder to influence the Tender's board or the Sub-Committee for analysis in the evaluation of bids or the Contracting Authority in the award decision may lead to rejection of his bid.

23.3. Notwithstanding the provisions of paragraph 19.2, between the opening of bids and the award of the contract, if a bidder wishes to enter in contact with the Contracting Authority for reasons related to his bid, he must do so in writing.

Article 24: Clarification on the bids and contact with the Contracting Authority

24.1. To facilitate the examination and comparison of bids, the Chairman of the Tender's board may, at his discretion, ask any bidder for clarification on the bidder's bid. The request for clarification and the response shall be in writing, but no change in the amount or the content of the submission is sought, offered or permitted, unless it is necessary to confirm the correction of arithmetic errors discovered by the Sub-Commission for analysis in the evaluation of bids.

24.2. Subject to the provisions of paragraph 1 above, bidders are not allow to have contact with any member of the tender's board and that of the Sub-committee for analysis for issues related to their bids, between the opening of bids and the award of the contract.

Article 25: Determining the conformity of bids

25.1. The Sub-Commission for analysis shall carry out a detailed examination of the bids to determine if they are complete, if the required guarantees have been provided, if the documents were properly signed and bids are generally in good order.

25.2. The Sub-Commission shall determine if the bid is substantially responsive to the requirements of the Tender File based on its content without recourse to extrinsic evidence.

Article 26: Correction of errors

26.1. The Sub-Commission shall check the bids found substantially responsive with the requirements of the Tender File for any correction of arithmetic errors. The Sub-Commission for analysis will correct the errors in the following ways:

a. If there is a contradiction between the unit price and the total price obtained by multiplying the price by the amount, the unit price will govern and the total price will be corrected, unless, in the opinion of the Sub-Commission for analysis, the comma of the decimal digits of the unit price is obviously poorly placed, in which case the total price indicated will prevail and the unit price will be corrected.
b. If the total obtained by addition or subtraction of the subtotals is not correct, the subtotal as indicated will govern and total will be corrected.
c. If there is a contradiction between the price indicated in words and figures, the amount in words will govern, unless this amount is related to an arithmetic error confirmed by the sub detail of the said price, in which case the amount in figures will prevail subject to paragraphs (a) and (b) above.
d. If there is a contradiction between the amount in the unit price in the bill of quantities and estimates, and the unit price breakdown (sub-detail), the amount in the unit price break down shall govern.

26.2. The bid amount will be corrected by the Sub-Commission for analysis, in accordance with the procedure of correction of errors mentioned above and with the confirmation of the bidder, such amounts will be deemed to hire him.

26.3. If the bidder having presented the lowest evaluated bid price does not accept the corrections on his bids, his offer will be rejected and the bid bond forfeited.

Article 27: Evaluation and comparison of the financial bid (offer)

Only offers accepted, in conformity according to the provisions of section 24 of the RGAO, will be evaluated and compared by the Sub-Commission for analysis.
By evaluating the bids, Sub-Commission for analysis will determine for each bid the evaluated amount by correcting the amount as follows:

- By correcting any possible error in accordance with the provisions of article 25 of the RGAO.
- Excluding provisional sums and, the provisions if any, for contingencies in the detail bill of quantities and summary, but by adding the amount of day work, when they are competitively priced as specified in the OMPP.

F. ATTRIBUTION OF CONTRACT

Article 28: Award

The Contracting Authority will award the contract to the bidder whose bid has been recognized substantial responsive to the requirement of the Tender File and which has the technical and financial capacity required to carry out the contract in a satisfactory way and in which the bid has been evaluated the lowest.

Article 29: Right of the Contracting Authority to declare an invitation to tender unfruitful (unsuccessful) or cancel a procedure

The Delegated Contracting Authority reserves the right to cancel a tender procedure only after **approval from the Minister Delegate in charge of Public Contracts** when the bids have opened or declare an tender unsuccessful following the opinion of the competent tender's board, without thereby incurring any claims from the affected bidders.

Article 30: Notification of the award of the contract

Before the expiry of the bid validity period fixed by the Special Regulation for Invitation to Tender, the Delegated Contracting Authority shall notify the award of the contract to the successful contractor confirmed by fax, by registered letter or by any other means available to do it. This notification letter will indicate the amount HT that the Contracting Authority shall pay to the contractor in respect of execution of works and the duration.

Article 31: Publication of the award decision and redress

The award of a contract shall be materialized by a decision of the Contracting Authority and notified to the successful bidder.

Any decision by the Contracting Authority to award a public contract shall be published; including the price and deadline, in the Journal of Public Contracts (JDM)

published by the organ in charge of the regulation of public contracts or in any other publication authorized to do so.

Once the results awarding a contract are published by the Contracting Authority, bidders whose bids were not retained shall be informed of the rejection of their bids and invited to withdraw them within fifteen (15) days, except the copy meant for the organ in charge of the regulation of public contracts. Tenders that are not withdrawn within this deadline shall be destroyed without any claims being lodged by the bidder.

After publication of the results of the award, the Independent Observer's report, as well as the minutes of the award session to which is attached the report of the evaluation of bids, shall be communicated to any bidder or administration concerned upon request addressed to the Contracting Authority .

In case of any petition, it must be addressed to the Minister in charge of Public Contracts, with copies to the organ in charge of the regulation of public contracts, the Contracting Authority as well as the chairperson of the tenders' board.

On risk of being declared null and void, any petition must be formulated within a maximum of five (5) working days after the publication of result.

Article 32: Signature of the Contract

The award of a contract shall be materialized by a decision of the Contracting Authority and notified to the successful bidder.

32.1. After the publication of the award decision, the draft contract subscribed by the successful bidder is transmitted to the competent tenders' board for examination and adoption.

32.2. The Contracting Authority has a time-limit of seven (07)days from the date of reception of the approved draft contract from the competent tenders' board and subscribed by the successful bidder to sign the contract.

32.3. The contract is notified to the contractor within five (05) days of signature.

Article 33: Guarantees

33.1. The final bond must be constituted within twenty (20) days following the notification of the contract by the Contracting Authority guaranteeing of the complete execution of the contract.

33.2. The final bond may not be less than two percent (2%) and more than five percent (5%) of the initial value of the contract it may be replaced by a bank caution issued by a banking establishment or first rate financial institution authorized in accordance with the instruments in force.

33.3. Small and medium-sized enterprises (SME) constituted of National capital and managed by nationals may, in lieu of the final bond, provide a stator lien or a bond issued by a banking establishment or first rate financial institution authorized in accordance with the instruments in force.

33.3. The absence of the final bond within the prescribed time-frame, the Delegated Contracting Authority may decide to cancel or terminate the contract at the fault, expense and risk of the said contractor according to the conditions provided in the General Administrative Clauses (CCAG).

PART 03

SPECIAL REGULATION FOR THE INVITATION TO TENDER (SRIT)

The following provisions, which are specific to the works being the subject of the invitation to tender in emergency procedure, supplement or, if necessary, modify the provisions of the RGAO.

N.B.The different documents should be separated by coloured separators in the original as well as in the copies to facilitate their examination.

Bid currency and settlement

1.	The value of the contract shall be in national currency (FCFA). The amount of the bid, the unit prices, the Bill of quantities and sub detailed of unit prices shall be entirely in CFA FRANCS in the following manner:
2.	Prices will be entirely settled in CFA FRANCS. Any bidder, who wants to engage expenditures in other currencies for the execution of the work, will indicate in an annex to his submission, the percentage of the amount of the offer required to cover the needs in foreign currencies, without exceeding a maximum of three currencies of Member countries of the institution financing the contract.
3	The exchange rates used by the bidder to convert its offer in national currency will be the rate of the day of the deposition of the bids. This exchange rate will be applied for any payment in respect of the contract, so that no foreign exchange rate risk is supported by the successful bidder.
	The contract prices are firm and non-revisable.
	Preparation and submission of bids
1.	The bidders shall remain committed to their bids during a period of (one hundred and twenty) 120 days from the deadline set for the submission.
2.	**Provisional Guarantee (Bid bond): 1,440,000** (One million four hundred and forty thousand) **FCFA.**
3.	The bids are for the execution period of **four (04) months**. The evaluation method is specified below and in the General Administrative clauses:
	Submission of bids Each offer or bid drafted in English or French in seven (07) copies including the original and six (06) copies marked as such in accordance with the prescriptions of the tender file should be submitted against a treasury receipt at the Batibo Council Treasury not later than **20/03/2026** at 10 am local time and should carry the inscription: ***"Open National Invitation to Tender, Emergency Procedure"*** ***N° 05/ONIT/NC/2026 OF 26/02/2026*** ***For the rehabilitation of the Guzang market, MOMO Division, North-West Region.*** **«To be opened only during the bid opening session »**

Opening of the bids

The opening of the bids will be in one (1) stage. The opening of Administrative, technical and financial documents shall take place on the **20/03/2026** in the BATIBO Council Conference Hall by the competent tenders' board.

Only bidders or their duly mandated representatives with a perfect knowledge of their offer shall attend this opening session.

Representatives of bidders will have to sign a form stating their presence at the opening of tenders.

Clarification on the bids

To better understand the bids, the Batibo Council Internal tender's board has flexibility to seek for clarification from the bidders. The request for clarification and the response will be done in writing. No change of the offer price will be requested, proposed or authorized.

Examination of bids

The tenders' board shall examine the bids to determine if they are complete, if the required guarantees have been provided, if the documents were produced following the Tender File requirements, whether they contain calculation errors and if the bids are generally in good order. Any calculation errors will be corrected on the following bases:

- If there is a calculation error, the total price will be corrected on the basis of the unit price.
- If there is a contradiction between the price in words and the price in figures, the price in word will govern.
- If there is a contradiction between the amount in the unit price in the bill of quantities and estimates, and the unit price breakdown (sub-detail), the amount in the unit price break down shall govern.
-

Evaluation and comparison of bids

The technical subcommittee shall evaluate and compare the bids which were previously found substantially responsive to the conditions of the present invitation to tender. This evaluation will exclude and will not take into consideration any price variation clauses included in the submission.

The evaluation of the bids shall be done in three (03) steps:

- 1st step: Verification of the conformity of the administrative file;
- 2nd step: Evaluation of the technical file;
- 3rd step: Evaluation of the financial file.

C. The criteria of Elimination are the following:
D. Absence of bid bond with CEDEC recipe in the administrative file;
E. A certificate of categorisation with at least category E.
F. Deadline for delivery higher than prescribed;
G. Incomplete financial file;
H. Change of quantity or unit;
I. Non respect of 75% of essential criteria;
J. Suspended by MINMAP.

K. **Essential criteria**

L. General presentation of the Tender Files;
M. Financial capacity;
N. References of the company in similar achievements;
O. Quality of the personnel;
P. Technical organization of the works;
Q. Safety measures on the site;
R. Logistics;
S. Attestation of site visit duly signed by the mayor.
T. Special Technical Clauses initialed in all the pages;
U. Special Administrative Clauses completed and initialed in all the pages.

General presentation of bids:

Bidders must submit bids legible and in accordance with the models of attachments in annexes.

7.4.1. 4 Evaluation Grid

NB: For a criterion to be validated, it must have at least 4/5 of the "Yes".

a. The company references

References of the company in civil construction or similar works for the past three years:
-Minimum four (04) contracts registered (1st and last page).....Yes/no.
-Minimum four (04) reception PVs corresponding to the attached contracts .....Yes/no.

(b) Equipment

- Proof of a concrete mixer in good operating condition.....Yes/no.
- Proof of a vibrator in good operating condition ....Yes/no.
- Proof of a vehicle (Pick up 4 x 4 or van) .....Yes/no.
- Hand tools.....Yes/no.

c. Qualification of site personnel

- Organizational Chart of the enterprise..... .....Yes/no.
- Organizational Chart of site with comments.....Yes/no.

Works Director: Civil, Hydraulic or Rural Works Engineer

- Diploma of work Director certified..... .....Yes/no.
- Attestation of presentation of the original .....Yes/no.
- CV signed and dated by works Director.....Yes/no.
- Professional experience of works Director at least five years.....Yes/no.

Site foreman: Senior Civil Engineering technician

- Certified copy of certificate of Foreman.....Yes/no.
- Attestation of presentation of the original .....Yes/no
- CV signed and dated by site foreman Yes/no

1.	**Definition of the works**: The present contract concerns The rehabilitation of three classrooms and office at GS BATIBO TOWN, MOMO Division, North-West Region. The description of the detailed work consistency is found in the special technical clauses which form an integral part of this contract. Name and Address of the Delegated Contracting Authority :The MAYOR BATIBO COUNCIL Reference of the invitation to tender : N° 05/ONIT/BC/BCITB/2026 OF **26/02/2026**
2	**Execution time-frame:**The maximum period of execution of works, which shall commence as from the date of notification to the Contractor of the administrative service order to start work shall be 04(FOUR) months.
3.	**Funding:** Works concerned being subject of this invitation to tender, will be funded by the Public Investment Budget MINEDUB, Exercise 2026**.**
4.	List of prequalified candidates : Not necessary
5.	Preference is given here to local materials, supplies and equipment i.e. made in Cameroon pending their conformity to technical norms.
6.2	**Essential criteria:** The technical offer of the bidder shall be assessed along the following lines a. General presentation 01 b. Quality of Requested staff 05 c. Technical and material affected to the project 01 d. Reference of the enterprise 02 e. Presence of the methodology of work execution 04 f. Presence of the prefinancial capacity 01
7.	Site visit and preparatory meetings: Each bidder shall visit and inspect the site of the work and its surroundings and by himself, and under his own responsibility, gather all the information as may be necessary for the preparation of the offer and the performance of the work. An attestation of site visit shall be signed by the bidder. The observations of the bidder will be recorded in the site visit report annexed to the technical offer.
8.	Bid language : French and /or English
9.	The bidder's bid will include documents detailed in the OMPP, duly completed and grouped in three volumes: ***(A) file of Administrative documents (in envelope A)*** It shall consist of the following documents stapled or place in the following order of enumeration. 1. **Undertaking by** bidder stamped, signed and dated in conformity with the model attached 2. **Attestation of non-bankruptcy** dating less than 3 months, issued by the Court of competent jurisdiction of the place of residence of the bidder. 3. **Attestation of domiciliation of** Bank account of the bidder issued by a bank or any other first-order credit institution approved by the Ministry in charge of finance. 4. **Bank guarantee**(of the same bank) on the list of banking institutions of the first order

approved by the Ministry in charge of finance, and a CEDEC receipt for an amount in francs CFA

of **1,440,000 FCFA.**

5. **Treasury Receipt of** purchase of the Tender File, as stipulated in the tender notice.
6. **Attestation of C.N.P.S**, valid and for the tender concerned.
7. A non–exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most 3 months and issued by ARMP
8. An attestation of the bidder's fiscal obligations signed by the competent Taxation authority dated at most 3 months.
9. **A Certified copy of taxpayer card** valid, dated at most 3 months.
10. **A certified copy of business license** valid, dated at most 3 months
11. **Attestation of site visit** signed by the bidder (the bidder must visit the site and gather all the information necessary for the preparation of his technical proposals (consistency of work and execution plans)).
12. **Presentation of a categorization certificate of at least a category D.**
13. **Plan and attestation of localization** signed by the taxation authorities.
14. CCAP completed and initialed on all the pages.

In case of grouping each Member must submit complete administrative documents, the documents 3, 4, and 5) below can only be presented by the representative of the group.

(B) Technical file (in the B envelope)

1. List of key site personnel

Bidders must undertake to have employed or to employ, before the start of works, competent technical staff, (attach to each staff a CV dated and signed by the candidate, a certified copy of the technical diploma, attestation of presentation of original and an attestation of availability dated and signed by the candidate,certified true copy of NIC) notably.

i. A works director who should be a Civil, Hydraulics or a Rural works Engineer with **experience in the domain of civil construction and similar works.**

ii. A foreman (or several if necessary) with at least the level of civil /Hydraulic/ Rural engineering technician Bacc F4 (A/L in civil engineering) with **experience in the domain of civil construction and similar works.**

iii. And team leaders

A-Building, GCE O/L Technical in Building construction or its equivalent (CAP Maçonnerie) with **experience in the domain of civil construction and similar works.**

2. List of performant Equipment

List of performance equipment the bidder intends to use on site using the form presented in the Tender File. The contractor shall justify the ownership or hiring and the State of the equipment necessary for the performance of the work.

I. Legalized Registration document (pickup truck or van, manual compactor, vibrator and concrete mixer etc.).

II. Invoices dated for safety equipment (major equipment) and a list of small construction equipment or assorted tools signed by the head of the company.

3. References

Experience of the company, in similar works in the last two (02) years (2017-2018). The bidder must justify its professional experience by presenting certified true copies of contracts (front and last pages) and minutes of provisional acceptance (2018 projects) or final reception(for 2017 projects) and related contracts, and jobbing orders).

Technical notes on the methodology and the execution of works with photographs of site.

The bidder will produce a technical note dated and signed on the last page providing all the following information:

i. The mode of execution of the works,
ii The planning of intervention, the expected output
iii. Supply of materials/ site equipment,
iv. Measures of safety and protection of the environment;
v. Administrative and technical organization of the enterprise.
vi. Measures of maintenance during the guarantee period.

5. Self-financing capacity

Self-financing capacity:

An attestation of credibility issued by the same Bank that issued the bid bond.

6. CCTP duly initialed on each page, signed by the enterprise and dated on the last page.

Financial evaluation

The financial evaluation shall be based on the corrected amount of the bid. It shall consist of the analysis of the coherence of prices as well as the amounts of the totals.

Only bids accepted, in conformity according to the provisions of section 25 of the RGAO, will be evaluated and compared by the Sub-Commission for analysis.

By evaluating the bids, Sub-Commission for analysis will determine for each bid the evaluated amount by correcting the amount as follows:

- By correcting any possible error in accordance with the provisions of article 26 of the RGAO.
- Excluding provisional sums and, the provisions if any, for contingencies in the detail bill of quantities and summary, but by adding the amount of day work, when they are competitively priced as specified in the OMPP.

	Award of contract Subject to the clause of article 6 of the present OMPP, the Delegated Contracting Authority will award the contract to the bidder whose bid has been recognized substantially responsive to the requirement of the Tender File and has submitted the lowest feasible evaluated bid price. A 0% retention guarantee of the amount of the contract all taxes inclusive will be retained. This retention guarantee may be replaced by a bank caution equal to the amount issued by a first rate bank approved by the Ministry in charge of Finance featuring in the annex.
	Site Visit :A site visit is recommended to participating companies in this Tender File

PART 04
SPECIAL ADMINISTRATIVE CLAUSES (C.C.A.P)

SUMMARY

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3- DEFINITIONS AND ATTRIBUTIONS
4- LANGUAGE, LAW, AND REGULATION
5- CONSTITUENT PARTS OF THE CONTRACT
6- GENERAL APPLICABLE TEXTS
7- COMMUNICATION
8- SERVICE ORDER
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41- DISAGREEMENTS AND DISPUTES
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45- AND LAST - ENTRY INTO FORCE OF THE CONTRACT

CHAPTER I: GENERALITIES

ARTICLE 1: Subject of the Contract

The contract has as subject for the rehabilitation of the rehabilitation of the Guzang market

ARTICLE 2: Procedure of the award of the contract

The present contract is awarded after an Open National Invitation to tender in emergency procedure, following procedures laid down for the award of public contracts in Cameroon.

ARTICLE 3: Definitions and attributions (CCAG article 2).

1- General definitions

- The Delegated Contracting Authority is **the Mayor of Batibo Council.** He is responsible for the conservation of the originals of the contract and the transmission of copies to ARMP through the focal point designated to that effect.
- The Project owner is **the Mayor of Batibo Council,** responsible for the general administrative, financial and technical assistance at the definition, preparation, execution and acceptance stages of the services forming the subject of the contract.
- The project manager is **the Council Development Officer** is responsible to ensure the defense of the interest at the definition, preparation, execution and acceptance stages of the services forming the subject of the contract
- The contract engineer is **the Divisional Delegate of MINDCAF Momo** and is responsible for the follow-up of the execution of the contract.
- The beneficiary is .....

2- Security

In view of the application of the law on collateral prescribed in the Decree n ° 2018/366 of 20 June 2018, the following are designated:

- The authority in charge of ordering payment shall be the **Mayor Batibo Council**
- The body or official in charge of payment shall be the Municipal Treasurer of **Batibo council**
- The authority in charge of the clearance of expenditures shall be the Divisional Controller of financial –Momo;
- The official competent to furnish information within the context of execution of this contract shall be the Project owner and contract engineer.

ARTICLE 4: Language, law, and regulation

4.1. The language used during the submission is either English or French,

4.2. The laws and regulations are the laws and regulations in force in Cameroon;

4.3. The Contractor undertakes to observe laws, regulations, and order in force in the Republic of Cameroon, and as well in its own organization in the implementation of the contract.

If in Cameroon, these laws, regulations, administrative and fiscal obligations in force are changed after the signature of the contract, the eventual costs will be borne by the contracting parties.

ARTICLE 5: Constituent Parts of the Contract (CCAG article 4).

The constituent parts of this contract are in order of priority:

- The letter of undertaking;
- The letter of submission corrected eventually;
- The special administrative Clauses (CCAP);
- The special Technical Clauses (CCTP);
- The unit price schedule;
- The bill of estimates and quantities;
- The unit price break down;
- The duly approved work plans;
- The Planning of the work (the work schedule).
- The bids of the contractor;
- The tender file;

ARTICLE 6: General applicable texts

- This contract is subject to the following General texts of law
- The special General administrative Clauses (CCLS);
- The law N ° 96/12 of 05 August 1996 on the management of environment;
- The texts governing the trade;
- Decree No. 2008/377 of 12/11/2008 fixing the attributions of Heads of Administrative Units, its organization and the functioning of their services;
- The Decree N ° 2018/366 of 20 June 2018 to institute the Public Contracts Code;
- Decree n ° 2001/048 of 23 February 2001 relating to the setting up, Organization and
  Functioning of the Public Contracts Regulation Agency ARMP.
- Decree n ° 2003/65/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
- Order N°093/CAB/PM of 5 November 2002 to fix the amount of the bid bond and the
  Purchase fees for tender files;
- Order N°22/CAB/PM of 02 February 2011 to lay down conditions for the recruitment of
  Individual consultants;
- Order N°23/CAB/PM of 02 February 2011 to lay down conditions for the implementation of request for quotation;

- Circular No. 004/CAB/PM of 30 December 2005 relating to the application of the Public
  Contracts Code;
- Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of the rules governing the award; execution and control of Public Contracts;
- Circular No. 002/CAB/PM of January 31, 2011 on the improvement of the performance of
  the Public Contracts system;
- Circular No. 003/CAB/PM of January 31, 2011 defining the conditions for the management
  of the changes of the economic conditions of Public Contracts;
- Arrete N°0205/A/MINMAP of 03 July 2018 relating to the creation of Divisional Tenders' Boards;
- Decree N°2012/076 of 08 march 2012 to amend and supplement certain provisions of decree N°2001/048 of 23 February 2001 relating to the creation, organization and functioning of the Public Contracts Regulatory Agency(ARMP);
- Circular N°001/CAB/PR of 19 june 2012 on the award, the control of execution of public contracts;
- Circular N° 00013995/C/MINFI of 31st December 2024 bearing instructions relating to the implementation of the Finance laws, the monitoring and control of the execution of the Budgets of the State and other entities for the 2026 fiscal year;
- Unified Technical Documents (DTU) for building works;
- The Norms in force in the Republic of Cameroon;
- The CCTP;
- Order No 00002/MINEPDED of 08th February 2016 stating the format of terms of reference and the content of an Environmental Impact Notice (EIN).
- Other texts specific to contracting fields.

ARTICLE 7: Communication (CCAG article 2 and 10).

7.1. 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.....
   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 the [to the specified] council, chief town of the province in which the work
   Was done;
b) In the case where the Project Owner is the addressee:
   Sir/Madam_____ [to be specified] with a copy addressed to the Delegated Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.
c) In the case where the Delegated Contracting Authority is:

Sir/Madam [to be specified] with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable

7.2. The contractor shall address all written notifications or correspondences to the Project Manager with a copy to the Contract Manager and the contract Engineer.

ARTICLE 8: Service Order (CCAG article 8).

8.1. The different service orders will be established and notified. The administrative service order to start work will be signed by the Contracting Authority and notified to the contractor by the project owner with copies to the Contracting Authority, the Contract Manager, and the Contract Engineer.

8.2. On the proposal of the project owner, service orders having an incidence on the subject, the amount delay in the execution of the contract will be signed by the Contracting Authority and notified by the project owner to the contractor with copies to the contract manager and the contract engineer.

8.3. Technical service orders on technical issues concerning the execution of the contract will be signed by the contract manager and notified to the contractor by the contract engineer with copies to the Contracting Authority.

8.4. Service orders on warning notices will be signed by the project owner and notified by his services to the contractor with copies to the Delegated Contracting Authority and the Contract Engineer.

8.5. Service orders on suspension and restart of works because of unforeseen circumstances will be signed by the Contracting Authority and notified by his services to the contractor with copies to the Contract Manager and the Contract Engineer.

8.6. Service orders concerning remedial actions during the guarantee period will be signed by the Contract Manager on the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer.

8.7. The contractor has fifteen (15) days to issue reservations on any service order received. The fact of issuing reservations does not prevent the contractor to execute the service orders received.

8.8. The Contracting Authority has the right to notify service orders signed by him that are to be notified by the project owner in case this is done within 30days.

ARTICLE 9: Contractor's Equipment and Personnel (CCAG article 15).

9.1. **Personnel**: In his bid the contractor engaged to mobilize human and material resources necessary for the proper execution of the works in conformity with the standards and norms in force in Cameroon, and according to the stipulations of the CCAP/CCTP. All these personnel should be effectively present on site up to the end of works The contract was awarded on the basis of an elaborated list of equipment and personnel requested by the Contracting Authority

Within fifteen (15) days following the notification of the administrative service order to commence works, the contractor should obligatorily designate on the approval of

the contract engineer the works director, the works foreman endowed with powers of representation and decision to manage the site. Any modification of the technical bid can only take place after a written approval to the contract engineer.
In case of any modification, the contractor shall replace any personnel with one having the same qualification, experience and competence or with appropriate performant equipment.

9.2. **Replacement of a senior staff**: The contractor's representative and the site foreman shall be approved by the contract manager. Their workers can be replaced or excluded from the site without a prior accord by the contract manager.
Any partial and total changes on the technical bid, shall take place only after a written approval by the contract manager. In case of any changes, the contractor shall replace any personnel with one having the same qualification, experience and competence. The list of personnel to be replaced will be transmitted to the project manager for approval.
The contract manager has the right to order for the replacement of any worker or laborer for reasons of misconduct, insubordination and incapacity. The contractor is responsible for all crimes and disorders committed by his workers. Any replacement of any senior staff shall have a lumpsum fine of Two hundred thousand (200 000) FCFA per person except for unforeseen circumstances. Any such replacement shall not interrupt the execution of the contract. The charges shall be born by the contractor. In case of any accident or illness, the contractor shall replace the worker in question without delay.

9.3. Any one sided decision to effect change of personnel of the technical bid before and during the execution of the contract constitute a justified reason for the cancellation or termination of the contract.

CHAPTER II: FINANCIAL PROVISIONS

ARTICLE 10: Guarantees (CCAG articles 29 and41).

10.1. The performance bond:

Within twenty (20) days from the date of notification of the contract, the contractor shall produce a performance bond of three percent (3%) of the amount of the contract TTC, to guarantee the complete and proper execution of the contract. Beyond this time-limit, the Contracting Authority has the right to terminate or cancel the contract to the detriment of the contractor.

The contractor may replace the performance bond with a bank guarantee of corresponding or same amount, from financial or banking institution approved by the Minister in charge of finance which must be furnished prior to each payment on account. The bond or the security will be released simultaneously with each monthly payment, proportionately to the amount of work done.
The performance bond or the bank guarantee shall be released within thirty (30) days after the provisional acceptance of works by a waiver issued by the Contracting Authority after a written application from the contractor.

10.2. The retention guarantee:

A 10%, taxes inclusive, retention guarantee on the amount of the work actually carried out or executed shall be retained. It is obtained through successive deductions on all the install mental payment. It will be restituted at the final reception.
The retention guarantee shall be released within thirty (30) days after the final acceptance of works by a waiver issued by the Delegated Contracting Authority after a written application from the contractor.

If, for any reason, the contractor refuses to comply with the service orders on corrections of imperfections or defects after the provisional acceptance and in the extra time allocated after the period of twelve (12) months, the amount of the holdback the Project Owner, the Contract Engineer and the Delegated Contracting Authority shall have the right to have the repairs carried out by their own workers or another contractor and to collect the money at the expense of the contractor through deductions on all sums due the latter by virtue of the contract.

10.3. The start of advance guarantee:
A startup advance that is at most equal to twenty percent (20%) of the amount of the contract all taxes inclusive(ATI) may be granted to the contractor on express request and without justification on his part. This advance must be guaranteed at one hundred percent (100%) by a first class Bank approved by the Ministry in charge of finance. This advance may be released after the notification of the Service order to start the work.
It shall be reimbursed by deductions done on the payments on account made to the contract holder during the execution of the contract and in accordance with the terms and conditions laid down in the said contract. The advance must be completely reimbursed not later than when the value of the basic price of the goods and services rendered shall have reached eighty percent (80%) of the price of the contract.
Following of the rate of reimbursement of the advance, the Contracting Authority will authorize the payment of the corresponding part of the contractor upon written request.

ARTICLE 11: The Amount of the Contract (CCAG articles 18 and19).
The amount of this contract, from the detailed quantitative cost estimates here attached stands at the sum of _____ (_____) FCFA.i.e.
- Amount (EVAT): _____ (____) francs CFA;
- Amount VAT :_____(___) francs CFA;
- Amount net to be paid: _____ (____) francs CFA;

The amount of the contract is calculated using conditions stipulated in article 19 of the General Administrative Clauses (CCAG),

ARTICLE 12: Payment Modalities

The contractor may obtain periodic payments on account. This periodic payments may be spread out during the term of the contract in several periodic installments. The contractor shall be bound to submit to the project owner, before the sixth day of each month, a detailed account, accompanied by a justificatory calculations and job cost sheet establishing the total amount spent at the end of the period under consideration, sums he may be entitled approved by the contract engineer and the Delegated Contracting Authority. The bills must correspond to the amount of work done,

obtained from the amount of work actually executed under the conditions of the contract and the unit price, as contained in the schedule of unit price, quantity and estimated specifications and the unit price Sub-Details and the amount of deductions.
The payment of an account to the contractor shall be determined from the corresponding provisional detailed account established simultaneously, from which is deducted the amount of the balance due. Payments on account are not considered to be the final payment. The contractor is debited with such payments until the final settlement of the contract.
Works executed by the contractor and entered into the job cost sheet give entitlement to payment on account.
At the end of the work, a final account of the work is established.

ARTICLE 13: Mode of Payment

The payment of an account to the contractor shall be effected in accordance with the conditions specified in this contract and made base on justifying documentation required to credit of account:

1. Open: _____ _____agency;
2. Account number: _____

ARTICLE 14: Price variation
The prices are definite (fixed) and not to be changed. The contractor before submitting his bids or signing his contract must have had perfect knowledge about the local conditions under which he has to execute the contract.

ARTICLE 15: Price revision
The prices are not to be revised. Hence there is no price revision formula.

ARTICLE 16: Work using local direct labour (CCAG article 22)

Not required or necessary.

ARTICLE 17: Valorization of works executed (CCAG article 23)
This contract is lump sum. The contract shall be paid on the basis of approved plans by the contracting parties. Possible differences noticed, for each type of structure or each element of the structure, between the quantities effectively executed and the quantities in the cost estimates shall not lead to the modification of the said price. This applies to errors that the cost estimates may include.

ARTICLE 18: Valorization of supplies (CCAG article 24)

If need be, each payment on account shall include a part corresponding to building materials bought for the execution of the works and are on site. The amount for these materials is obtained by taking into account the prices from the sub-details. Materials having been the subject of payment on account cannot be taken away from the site without a written authorization of the project owner or the contract engineer.

ARTICLE 19: Advances (CCAG article 28)

The contractor may, upon simple request addressed to the project owner and without any justification, and after providing the guarantees required in the Public Contracts Code, obtain a so-called "start-off" advance or advance "for purchase of building materials".

This advance whose amount shall not exceed twenty percent (20%), all taxes inclusive, of the initial contract price shall be guaranteed at one hundred percent (100%) by a banking establishment governed by Cameroon law or a first rate financial institution authorized according to the instruments in force.

It shall be reimbursed by deductions done on the payments on account made to the contract holder during the execution of the contract and in accordance with the terms and conditions laid down in the said contract.

The advance must be completely reimbursed not later than when the value of the basic price of the goods and services rendered shall have reached eighty percent (80%) of the price of the contract.

ARTICLE 20: Payment of works executed (CCAG articles 26, 27 and 30)

Works assessment: Before the 30th of each month, the contractor and the control engineer shall jointly establish a job cost sheet which summarizes and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.

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

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

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

- [100-2.2 and/or – (5.5 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 contract engineer 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_____ within a maximum deadline of _____ calendar days from the date of submission of the approved detailed accounts.

ARTICLE 21: Interests on overdue payments (CCAG article 31)

Where the delay in payment fixed in the special administrative clauses is attributed to the Delegated Contracting Authority or accounting officer, the contract holder shall be fully entitled to interest on overdue payments calculated from the day following the expiry of the said deadline up to the day of issue of the payment voucher by the accounting officer.

Possible interests on overdue payments are paid by statement of sums due in accordance with article 166 and 167 of Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code.

ARTICLE 22: Penalties (CCAG article 32)

A. Penalties for lateness.

In case of overrun of the contractual deadlines set in the contract, the contractor shall be liable to penalties after a formal prior notice.

In the event of force majeure, the contractor must file a comprehensive request for an extension of time. The Delegated Contracting Authority after consideration of the relevance of the request shall notify a new time frame. After this new time frame, the penalties for delay will be applied entirely without further notification. Except by waivers provided for in the contract, the amount of penalties for time-limit overrun shall be set as follows:

a. One two thousandth ($1/2000^{th}$) of the amount ATI of the contract per calendar day overrun from the first to the thirtieth (30) day beyond the contractual time-limit provided for in the contract;

(b). One thousandth ($1/1000^{th}$) of the amount ATI of the contract, per calendar day overrun beyond the thirtieth day;

(c). The cumulative amount of penalties is limited to ten per cent (10%) of the amount ATI of the contract under pain of termination.

B. Specific penalties.

23.1 Apart from penalties of overrun of the contractual deadlines, the contractor is liable to the following special penalties for the non-respect of the provisions of the contract. Notably:

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

ARTICLE 23: Final detailed account (CCAG article 34)

23.1 After completion of the works, and within fifteen (15) days after the provisional acceptance, the contractor shall draw up the draft final detailed account from the joint sheets to which he may be entitled as a result of the integral execution of the contract.
23.2 The Contract Engineer has twenty (20) days to notify the corrected final detailed account.
23.3 The Contractor must within ten(10) days following the date of this notification, send back the final detailed account with his signature, with or without reservations, or make known the reasons for which he refuses to sign it.

ARTICLE 24: Final detailed General Payment (CCAG article 35)
24.1 Within a deadline of one (01) month after the final acceptance, the Contract Engineer shall draw up the detailed final payment.
At the end of the guarantee period leading to the final acceptance, the Contract Engineer shall draw up the detailed final payment sign by the contractor and the Delegated Contracting Authority, which includes:

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

The amount of the general payment is equal to the result of this last summary.
24.2 The general detailed account signed by the Delegated Contracting Authority must be notified to the contractor by an administrative service order. The contractor then has one (01) month from the date of this notification to return this general detailed account, with or without reservations, to make known the reasons for his refusal to sign the general detailed account.
24.3 If the final detailed account is signed without reservations, this acceptance definitely binds the two (02) parties, except in the case of interests on overdue payments; if there are any. The detailed account thus becomes the final general detailed account of the contract.
24.4 If the contractor does not return the general payment within the deadline referred to above, this general detailed account shall be considered as having been accepted by him and thus become final.
The detailed account shall become final once it is signed without reservations by the contractor, except in the case provided for the proceeding paragragh The acceptance of a claim from the contractor shall be regularized by a rider to the general detailed account.

ARTICLE 25: Tax and customs regulations (CCAG article 36)
Decree No. 2003/651/PM of 16 April 2003 lays down the terms and conditions for implementing the tax regulations and customs procedures applicable to public contracts. The taxes applicable to this contract include notably:

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

- Council dues and taxes;
- Dues and taxes relating to the extraction of building materials and water.

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

ARTICLE 26: Stamp duty and registration (CCAG article 37)
Seven (07) original copies of the contract shall be stamped and registered by the contractor in the competent taxation unit within in accordance with the applicable regulations.

CHAPTER III: EXECUTION OF WORKS

ARTICLE 27: Work consistency
The works include the following:

- Carpentry/Joinery works ;
- Painting works ;
- Metallic work ;
- Plastering;
- Electricity work.

ARTICLE 28: The obligations of the Project owner
28.1 The Project Owner shall be bound to furnish the contractor with information necessary for the execution of his contract and to guarantee, at the cost of the contractor, access to sites of projects.

28.2 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 29: Execution Time Frame (CCAG article 38)
29.1The execution time frame for the execution of this contract shall be four (04) months. This shall include the completion of the works provided incumbent on the contractor, the folding up of installations and restoring the sites and lands.
29.2The execution time frame for the execution of this contract shall run from the date of notification of the administrative service order to start execution. It shall end upon provisional acceptance of the works.

RTICLE 30: Roles and responsibilities of the contractor (CCAG article 40)
The contractor shall have as mission to ensure the proper execution of the works that he has been selected to carry out. For that reason the works shall be executed under the supervision of the contract engineer and in accordance to the applicable rules and standards. Hence the works shall be executed according to the notified drawings, technical specifications and service orders from the competent authorities.
The contractor shall submit for the prior approval of the contract engineer, the local organization of the work, the work planning schedule, all structural calculations, trials and soil tests, list of skilled and unskilled workers.

The contractor shall be responsible for the implantation of the structures in relation to the original reference landmarks, lines and levels furnished by the project owner.
The contractor is responsible for the entire site, including interventions of certified subcontractors. He shall therefore:

- Put in place all the necessary conditions to enable his suppliers and sub-contractors, who are working with him to intervene in a timely manner and in accordance with the schedule of execution and under his leadership, and
- Ensure the proper execution of the service orders from competent authorities.

The contractor shall constantly keep a general and updated detailed schedule of the progress of the works and make available four (4) copies to the contract engineer at the beginning of each month.
To this end, the contractor shall take all measures and provide all necessary means, determine, choose and purchase all materials, equipment and supplies and hire any specialized staff if necessary.

ARTICLE 31: Provision of documents and site (CCAG article 42)

Within twenty (20) days after the notification of the contract, a reproducible copy of plans featuring in the tender file of the contract will be made available to the contractor by the project owner as well as the work site and its access
The contractor shall preserve in good state the site put at his disposal during the execution of the contract. He shall hand it back, at the request of the project owner in their initial state after the execution of the contract, with due consideration of its normal wear and tear.

ARTICLE 32: Insurance of structures and civil liability (CCAG article 45)

The following insurance policies are necessary for the execution of this contract within fifteen (15) days after the notification of the contract, and before the commencement of work guaranteeing against any loss or damage occurring on the structures and third parties up till the provisional acceptance:

Civil liability insurance and all construction risk.

The Contractor shall justify that he holds an insurance policy of civil liability for damage caused to third parties of all kinds:

(a) By its current solarized personnel.

(b) By the equipment in use.

(c) As a result of the work.

Comprehensive insurance coverage

The working site must be covered for all the works by a construction site comprehensive insurance coverage issued by a company approved by the competent authority. The cost of this insurance is the responsibility of the contractor.

No settlement except the startup advance will be made without presentation of a certificate from an insurance company proving that the contractor has fully addressed the premiums or contributions for the work for this contract.

The contractor has a period of 15 (fifteen) days from the date of notification of the Service order to start the work to present a certificate of insurance proving the premiums or contributions for the work for this contract was fully settled. After that the contract may be terminated.

ARTICLE 33: Documents to be submitted by the contractor (CCAG article 49)

Within a maximum period of fifteen (15) days from the date of notification of the service order to start work, the contractor shall submit to the contract engineer, the programmed of execution, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan in six (6) copies. A duly signed copy of the execution programmed must be deposited at the Mayor's office latest 15 (fifteen days) from the date of notification of the Administrative Order to commence execution.This working document shall include the following:

- General site installation;
- Company localization plan;
- Execution plans, calculations, detailed studies, quality control plan and work planning,
- Exhaustive list of personnel with their certified true copies of their diplomas
- Bill of estimate and quantities;
- Detailed list of materials and equipment available on the site;
- Detailed execution planning updated forecasts on the work progress in view of comparing the actual progress to the forecasts;
- The annexes files if the contractor deems it necessary.
- The site sign board

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

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

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

The approval given by the Contract Engineer 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 contract engineer. After approval of the execution schedule by the Contract Engineer, the latter shall transmit it within five (5) days to the Delegated Contracting Authority without staying its execution. However, if important modifications alter the objective of the contract or the nature of the works,

the Delegated Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

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

- 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.

- 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.

ARTICLE 34: Organization and security of the construction sites (CCAG article 50)

34.1 The sign boards NOT APPLICABLE FOR NOW:

34.2 The site installation plan:
The site installation plan shall be done considering the following:

- Particular access roads;
- Vegetation to be protected;
- Temporal fence of the site;

34.2 The fencing of the construction site:
The construction site shall have a fence of 2m high.

34.3 The building site installation:
The contractor shall set up temporary constructions and facilities needed to execute the works, such as:

- Offices of the Contractor equipped with tables, chairs and lock-up cupboards.
- Building site toilet facility(if it does not exist)
- Storehouse for materials
- Removal of temporary work (fences, field office, sheds, signs, etc.).

34.4 The site logbook:

A site log book shall be kept by the contractor at the construction site before site installation.

It is a unique non contradictory document. Its pages are numbered and sign. No page should be removed. Strikeout or rescinded parts are reported in the margin for validation.

The following information are recorded in it:

- Atmospheric conditions;

- The daily executed tasks, personnel and equipment used;
- The progress of the work;
- The requirements imposed;
- The detailed work quantities;
- The work carried out by subcontractors;
- The receptions of building materials;
- The incidents, accidents or events on the construction site;
- Nonconformities;
- The official visits;
- The administrative operations;

The site logbook shall be counter signed by the contract engineer and the person in charge of technical or administrative work at each site visit and systematically sign the minutes of site meetings.
Any refusal of presentation or any attempt of total or partial destruction or falsification of this log book may give rise to administrative sanctions.

34.5 The site meetings:

- Site meetings shall hold regularly at the behest of the Project Owner. The presence of the contractor or his representative in these meetings is obligatory or mandatory.
- Periodic meetings shall hold in the presence of the Delegated Contracting Authority, the Contract Engineer and the Project Owner or their representatives.
- Minutes of these meetings shall be entered in the site logbook. The contractor or his representative shall at the beginning of the meeting present the level of physical execution of the work and the difficulties faced.

34.6 Sub-contracting:
The ceiling of the percentage of the works to be sub-contracted shall be set at thirty (30) % of the total amount of the contract.

34.6 Site laboratory:
The contractor shall have his own laboratory on the site to enable him carry out all tests and studies on building materials defined in the Special Technical Clauses. The personnel and the equipment must be approved by the Contract Engineer.

34.7 Security Measures:

The contractor shall provide and maintain at his expense all lighting, protection, closing and guarding devices that will be necessary for the proper execution of the work or that will be required by the engineer.
The contractor shall be responsible for all the consequences directly or indirectly of deficiency of signaling during the work.
The Delegated Contracting Authority reserves the right, at the request of the engineer, without prior notice and at the expense of the contractor, to take all necessary measures engaging the responsibility of the contractor.

CHAPTER IV: ACCEPTANCE OF WORKS

ARTICLE 35: Provisional acceptance (CCAG article 67)

Before the provisional acceptance, the contractor shall apply to the Project Owner with copies to the Delegated Contracting Authority and the Contract Engineer for a pre-technical acceptance. This pre-technical acceptance shall notably involve a proper evaluation of the works executed as per stipulation of the contract.The minutes of this evaluation is drawn on the spot by the contract engineer and signed by the contractor or his representative.

The provisional acceptance commission shall be composed of the following members:

- The project owner/Contracting Authority or his representative…….. President,
- The project manager ……..……Member,
- The contract engineer……Secretary,
- The store accountant of the council……..Member,
- The DDMINMAP ……..Observer,
- The contractor or his representative……..Observer.

The contractor is convened at the reception as observer. He is required to attend or to be represented.

The Commission after site visit, reviews the minutes of the pre-technical acceptance and proceed to the provisional acceptance.

The provisional acceptance site visit will be concluded with minutes of provisional acceptance signed on the field by all members of the Commission. Minutes of provisional acceptance shall precise or specify the date of completion of the work from which the guarantee period shall run.

ARTICLE 36: Documents to be submitted after execution i.e plan de recollement. (CCAG article 68)

During the execution of the works the contractor shall update all the modifications on the contractual plans. At the end of the works he shall then reproduce the modified, updated and validated drawings and submit them to the contract engineer, the Delegated Contracting Authority and the project owner.

The non-submission shall attract a penalty of 20% from the retention guarantee.

ARTICLE 37: The guarantee period (CCAG article 70)

The guarantee period is twelve (12) months from the date of the provisional acceptance.

ARTICLE 38: Final acceptance (CCAG article 72)

Final acceptance shall take place fifteen (15) days from the date of the expiry of the guarantee period.

The final acceptance commission shall be the same as that of provisional acceptance and shall meet in the presence of the contractor.

The final acceptance procedure shall be the same as that of provisional acceptance and under the same conditions. Before pronouncing the final acceptance, the commission

shall verify by all means put at their disposal that all the contractual provisions were fully respected by the contractor during the guarantee period.
The minutes of the final acceptance shall be drawn on the spot and signed by all the member

CHAPTER V: MISCELLANEOUS PROVISIONS

ARTICLE 39: Termination of the contract (CCAG article 74)

The contract may be terminated as provided for in Article 180 of the Decree 2018/366 of 20/06/2018 of the Public Contracts code and equally under conditions stipulated in articles74, 75 and 76 of the CCAG, notably:

- Delay for more than fifteen (15) calendar days in the execution of a Service order or unjustified stoppage of work for more than seven (7) calendar days;
- Delay in the execution of work resulting to penalties above 10% of the amount of the contract;
- Default of the contractor;
- Refusal to repeat poorly executed works;
- Persistent non respect of payments on account.

ARTICLE 40: Case of force majeure (CCAG article 75)

40.1 No party to the contract shall be considered as having contravened his contractual obligations if he is prevented from doing so by a force majeure.

40.2 No claims shall be made against the contractor if he fails or delays in the execution of his contract due to cases of force majeure such as:

- Rains : 200 millimetres in 24 hours ;
- Winds : 40 meters per second ;
- Floods: frequent floods.

ARTICLE 41: Disagreements and disputes (CCAG article 75)

Disagreements and disputes during the execution of the contract shall be the subject of an attempt of amicable settlement, where need be, through mediation, in accordance with the provisions of the SAC and subject to the provisions of the Public Contracts Code.
Where the disagreements and disputes cannot be settled amicably, the matter shall be brought before the competent Cameroon jurisdiction, subject to the provisions of the SAC.

ARTICLE 42: Production and dissemination of this present contract.

Ten (10) copies of this present contract shall be produced and multiplied at the expense of the contractor.

ARTICLE 43 and last: Entry into Force of the Contract

This contract shall be valid only upon its signature by the Delegated Contracting Authority. It shall enter into force as soon as it is notified to the contractor by the Delegated Contracting Authority.

PART 05
SPECIAL TECHNICAL CONDITION (C.C.T.P)

ENERALITIES

This descriptive notes and technical specifications are drawn up for the purpose of execution of construction projects. This document is intended mostly to help building contractors and site supervisors to maintain reliable standards in order to ensure that the final product would be of durable quality. Also these descriptive notes are for those to execute, supervise and the contractor, to direct and guide them towards quality choice of materials, method of job execution and conditions of execution in order to achieve this highly desired goal. Building materials concerned are generally what is accepted in the construction industry and only qualified technicians are required to transform these materials into structure clearly shown on the working drawings as its aesthetics is also very much dependent on the manipulation of the carefully chosen materials. The selected site has been found favorable to the envisaged structure in terms of geotechnical cross-section, atmospheric conditions, topography, sewage disposal, and automobile and pedestrian accessibility. This document has been prepared also to serve the interests of persons who would occupy the houses constructed and those financing the construction as stakeholders who must be concerned about achieving quality in the final product.

PLANNING AND SITE ORGANIZATION

Careful forethought and planning are required for sound site organization. Consideration must be given to the efficient use of available space at the site during building operations in order to ensure that all building activities move smoothly with minimal interference or delay. The proper choice of suppliers and subcontractors plays an important part in achieving desired quality and efficiency.

THE CONSTRUCTION PROCESS AND SUPERVISION

Reliable standards must be maintained throughout the whole construction process in order to ensure that the built work is durable, is functionally sound and aesthetically satisfying. Simple time-tested methods that have proved effective in ensuring quality can be employed to make sure that problems do not develop later, which can be expensive and difficult to rectify. Close supervision of craftsmen and workers employed by the main contractor on the site is essential to make certain that all the elements that make up the building conform to acceptable standards of quality. The work of sub-contractors too requires planning and supervision to ensure quality is maintained in all aspects of construction, including services.

CHOOSING SUPPLIERS AND PURCHASING MATERIALS

Conformity to the specifications should be the primary consideration and not the cheapest price when choosing suppliers and materials. Whenever and whatever the contractor aims to purchase, s/he should aim to buy:

- the right quality
- at the right time
- the right quantity
- from the right source
- at the right price

CONTENT OF THE STRUCTURE

- Carpentry/Joinery works ;
- Painting works ;
- Metallic work ;
- Construction/Plastering;
- Electricity work.

He will proceed to a careful study of the project and make observations and finished modifications to the Architect before commencement of work. All supplementary tasks must be verified and signed by the supervisor. Careful studies must be done before commencement of foundation.

PRELIMINARY WORKS

Determine requirements –plant/equipment, materials, and personnel

The contractor in charge of this execution shall carefully study the working drawings, visit the site and bring up points not understood to the site supervisor for a clarification before making shop drawings and before setting out is carried out.

The contractor shall Study the plans and specifications in relation to the phases of construction, double check the accuracy of the Bill of Quantities, listed the materials required at each successive stage of construction then draw up a schedule of personnel required for carrying out the project to completion. He shall check the work planning 's time periods for completing each activity in sequence, taking into account holidays, inclement weather and other common factors that cause delays and determined the feasibility of completing work on schedule.

Choosing suppliers and purchasing materials

Quality and conformity to the specifications should be the primary consideration and not the cheapest price when choosing suppliers and materials. Whenever and whatever the contractor aims to purchase, s/he should aim to buy:

- the right quality
- at the right time
- the right quantity
- from the right source
- at the right price

Building Site Installations

The contractor shall set up temporary constructions and facilities needed to execute the works, such as:

- Offices of the Contractor equipped with tables, chairs and lock-up cupboards.
- Building site toilet facility(if it does not exist)
- Storehouse for materials
- Removal of temporary work (fences, field office, sheds, signs, etc.).

CONNECTION TO UTILITY NETWORKS

Water:

Connect to the Community water network, where possible or any other solution acceptable to the supervisor, where the Community water network is not available. The Contractor shall be responsible for the constant supply of sufficient water to the project site. He shall not, under any circumstance, use the excuse that those supplying him with water or that Community water network have failed in its supplies to justify delays in the execution of the contract. The water used must be of an acceptable quality for the works.

Sanitation

The contractor shall ensure the availability and use of toilet facilities at the works site.

WORKS TO BE EXECUTED

Site preparation

This involves:

- Clearing the surface of grass and other vegetable matter as well as roofs of all, felled and fallen trees, plants etc. that come within the area of the proposed building/s;
- Removal of the topsoil at the site and stockpiled (in a suitable place) the removed topsoil for later reuse in the garden surrounding the proposed building;
- Ensuring that the area for the proposed building is properly drained of surface water so as to prevent the collection of water within or very near the proposed building area during and after construction is completed.

Locating of services on site

The contractor shall locate on site – the following?

- Area for storage of cement, aggregate, sand, timber, steel, bricks, stones;
- Concrete mixer and concrete mixing platform;
- Lock-up store for equipment and tools with necessary racks, bins etc;
- Steel bending bench;

- Temporary toilet/s for workers (if no off site toilet is available);
- A place where a First Aid kit can be accessible to all workers on site;
- A site office with racks for documents and basic furniture;

Setting out the building

The building is set out in relation to the building line. No part of the building should encroach upon this line (except overhead projections such as roof eaves, hoods or cantilevered floors up to 3' – 0" width). Initially, the setting out of any projections of the building's plan form should be ignored, and only the main rectangular, square or other basic form should be set out. The projections can then be added.

- Check the site levels in relation to the access road levels and fixed the finished ground level at an elevation above the crown of the access road and at a height that will prevent entry of surface water from the road into the site;
- Establish the position of the building line from the local authority;
- Peg out the frontage of the building in relation to the building line;
- Make sure that rear walls of the building do not encroach on the required rear space as per local building regulations;
- Check the squareness of square or rectangular buildings by using the 3, 4, 5 method.
- Establish center line of one wall as primary axis (axis 1),
- Mark off 3 feet (or 3 equal units of measure) from end of axis wall that meets adjacent side wall (axis 2);
- From marked point on axis 1 measure 5 feet (or 5 equal units of measure) to coincide with the measurement of 4 feet (or 4 equal units of measure) starting from the end of the axis 1 wall. The point of coincidence indicates the line of the perpendicular adjacent wall (axis 2).
- Repeat the above steps for the third wall (axis 3) and fourth wall (axis 4)
- Double check accuracy by ensuing that the diagonals between opposite corners of the square or rectangle are of equal length.

Positioning excavations for foundations

- Establish centre lines of principle walls and identified these with pegs and chords
- Use the centre lines to establish the side limits of excavations for wall foundations as per architectural/structural drawings

Excavation for foundations

The excavation works shall be done manually and /or mechanically while responding to the levels as indicated on the working drawings. Pits will be dug at critical points to receive pad foundation and pillars linked by ground beams. These operations will be done under the close supervision of the Project engineer.

The foundation width and depth will be done strictly as followed on the detailed structural drawings and calculation table specifically for that purpose.

- Make sure that excavated soil is not stacked too close to excavations, to prevent sides of trenches from collapsing and excavated soil reentering the trench.

- Use support work if necessary (in sandy or unstable, soil) where side walls of trenches show evidence of collapsing readily.
- The depth of the excavation is determined by a structural engineer who considers the soil, the frost line and the height of the water table (the depth in the soil at which you find water). Surface soil is removed to expose soil that is compacted enough to bear the load of the home. The excavation must be deep enough to place the top of the footing below the frost line. This prevents the concrete from cracking due to the freeze-thaw cycle of the surrounding soil. The excavation cannot be so deep that it's below the water table, however, because that can cause a chronically wet or flooded basement.

Foundation walls

Foundation walls are constructed by pouring concrete between sets of form work (the total system of support assemblies for freshly poured concrete, including mold, hardware and necessary bracing.) Once the concrete gains its full strength, the form work is removed. Foundation wall thickness is determined by a structural engineer who considers the height of the wall and the load it has to bear. (Structural load is the force or combination of forces of gravity, wind, and earth that acts upon the structural system of a home). Wall thickness varies from home to home, and even within a home.

Blinding concrete.

A 5cm thick lean concrete mix of 150kg/m3 (cpj 325) will be laid under foundation pads for pillar footings.

Mass Concrete

The ground floors and outdoor pavements of this building will be of mass concrete of dosage 300kg/m3 and following the rules and regulations of pavements and done independently and with finishes as required by design.

Reinforced concrete

Reinforced concrete is concrete in which reinforcement bars ("rebars"), reinforcement grids, plates or fibers have been incorporated to strengthen the concrete in tension. Concrete is strong in compression, but weak in tension, thus adding reinforcement increases the strength in tension. In addition, the failure strain of concrete in tension is so low that the reinforcement has to hold the cracked sections together. For a strong, ductile and durable construction the reinforcement shall have the following properties:

- High strength
- High tensile strain
- Good bond to the concrete
- Thermal compatibility
- Durability in the concrete environment

In most cases reinforced concrete uses steel rebars that have been inserted to add strength.

The skeleton (framework) of this building constitutes 380kg/m^3R.C for beams and pillars, which must be cast in-situ designed according to the rules of CP 110 and batching done according to trial batches or Dreux method, by weight and or volume, closely supervised by the supervisor in charge. Mixing, transportation, placing and vibration of all concrete works shall be done manually and or mechanically. A percentage loss due to waste, mixing and settlement has been envisaged in the quantities which is 32%.

Load evaluation has been limited to dead, live and service loads of the building external horizontal and vertical charges due to wind; rain etc have not been considered which is due to the negligible atmospheric conditions of the area.

The floors have a thick mass concrete of 300kg/m3 mix APC and will be laid on 8cm layer of hardcore spread on the bearing surface area.

The aggregates will be of class 15/25 and free from organic impurities and any substance that may adversely affect the strength and workability of the concrete. Cast concrete shall be cured as required to achieve its maximum strength.

Reception for Reinforcements

Before concrete is cast, the Contractor must inform the supervisor that work has been completed in the assembling of reinforcements so that they can be approved. The Project engineer shall indicate the term "Good for concreting" on the building site log, after reception, thereby authorizing the Contractor to proceed.

Formwork

All foundation concrete structures shall be made inside ordinary concrete forms, unless otherwise specified by the supervisor and should meet the following requirements:

a) If the concrete box is made with timber that has simply been assembled, the boards must be of the same level and properly joined.
b) If the ordinary form is made with fiberboard or plywood, the sides must be properly joined and be of the same level. The tolerated space between joints should be same as those between sawn timbers.
c) Formwork for Reservations or recesses: Recesses intended for masonry fittings or other uses should be made using appropriate forms. Such forms should be put together in such a way that its parts can be removed with ease.

Pre-casting Preparations

a) Cleanness

The form must be free from hydrocarbon products such as grease, etc or by rust. The stains must be thoroughly cleaned up, if need be.

b) Cleaning

Before concreting, the concrete boxes must be carefully cleaned to remove all dust and debris. Compressed air should be used to finish the cleaning.

c) Watering

Timber forms must be sufficiently watered before concreting. It should be watered several times to make the wood as wet as possible, causing it to swell and close the joint gaps.

The wet surfaces must not, however, be dripping with water. Excess water shall be blown out using compressed air.

d) Coating with oil

The following shall be oiled before concreting:

- Worked moulds of plywood or fiberboard and all moulds for fine dressing
- Excess oil in the moulds must be drained before concreting. The oils used should be special stripping oils
- The oil used must not touch the reinforcement rods.

Maintenance

If the moulds are to be used more than once they should be properly cleaned, and if necessary, repaired before being used again.

Safety of Workers and Others

Nails, bolts or projections should immediately be removed from used forms if they are to be used again. Otherwise, the forms should be burnt immediately or stored at a distance from the building site, in a place that is not accessible to the public.

CONSTITUENT MATERIALS OF CONCRETE

- **Crushed Aggregate**

All crushed aggregate on the building site should be stored in the compartments intended for this purpose. The only aggregate authorized on the building site is the following:

Crushed 0/5 gravel (river sand)
Crushed 5/15 fine gravel
Crushed 15/25 coarse gravel
Natural or crushed sand 0/5 (the quantity retained on a 5 mm sieve must be less than 10 %.

Crushed aggregate to the site shall be subject to prior approval of the supervisor. The latter must approve the origin of the aggregate. The aggregate should come from rivers, quarries or crushed stable rocks, free of foreign bodies, organic material, dust, mud and clay, whether it sticks to grit or not.

With respect to particle distribution, the following shall apply:

- **Sand (Fine Aggregate)**

Sand shall have the characteristics specified in the tables of approved tests. Sand must be fine, clean, hard, and sharp and must not stick to the hand. It must be free of any soil or limestone, wastes, debris and wood.

It should, if need be, be sieved and washed. The sand must come from approved quarries or from rivers. It must not contain more than 5% weight of grit passing through a sieve with 900 meshes per cm^2 and must not contain particles, whose biggest dimensions exceed the following limits:

- For mortar 0/2 mm
- For reinforced concrete 0/5 mm

- For non-reinforced concrete 10/5 mm

Cleanness: The sand must have sand equivalent (SE) higher than 75.

- **Cement**

Cement shall be true Portland of standard brand and manufacture, i.e. CPA 45 or CPJ 35 type or equivalent.

The cement used should be artificial Portland cement 215.325 P.15.302 Standard. It should be supplied to the building site in six ply paper bags. Any humid cement shall be rejected and immediately removed from the building site.

The Contractor must inform the supervisor that he has received his supplies. Random samples could be taken from each lot and tested in an approved laboratory using the AFNOR P.15.301 Standard, at the contractor's expense.

The lots that do not meet the standards must be removed from the stock and taken away from the building site.

The bags must be in good shape, at the time they reach the site, and should be stored in a covered and completely dry place, and on a raised plank surface that is at least 10 cm above the ground.

- **Reinforcements**

All reinforcements or meshes must comply with BAEL 91 specifications. Iron rods must have French AFNOR 35.001 standard characteristics or similar. All reinforcements used in the construction project must be of the Fe E240 grade for smooth bars and the Fe E400 grade for high bond rods. The rods must be cut with shears.

The rod should be bent cold, either manually or mechanically. Hot bending may be allowed for high adhesive rods of a diameter equal to or larger than 32 mm, on condition that a control apparatus is used to avoid overheating, and on the approval of the Project Manager's representative.

The diameter of the tube benders used for bending must comply with BAEL 91 rules and approval records. Anchor tabs shall be normal 45-degree elbows at right angle or double knee anchoring. The metal used shall be clean and free from calamine. Bars with defects such as blisters, cracks or hairlines that can affect tensile strength shall be rejected.

Concrete reinforcements shall be assembled to the exact dimensions indicated in the drawings provided by the consulting firm or the Contractor.

Reinforcements must be assembled in the workshop at the building site. They should never be assembled inside the form box if the cheek boards have already been put in place.

The space between the walls of the formwork and reinforcements should be at least 2.3 cm for elevation concrete and 4 cm for foundation concrete. These spaces should be obtained using prefabricated concrete or plastic shims, whose dimension should match the results to be obtained.

The concrete shims should have wires to be used in tying them to the reinforcements. There should be enough shims and mounting bars to prevent the reinforcements from being deformed during handling and concreting.

If there are any doubts as to the quality of the iron rods supplied to the project site, the supervisor or his representative could, ask for tensile strength tests on the samples taken from the batch. Such tests would be done at the contractor's expense. The tests should be carried out by an approved body.

For floor beam frames, all measures should be taken to keep the bars raised and properly positioned around the supports. Enough vertical stirrup rods should be used to prevent any deformation. All overlaps should comply with BAEL 91 prescriptions.
Frames with traces of non-adhesive rust should be thoroughly brushed off before being placed in the forms. The reinforcements, whether assembled or not, should be stored on boards and not on bare ground.

The iron rods used must be supplied by a reputable and approved manufacturer with guaranteed and stamped production quality. The 6 mm diameter iron rods could be used for circles with diameters of 200: Ø.
The iron rods supplied must be at least 11.5 m long

- *Wood*

  Wood for formwork: type white wood or equivalent

  Wood for openings: type Bubinga or equivalent, dry wood (15-20% of humidity), having less than one node/meter.

  Wood for roof: type hard wood, moabi, mouvingui, frake or equivalent, dry wood of identical humidity as above.

  Wood for ceiling (knockings): identical qualities as above; with section 5x5cm

  Plywood: 4mmin Ayous or equivalent wood, treated before use.

  Rafters and Purlins: same wood type and quality of sectons 5x15cm and 5x7.5cm respectively.

  All wood shall be treated with xylamon or similar product.

SUMMARY ON DOSAGE PER 50KG BAG OF CEMENT

Designation	Cement	Sand	Gravel	Water	Dosage
Lean concrete	1bag	3 wheel barrows	4 wheel barrows	Done in accordance with the directives of the	150kg/m^3
R. Concrete	1bag	1 wheel barrows	2 wheel barrows		350kg/m^3
M. Concrete	1bag	1.5 wheel barrows	2 wheel barrows		300kg/m^3
Mortar for plastering	1bag	2 wheel barrows			400kg/m^3

THE CONCRETE.

Quality of Concrete.

Fifteen (15) days later after the opening of the construction site, and before any execution, the contractor shall submit to the National Laboratory "LABOGENIE" Civil Engineering or any other laboratory authorized by the control for approval, a composition of all concrete and mortars to be implemented, taking account of the materials delivered to the site.

All concrete used in the foundations (lean concrete, mass concrete, stressed and pre-stressed....) will be executed with the CPJ 35 cement. The composition of concrete implementation will be defined by

an analysis of composition of FAURY, VALLETTA, DE DREUX of BOLOMAY methods, carried out by the National Laboratory of Civil Engineering. The contractor shall bear the costs of new composition in laboratory studies. All concrete for reinforced concrete must meet the conditions of required resistance. The requirements are the following.

-Characteristic of 28 days compressive strength; 20 bars

-Resistance to traction at 28 days; 22 bars.

In case these values are not obtained, the company will produce a supporting calculation note of security works concerned in accordance with the rules BAEL. 91. Otherwise, it will request the demolition of the concerned works or their strengthening.

Manufacture of concrete and mortar.

The manufacture of concrete will be conducted by a central concrete to weight determination. Whatever the manufacturing process used, the products obtained shall be homogeneous and perfectly coated aggregates of binders. The duration of mixing to be sufficient to achieve the result intended; once this is achieved, the mixing should not be extended.

The contractor will have any, realize a liquid concrete, given the decrease in resistance caused by excess water. The implementation of dry concrete will be facilitated by the compulsory use of the vibrator.

A sample of concrete taken directly in a waste will have to form a regular ball after quick reciprocating in the palm of the hand and detach easily from the latter without dirt. Testing the cone may be imposed. The water/cement ratio will be determined by the moisture of aggregates.

Concrete:

Concrete works shall be of 4 types:

i. Lean concrete for foundation works where indicated shall be PC 150kg/m^3 and 75mm thick.
ii. Mass concrete for floor works; All concrete in floor construction shall be 80mm/150mm thick and dosage of PC300kg/m^3
iii. Reinforced concrete for works above ground level and not submerged for beams, slabs, lintel, columns and pillar works shall be PC350kg/m^3 with thickness as shown on the construction drawings.

iv. Reinforced concrete for underground and submerged structure works including; beams, slabs and pillar works: All reinforced concrete work dosage in these locations shall be PC400kg/m^3

Underground concrete works shall be mixed with waterproof additives (Super Zaikalite-1kg powder imported) in recommended manufacturer's dosage.

Mortar:

Mortar shall be a mixture of 250 (two hundred and fifty) kilograms of cement per cubic meter of dry sand.

If the M250 mortar is more than 20 (twenty) millimeters thick, micro-concrete mixed with 300 (three hundred) kilograms of cement whose composition shall first of all be submitted for the Supervisor's approval shall be used. (Use mortar mixes for various structural components works as specified in project consulting documents).

Implementation of concrete.

Concrete will be implemented as their manufacture; storage in containers requiring an addition of water at the time of employment is strictly prohibited concrete will be always carefully vibrated by cylindrical needles.

Reinforcement nodes will be willing to allow a good implementation of the concrete on the height of the considered work. The company will take all provisions to ensure an altimeter and a correct fixation of the steel to avoid their displacement during casting. Similarly, it will add all bar mounts and ligatures for correct maintenance of the works (sheaths, tubes, pipes, boxes, cleats, pre-frames. etc) taken by itself or other bodies of state in concrete forms.

The implementation of concrete will be made to the right of the beams and the sails. Before casting of a recovery, the former concrete will be carefully disposed of all gravât the jet of air compressed, transplanted to overhang or project outboard gravels and eliminate milt, then washed if necessary, resumption of concrete additives used according to the sheet fact of the product. No resumption of concrete will be made in the visible parts of the works.

Stripping of the works will be carried out when the concrete will have acquired sufficient strength.

Test of Convenience.

It will be executed on the site before the start of the work, a concrete witness to each "workshop" of concrete. Workshop of concrete, consider a set determined position fixed or movable one site to another and which is served by a determined team fixtures. The minimum number of tubes subjected to test is 9.

The actual manufacture of concrete for the construction can start, after agreement of the control, if the nominal resistance to traction and compression to 7 days, are at least equal to 75/100 minimum resistance required in 28 days. The typical 28 day compressive resistance must be at least equal to 270 bars. Otherwise should immediately repeat the test with a new composition.

Tests of concrete during work, test tube,

They are defined in article "Test of receipt of materials".

Failure to implement, surface condition.

For no-admissible by the Delegated Contracting Authority considered on concrete surface conditions, the contractor will have to run to exclusive costs a full patching of the corresponding works with a coating synthetic resin of the type SIKALATEX or equivalent. Implementation and measurements of this coating must conform to the manufacturer's technical background.

Security staff and third parties.

The concrete forms and structural elements, which after employment possess any nails or spikes or knobs will be immediately bald their points if they are intended to be re-used.

Otherwise, they will be immediately burnt or stored out of the site, in a no-publicly accessible location.

Acceptance of materials testing.

The DTU standards specify the result of the tests required on materials and their pace. The resistors mentioned in the tables correspond to characteristic resistance. These tests must run by the Civil Engineering National Laboratory or any other laboratory approved by the MINTP, at the expense of the company.

- **Placing concrete**

The concrete should be placed before its initial setting time, and never after it has contained its water content for more than thirty minutes; storing it in containers for subsequent use after adding water is strictly prohibited. All concrete should always be thoroughly vibrated using mechanical vibrators.

All reinforcing rods should be placed in such a way that concrete can be poured from the top of the structure in question. The Contractor shall take all measures to trim and position the reinforcements to prevent them from being displaced during concreting. He should also add braces (sleeves, tubes, pipes, angle blocks, pre-frames, etc) to keep the structures set up.
Concrete should be transported from the place where it is made to the place of use with concrete buckets, wheelbarrows or head pans.

Before concreting construction joints, the old concrete must be thoroughly cleaned of any rubble using compressed air, and repeated to reveal gravel and eliminate deposits of dirt; this surface should then be washed and scrubbed with an iron brush and thoroughly soaked.

If necessary, admixtures for construction joints can be used, but these must comply with producers' instructions. Concreting of construction joints should not be done on the visible parts of structures.
The formwork should be removed only after the concrete has acquired enough strength.

- **Masonry work**

The foundation walls shall be done in black stone shaped or unshaped where need be or cement hollow block of 20x20x40cm filled with concrete mixed 150kg/m3 and cement mortar while the partition walls shall be erected in cement hollow blocks of 15x20x40cm and 10x20x20cm for toilet walls as shown in the working diagrams.
The locally produced blocks must be laid using cement mortar as specified.

- **Plastering**

Two coats of plaster of 2cm thick and two coats of (stucco) rendering 2.5cm thick shall be applied on the walls respectively in cement mortar of 400kg/m3 mix.

- **Carpentry and Joinery**

Timber will be gotten locally, well-seasoned and shall be free from shakes, defects, insects attack and dry rods. All doorframes are of hardwood panel timber.
Timber is sensitive to changes in temperature and moisture, therefore requiring special attention in Cameroon. Timber is also subject to deterioration by wood-destroying fungi, insect attack, weathering, mechanical wear as well as chemical action. It is therefore prudent to take measures to retard the deterioration of timber as far as possible. In view of the questionable quality of available timber, it is vital that some form of preservative be used prior to using the timber in a building.

Types of preservatives that are used
There are three basic types: Insecticide, fungicide, and a combination of the two.

- T. O. (Tar oils) of which the best known is creosote
- O. S. (Organic Solvent), with dissolved chemicals
- W. B. (Water Borne), which consists of salts dissolved in water, giving it a toxic solution free of deposit.

Organic solvent types are very effective for the treatment of decay and insect attack, having good penetrating properties. Water borne types are often used for pressure treatment of timber and this type can be used internally and externally, although some tend to leach away when soaked with water.

OPENINGS

Metallic and wooden doors

All the doors and windows at sensitive areas shall be of high metal and wood quality properly finished respecting the dimensions on the working drawings. They shall be received on site by the supervisor before fitting is carried out.

The strength, type and method of mounting the various types of iron fixtures must be compatible with the use. They are intended for and be adapted to the location in which they will be mounted. The contractor should, where necessary, modify the types of locks if he deems that those proposed in the contract documents are not suitable or adapted to the use for which they are intended. However, this will not give rise to any price increase. All iron pieces, whether chrome-coated or aluminium-coated, must be protected with a peal-off film or any other equivalent material. All iron pieces, iron fittings and accessories of iron must receive a thin coating of red lead on all surfaces or be protected by chromium plating, depending on specifications. Mobile parts of iron fittings must be greased or oiled where necessary before being mounted. Doors made of iron must be double paneled.

The mobile elements of these fittings must be verified and repaired at the contractor's expense before reception. In the case where the make, quality dimensions and types of metals used for the iron fittings mentioned in the contract documents were not specifically defined, the contractor shall make proposals to the Delegated Contracting Authority for approval. These locks and fitting should be of the highest quality.

Windows

Thewould be metal and wooden window openings which shall be constructed as shown on the working drawings.

PAINTING

Procedure

- Thoroughly clean the surface to be painted before applying paint;
- Mix the recommended proportions of paint and water (As specified by the manufacturer) for water- based paints such as emulsion and cement paint;
- Mix the recommended proportions of paint for thinner (As specified by the manufacturer) for oil-based Enamel paints;
- Ensure that manufacturer's instructions are followed when applying overcoats on undercoats;
- Ensure that good quality brushes have been used for applying paint;
- Ensure the stability of working platform for painters;
- Ensure that all paint drippings are cleaned off while the paint is fresh

Technical specification

- **Studies:** After this feasibility studies by the contract engineer, the contractor has to carry out his/her own studies using the plans, specifications ,bill of qualities, visit the site to have a mastery of the project before he/she can prepare a bid for the project. In case of an omission or an error his should indicate to the authorities concerned.

- **Execution documents:** The following documents will be needed for the proper execution of works:

  - ✓ A request for quotation
  - ✓ A registered contract/contract
  - ✓ Service order to start work
  - ✓ The working plans
  - ✓ Work execution program
  - ✓ Site log book/minutes book
  - ✓ As-built plan (at the end of works)

1/ Bush Clearing – Earth works

1/1 *Preparation of work site and excavations*

The site shall be cleared of all bushes all debris carried away. The section to receive the structure and its surroundings shall be levelled and all excess soil carted away.

1 /2 *Installation of the work site.*

The installation of the site shall be done on a section agreed between the contractor and the Control Engineer together with the areas for stockpiling materials. The site shall be fenced with local materials and signboard mounted by the contractor. Access to the site shall be prohibited to the public. The contractor shall be responsible for the total security of the site.

1/3 *Sitting out*

The contractor shall indicate the implantation of the structure according to the plans. This implantation shall be done in accordance with the Control Engineer. The contractor shall be responsible for errors of levels and alignments that were not signalled earlier.

1 /4 *Trenches*

All trenches for foundation as well as holes for column footings shall be excavated according to the plans.

The foundation trenches shall be sunk to the good soil as agreed by the Control Engineer. The trenches shall be shaped accordingly.

1/5 *Backfilling*

All backfilling, where necessary shall be done with well-drained lateritic soil and compacted in layers of 20 cm successively.

2/ Foundation

2/1 Blinding Concrete

A blinding concrete of 5 cm thick and a concrete mix of 200 kg of cement (CPA 325) per m3 shall be cast at the base of the trenches.

2/2 Reinforced Concrete in foundation

The column footings and foundation beams shall be cast with R.C. of 350 kg of cement (CPA325) per m3. The formwork shall be of local wood.

2/3 Foundation proper

The foundation shall be constructed with building stones cleaned of all debris or cement filled blocks of 20x20x40cm choked or built with cement mortar of PC 350 kg of cement (CPA325) per m3. The foundation shall be chained by a beam of 20x20 with RC of 350 Kg/m3 and 4 lines of Ø8 OR Ø10 and stirrups of Ø6 max spacing of 25 cm

2/4 Floors

Oversight concrete: The floor shall be constructed of over site concrete 8 cm thick dosed at 300 Kg/m3. A finishing layer of mortar 400 Kg/m3 shall be applied on the concrete.

Floor screeds: It shall be 30mm/40mm thick constructed with cement mortar dosed at 400 Kg/m3 applied on the concrete with a trowel finished with cement slurry.

2/5 Placement of ceramic tiles on floors

- Verify the state of the screed, signs of deterioration, etc
- Pitting, brushing and sweeping of the surface.
- Redo the screed with a cement mortar of dosage 500kg/m^3
- Place the tiles using a cement-gum which is in conformity with the UTD and the arts of the profession.
- The joints shall be filled at least 24 hours after the placement of the tiles.
- There shall be slopes on all floors with siphons to ensure appropriate flow of water.

Placement tolerances:

- Evenness: 3mm maximum on every 2m length on all directions.

3/ Elevation

3/1 *Reinforced Concrete*

All columns, beams, lintels, and wall plate shall be cast in R.C. dosed at 350 kg of cement (CPA325) per m3 with ordinary formwork. The concrete shall be properly vibrated. The pillars embedded in the walls shall be 15x15 and reinforced with 4 Ø10

and stirrups of Ø6 spaced at 25 cm. The isolated pillars at the veranda shall be 15x30 and reinforced with 4 Ø10 and stirrups of Ø6 spaced at 20 cm

NB: Lintels will be casted below and above all openings.

3/2 *Masonry works*

Except indicated all walls shall be constructed with cement blocks of 15x20x40 of PC300 Kg/m3 (at most 33 blocks per bag of cement). **All blocks shall be cured for 18 days before being used**.

4/ Wall Finish

4/1: **Plastering:** cement mortar mix in proportion of 350kg/m3 will be used to plaster all previously rejoined areas where masonry work has been done; then thinly floated and the use of a sponge will be recommended to remove any unevenness. The thickness of plaster shall be 2.5cm. This shall be done in two phases e.g. 1st and 2nd coats of 1.5cm, 1cm and thick respectively only on block work that has been completed for at least two weeks. This entire works shall be executed by a team of masons headed by a team head under the supervision of the Site Foreman and in conformity to specifications.

4/2: **Pointing:** Shall be applied to joints of all external stone masonry walls that are visible to be aesthetic. Mortar shall be used for pointing, to give good cement finish.

5/ Roof

All roof structures shall be realised with local wood preferably eucalyptus treated with insecticides and fungicides. The roof truss shall be assembled from wood of dimension 5 x 15 minimum while the purlins shall be wood of dimension 5 x 7.5 minimum. The assembly shall be done with nails according to the standards in force.

The roof shall be covered with high-rib sheets (tôle bac), 6 m long and 5/10 mm thick.

The fascia board shall be realised with High rib (tôle bac) 25 cm large and cut according to the area.

Ceiling: construction shall be with wooden noggins 60cm x 120cm and 4mm plywood. They shall be fixed with nails and the ceiling boards will be whole sheets. All eaves shall be fixed with aluminum metal eaves' sheets. A single coating of solunium wood preservative shall be applied to noggin wood surfaces. Only skilled craftsmen should be employed for the ceiling work.

6/ Carpentry and Joinery / Metal works

All wooden doors and equipment shall receive a first coat of treatment before being sprayed with vanish. All doors shall be fitted with Vachette internal locks and cupboard/table lockers with small locks.

All metal doors shall be made of double leaf metal sheets (8/10) and should receive a coat of antirust before being painted with oil paint. All doors shall be fitted with Vachette internal locks.

All metallic windows (2.1x0.9) for classrooms shall be made of single leaf metal sheets (10/10 and above) and should receive a coat of antirust before being painted with oil paint.

All windows (1.0x 1.2) for the offices shall be of aluminium.

All windows protectors shall be of iron rods Ø 8 of not more 10cm spacing diagonally.

7/ Electrical installations

Conduit pipes shall be built into the walls to carry the cables that supply the switches and sockets. 0.6m or 1.2m MAZDA fluorescent lamps shall be fitted in the building and veranda.

8/ Drainage and landscaping (external works)

- **Gutters.** The gutters shall be realized all-round the building. There shall be dosed at 300kg/m^3.The section shall be 40cm wide and 30cm deep. The base shall have an average thickness of 8cm and shall of ordinary concrete, dosed at 300kg/m^3. the gutters shall have a slope of 5%.
- **Pavement** .The walls of the foundation shall be protected by concreting all-round the foundation. It shall be realized with ordinary concrete dosed at 300kg/$m^3$and thickness of 8cm.
- **Concrete slabs** : Shall be of 1.2m wide and posotioned as instructed by the control engineer.
- **Concrete ramps** : Shall be of 1.2m wide cast in-situ with edges protected with angle bar 25mm.

10/ Painting

All the walls shall receive two layers of Pantex 800 and Pantex 1300 of cream yellowish colour, after a coat of whitewash. The doors, windows, skirting and other metallic members shall receive two coats of oil paint and vanish.

This task concerns the realization of appropriate drainage a gutter shall be constructed all round the building and evacuated to appropriate zones. Concrete pavement will at the peripheries of the gutters, crossing slabs as well as reinforced concrete access ramps for the handicap persons as prescribed in the CCTP.

9/ Painting

All the walls shall receive two layers of Pantex 800 and Pantex 1300 of cream yellowish colour, after a coat of whitewash. The doors, windows, skirting and other metallic members shall receive two coats of oil paint.

ACQUISITION OF MATERIALS TO THE SITE

(i) Materials for mortar and concrete:

AGGREGATES:

Aggregates to be used for mortar and concrete should be those from a river bed. Those from burnt natural rocks shall not be authorized.

We shall submit for approval the various aggregates to be used to the Project Engineer

The sand equivalency should be greater that 80%. The pranulomery shall fall between the following intervals.

Afnor Modulus	Sieve Size (mm)	Passing (%)
38	5	93-100
35	2,5	70-90
32	1,25	45-80
29	0,63	28-35
26	0,315	10-30
23	1,16	2-10

The aggregates should come from a recognized quarry in Bamenda

The mixing water should be from clean source

The cement should be of class CPJ 35 (CEMENCAM) or more.

The reinforcement used shall be of high adherence, of class at least Fe 400 bought in a recognized warehouse in Bamenda.

NB: Reinforcement Schedule

No	Structure	NO/ QTY	MAIN RODSØ	STIRRUP	SPACING	DOSAGE	TYPE
2	Lintel(15x20)	4	HA 8mm	6mm	20cm	350kg/m3	Fe-E- 400
3	Veranda pillars (15x30)	6	HA 8mm	6mm	20cm	350kg/m3	Fe-E- 400
4	Wall pillars (15x15)	4	HA 8mm	6mm	20cm	350kg/m3	Fe-E- 400
5	Tie beams (15x20)	4	HA 8mm	6mm	20cm	350kg/m3	Fe-E- 400

The fabric mesh used shall conform to norms NF A35-015 and NF A35-022.

(ii) CONCRETE AND MORTAR

Concrete for footing pillars, ground beams, paving, lintels and beams:

Fc_{28} = 25 Mpa at least (compressive resistances at 38th day of age)

Dosage:

PART 08
UNIT PRICE BREAKDOWN

Lot :					
SUB-DETAIL OF PRICE Nº:					**101**
DESCRIPTION OF ACTIVITY ON					
Prix N°:	Daily output		Total Quantity:	Unit:	Duration of activity (Days):
	CATEGORY	**NUMBER**	**Daily Salary**	**Paid Man-day**	**Amount**
A - PERSONNEL					
	TOTAL A				
	TYPE	**NOMBER**	**Daily rate**	**Days billed**	**Amount**
B - EQUIPMENT					
	TOTAL B				
	TYPE	**UNIT**	**Unit price**	**Consumption**	**Amount**
C - MATÉRIALS					
	TOTAL C				
D	*TOTAL DIRECT COST*		A+B+C		
E	*GENERAL SITE RISK*		10%	D x 10%	
F	*GENERAL HEAD OFFICE EXPENSES*		5%	D x 5%	
G	*COST PRICE*		(D+E+F)		
H	*RISK + PROFIT*		10%	C x 10%	

I	*BID PRICE EXCLUDING TAXES*	(G+H)	
J	*UNIT PRICE EXCLUDING TAXES*	(I/Qty)	

PART 09
ANNEXES

MODEL OF UNDERTAKING

Undertaking by the Bidder

I the undersigned (name and first name of the signatory) _____ acting as _____ (quality of the signatory with respect to the company), of Nationality _____, and residence in _____.

After having read and taken note of all the parts of the Open National Invitation to tender in emergency procedure N° XXXX/ONIT/BC/BCITB/2026 OF **XXXXXX FOR THE REHABILITATION OF THE GUZANG MARKET Batibo sub-division MOMO DIVISION, NORTH WEST REGION**.

I submit and commit myself to carry out the aforementioned Contract in accordance with the conditions of the Special regulations of the Invitation to tender, the special Technical specifications and the special Administrative Clauses, in particular the quantitative and qualitative confirmation of work, the respect of the deadlines, the guarantees and the insurance.

I commit myself moreover to ensure the registration and paying the forwarding costs of the contractual parts.

I declare to have perfect knowledge of the decree n° 33/CAB/PM of February 13 2007 putting the general Administrative clauses applicable to the Contracts of public works and supplies.

I confirm my agreement on the terms of the Particular Administrative Clauses (Draft contract) and attached the initialed copy of the aforesaid document to my offer.

I declare moreover that I remain committed by the present tender during a one hundred and twenty (120) days deadline as from the date of opening of the bids.

Done in.....on the .....

The CONTRACTOR (Signature and seal)

Rehabilitation of the Guzang market- PIB 2026

MODEL BID BOND

BID BOND

Reference of the guarantee: N° _____

Invitation to tender N° _____

We understand that _____ (hereinafter called "the bidder"), has submitted his bid on _____ for the rehabilitation of three classrooms and office at GS UPPER BESSI, Batibo sub division in Momo Division, North West Region Lot....

We, _____ (Bank) of _____ (country), with our head quarter in _____ hereby declare to guarantee payment to the Contracting Authority of the sum of _____ (in letters and in figures), that the Bank is committed to pay completely to the Contracting Authority, bidding itself, its successors and assignees.

Signed and authenticated by the aforementioned Bank this (day) of (month), and (year).

The conditions of this commitment are as follows:

1. If after the opening of the bids, the bidder withdraws his Offer during the validity period

Specified by himself in his tender, or

2. If the bidder, having been notified of the award of the contract by the Delegated Contracting Authority

During the period of bid validity:

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

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

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

This bond shall, for purposes of its interpretation, be submitted to Cameroon law.

VERIFICATION OF THE ADMINISTRATIVE DOCUMENTS

	ENTREPRISE :	YES	NO
01	Undertaking by bidder stamped, signed and dated in conformity with the model attached		
02	Certified true copy of Certificate of registration		
03	Attestation of non-bankruptcy dating less than 3 months, issued by the Competent jurisdiction		
04	Attestation of domiciliation of Bank account of the bidder issued by a bank or any other first-order credit institution approved by the Ministry in charge of finance.		
05	Bank guarantee on the list of banking institutions of first order approved by the Ministry in charge of finance and with a CEDEC recipe, for an amount in francs CFA of **1,440,000** FCFA.		
06	Batibo Council treasury Receipt of purchase of the tender file of 80,000frs,		
07	Attestation of C.N.P.S, valid and for the tender concern		
08	A non–exclusion certificate attesting that the bidder is not the subject of a temporary or permanent exclusion from public contracts, dated at most 3 months and issued by ARMP		
09	A valid business license carrying a fiscal stamp		
10	A Valid taxpayer card carrying a fiscal stamp		
11	Plan of localization signed by the bidder		
12	CCAP completed and initialed on all the pages		
13	Presentation of a categorization certificate of at least category D		
	General observation		

In the absence or non-conformity of one of these documents, the bidder shall be given 48hours to provide the correct document, failure of which it will result to the elimination of the offer.

The second Internal Envelope shall be labeled **<<ENVELOPE B: TECHNICAL DOCUMENT>>** and shall contain the following:

MARKING GRID				
N°	*CRITERIA*	*CONFORMITY*		*OBSERVATIONS*
		YES	*NO*	
	GENERAL PRESENTATION OF THE BIDS			
	Presence of all the documents			
1	*Properly bind*			
2	*Table of content*			

3	*Page separators in colour apart from white*			
4	*Order prescribed respected*			
5	*Clearness of the documents*			
6	*Presence of all the documents*			
	REFERENCES OF THE COMPANY IN THE DOMAIN OF BUILDING CONSTRUCTION			
7	*Minimum one(01) registered contract (1st and last pages) certified by a competent authority*			
	PERMANENT OR MOBILIZABLE MATERIAL MEANS			
9	*Proof of a vibrator in good operating condition*			
10	*Proof of a vehicle (Pick up 4 x 4 or van) (own or hire)*			
11	*Proof of a, head pans, rubber buckets, spades, shovels, dig axes, hammers*			
	QUALIFICATION OF SITE PERSONNEL			
12	*Organizational Chart of the company*			
13	*Organizational Chart of site with comments*			
	Works Director (Civil or Rural Engineer with at least 05 years of experience in similar works)			
14	*Certified copy of National identity card not more than three months old*			
15	*Certified copy of the Diploma of Work Director not more than three months old and signed by an administrative authority*			
16	*CV signed and dated by the works Director*			
17	*Attestation of availability*			
	Site foreman (at least Higher Technician in Civil or Rural Engineering with at least 03 years of experience in similar works)			
18	*Certified copy of certificate of Foreman*			
19	*Certified copy of National identity card signed not more than three months old*			
20	*CV signed and dated by the site foreman*			
21	*certificate of availability*			
	Assistant site foreman (at least a technician in civil or Rural Engineering with at least three 03 years of experience			
22	*Certified copy of certificate of Foreman*			

23	*Certified copy of National identity card not more than three months old*			
24	*CV signed and dated by the site foreman*			
25	*certificate of availability*			
	METHODOLOGY OF INTERVENTION AND EXECUTION OF THE WORKS			
26	*Attestation of site Visit singed by the mayor upon presentation of site visit report*			
27	*Site Visit report*			
28	*Detailed technical note concerning the organisation and the execution of works*			
29	*Planning of execution of works*			
30	*Respect of the duration of work*			
31	*Description of safety measures at the building site*			
32	*Description of socio - environmental measures for the protection the site*			
33	*Coherence in the execution of works*			
34	*Coherence in the organisation of the site*			
35	*CCTP dully initialled on each page and signed and dated on the last page*			
	CAPACITY OF SELF-FINANCING			
36	*Attestation of credibility Minimum 25% of the bid price in FCFA*			

ENVELOPE C- FINANCIAL FILE

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

MODEL ATTESTATION OF SITE VISIT

COMPNAY LETTER HEAD

ATTESTATION OF SITE VISIT

I the undersigned _____ acting as _____, of Nationality CAMEROONIAN, and residence in _____, bearer of NIC N°_____,

After having read and taken note of all the parts of the Open National Invitation to tender in emergency procedure N° /ONIT/BC/BCITB/2026 OF **XXXXXXXXXX** FOR THE rehabilitation of the Guzang market BATIBO SUB DIVISION, MOMO DIVISION, NORTH WEST REGION.

I visited, inspected and gathered all relevant information concerning the project site, declare to have appreciated and under my responsibility, the project site configuration, the various difficulties related to the execution of the works.

I undertake and engage to execute the works on the site indicated/inspected without any claims as concern the site configuration in conformity to contractual clauses and construction norms/techniques and further technical instructions that shall be given for the quality physical execution of the works of which I present my offer.

En foi de quoi, la présente attestation de visite de site est établi pour valoir et servir ce que de droit.

IN TESTIMONY WHEREOF, this present site visit attestation is established by the enterprise to serve wherever and whenever necessary.

Date……..

Signature……..

PERSONNEL FORM

POST	Nunber	NAMES SURNAMES	AGE	FORMATION	DATE OF RECRUITEMENT	EXPERIENCE IN THE BUILDING SECTOR (AT LEAST 5	OBSERVATIONS

						YEARS)	
Works director							
Site foreman							
Team leaders							

REPUBLIQUE DU CAMEROUN
PAIX—TRAVAIL—PATRIE

MINISTERE DE LA DECENTRALISATION ET DU DEVELOPPEMENT LOCAL

REGION DU NORD OUEST
DEPARTEMENT DE LA MOMO
COMMUNE DE BATIBO

B.P BOX 06, BATIBO
TEL: BUREAUX fixe (237) 2226 596 27
CELL (237) 677 980 303
Email batiboruralcouncil@yahoo.com

BATIBO COUNCIL

REPUBLIC OF CAMEROON
PEACE—WORK—FATHERLAND

MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT

NORTH WEST REGION
MOMO DIVISION
BATIBO COUNCIL

P.O BOX 06, BATIBO
TEL: OFFICE (237) 2226 596 27
CELL (237) 677 980 303
Email batiboruralcouncil@yahoo.com

CONTRACT N° 04/ONIT/BC/BCITB/2026 OF ...../...../2026 FOR THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO DIVISION, NORTH WEST REGION.

CONTRACTOR: .....

BP.....

Tel. .....

Fax. .....

TAX PAYER'S N°.....
BANK ACCOUNT N°.....

:

SUBJECT: FOR THE , MOMO DIVISION, NORTH-WEST REGION.

PLACE OF EXECUTION: BATIBO

EXECUTION DEADLINE: TWO0) MONTHS

AMOUNT:

AMOUNT FCFA	TOTAL AMOUNT
ALL TAXES INCLUSIVE	
HTVA	
VAT (19, 25%)	
A.I.R (5,5% or 2,2%)	
NET TO BE PAID	

FUNDING: MINEDUB PUBLIC INVESTMENT BUDGET
Exercise 2026

SUBSCRIBED ON :

SIGNED ON :

BETWEEN:

The Government of the Republic of Cameroon, represented by the Mayor of BATIBO Council, hereinafter referred to as the "The Delegated Contracting Authority"

ON THE ONE PART

AND:

CONTRACTOR..... .....

BP.....

Tel. .....

Fax. .....

TAX PAYER'S N°.....
BANK ACCOUNT N°.....:

Represented by ..... so Hereinafter referred to as the "Contractor"

ON THE OTHER PART

IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:

Page ..... And the last of the contract

CONTRACT N° _____XX/ONIT/BC/BCITB/2026
AWARDED AFTER AN OPEN NATIONAL INVITATION TO TENDER IN EMERGENCY PROCEDURE
N° 05/ONIT/BC/BCITB/2026 OF 26/02/2026
FOR THE REHABILITATION OF THE GUZANG MARKET, BATIBO SUB DIVISION, MOMO DIVISION, NORTH WEST REGION

CONTRACTOR: ....

EXECUTION DEADLINE: FOUR (04) MONHTS

AMOUNT:

MONTANT FCFA	MONTANT TOTAL
TTC	
HTVA	
TVA (19,25%)	
A.I.R (5,5% or 2,2%)	
Net à Mandater	

Read and approved by the contractor **BATIBO, the _____**
Signed by the Mayor BATIBO Council, **Delegated Contracting Authority** **BATIBO, the_____**
REGISTRATION **LISTE DES ETABLISSEMENTS BANCAIRES ET ORGANISMES FINANCIERS DEFINITIF AUTORISES A EMETTRE DES CAUTIONS DANS LE CADRE DES LETTRE COMMANDES PUBLICS.**

BANKS

1. Afriland First Bank (AFB)
2. Banque Atlantique Cameroun (BACM)
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank N.A. CAMEROON
5. Commercial Bank of Cameroon (CBC)
6. Ecobank Cameroon (EBC)
7. National Financial Credit Bank (NFC BANK)
8. Société Commercial de Banques Cameroun (CA-SCB)
9. Société Générale de Banque au Cameroun (SGBC)
10. Standard Chartered Bank Cameroon (SCBC)
11. Union Bank of Cameroon PLC (SCBC)
12. United Bank for Africa (UBA)

II- Insurance companies

1. Chanas Assurances S.A. BP 109/Douala;
2. Activa Assurances S.A. BP 12970/Douala ;
3. Zenithe Insurance S.A. BP 1540/Doual.

N.B: la liste ci-dessus est également disponible sur le site web :www.armp.cm