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DAO

REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

NORTH-WEST REGIONAL ASSEMBLY

REGIONAL EXECUTIVE COUNCIL

PEACE-JUSTICE-UNITY-HARD WORK- SOLIDARITY



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

ASSEMBLEE REGIONALE DU NORD-OUEST

CONSEIL EXECUTIF REGIONAL

PAIX-JUSTICE-UNITE-TRAVAIL-SOLIDARITE

# OPEN NATIONAL INVITATION TO TENDER

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## TENDER FILE

\*\*\*\*\*

### PROJECT OWNER:

*THE PRESIDENT OF THE NORTH WEST REGIONAL ASSEMBLY*

### CONTRACTING AUTHORITY:

*THE PRESIDENT OF THE NORTH WEST REGIONAL ASSEMBLY*

### TENDER BOARD:

*NORTH WEST REGIONAL ASSEMBLY INTERNAL TENDERS BOARD (NWRAITB)*

TENDER FILE N°- 033 /ONIT/NWRA/ITB/2026 OF 19 ~~MAR~~ <sup>MAR</sup> 2026  
FOR THE CONSTRUCTION OF PHYSICS AND GEOLOGY  
LABORATORY AT GHS NKOR-NONI IN BUI DIVISION OF THE NORTH  
WEST REGION - RELAUNCHED

AUTHORIZATION NO:

BUDGETARY HEAD:

2026 FINANCIAL YEAR

Re 24/3

**Document N° 1**

**TENDER NOTICE**

**5. Participation and origin**

Participation in this Invitation to tender is opened under the same conditions to all Cameroonian companies and business persons that have proven experience in the field of building construction and provided they are in compliance with the Cameroonian laws.

**6. Financing**

Works which are the subject of this Invitation to Tender shall be financed by the 2026 Public Investment Budget assigned to the North-West Regional Assembly.

**7. Bid bond**

The bidder must include in his administrative documents, a bid bond issued by a first-rate financial establishment approved by the Ministry in charge of Finance and whose list is found in document N°. 12 of the Tender File, of an amount, (See table below) valid for thirty (30) days beyond the date of validity of bids.

LOT No.	PROJECT	AMOUNT	AMOUNT OF BID BOND	TENDER FILE FEE
02	Construction of a Physics and Geology Lab at GHS Nkor-Noni	40,000,000	800,000	57,500

**8. Consultation of Tender File:**

The file may be consulted during working hours at the office of the Director of General Affairs at the North West Regional Assembly (Annex Building of Block "A") Tel N° 2 33 36 00 92 or online using the address; [www.marchespublics.cm](http://www.marchespublics.cm), as soon as this notice is published.

**10. Acquisition of Tender File:**

The file may be obtained from the office of the Director of General Affairs at the North West Regional Assembly, Tel N°2 33 36 00 92 or online using the address: [www.marchespublics.cm](http://www.marchespublics.cm), as soon as this notice is published against payment of the sum of Fifty Seven Thousand Five Hundred (57,500) Francs CFA, into the North West Regional Assembly Treasury (Block B), representing the cost of purchasing the Tender File.

**11. Submission of bids:**

The method of submission shall be online.

The Tender must be submitted by the Tenderer on the COLEPS Platform not later than 22 APR 2026 at **10:00am**. A backup copy of the Tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" **within the time limit bearing the label:**

**OPEN NATIONAL INVITATION TO TENDER FILE**

**N° 33 /ONIT/NWRA/ITB/2026 OF 19 /MARS 2025 /2026 FOR THE CONSTRUCTION OF PHYSICS AND GEOLOGY LABORATORY AT GHS NKOR-NONI IN BUI DIVISION OF THE NORTH WEST REGION – RELAUNCHED ( "To be opened only during the bid-opening session" )**

**File Size and Format:**

The maximum size of the documents that will be uploaded on the platform and constituting the bidder's offer shall be;

- 5 Mb for Administrative offers;
- 15 Mb for the Technical offers;
- 5 Mb for the financial offers.

supported formats shall include:

- PDF formats for texts documents;
- JPEG formats for images.

The Tenderer shall use a compression software to reduce the size of the file to be submitted.

**15. Award**

The evaluation will be done in a binary way (**yes**) or (**no**) with an acceptable minimum score of **75%** of the essential criteria taken in account.

The Contract will be awarded to the bidder who would have proposed the offer with the lowest amount, in conformity with the regulations of the Tender Documents and having satisfied to **100%** of the eliminatory criteria and at least **75%** of the essential criteria.

**16. Validity of bids**

Bidders will remain committed to their offers for **Ninety (90) days** from the deadline set for the submission of tenders.

**17. Complementary information**

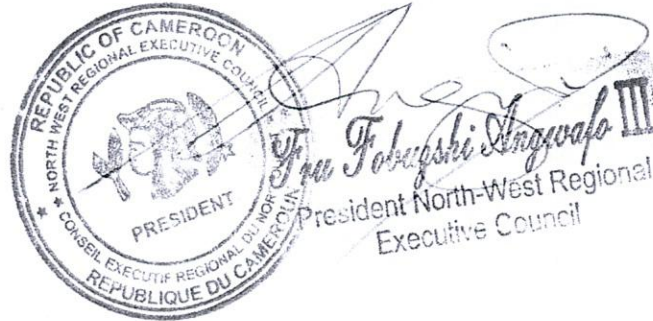
Complementary technical information may be obtained during working hours from the office of the Director of General Affairs, North West Assembly Building, Block "A". (Tel N°2 33 36 00 92).

Done at Bamenda on 19 MARS 2026

**THE PRESIDENT OF THE REGIONAL ASSEMBLY  
(Contracting Authority)**

*Copies:*

- ARMP BAMENDA
- RD/MINMAP/NW
- Chairperson of TB/NWRA
- Notice Board
- File/archive



## 6. Participation et origine

La participation à cette consultation est ouverte aux entreprises de droit camerounais.

## 7. Financement

Les travaux objet du présent appel d'offres sont financés par le Budget d'Investissement Publics du Cameroun de l'exercice 2026.

## 8. Cautionnement provisoire

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des finances et dont la liste figure dans la pièce 12 du DAO, d'un montant, (voir tableur) valable pendant trente (30) jours au-delà de la date originale de validité des offres.

LOT No.	PROJET	MONTANT	MONTANT DE LA CAUTION DE SOUMISSION	FRAIS DE DOSSIER D'APPEL D'OFFRES
02	Construction d'un Laboratoire de Physique de Geologie au Lycée Technique de Nkor, département de Bui, Region du Nord-Ouest	40,000,000	800,000	57,500

## 9. Consultation du Dossier d'Appel d'Offres

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables au bureau du Directeur des Affaires Générales de l'Assemblée Régionale du Nord-Ouest (Tel N° 2 33 36 00 92) ou en ligne à l'adresse: [www.marchespublics.cm](http://www.marchespublics.cm) dès Publication du présent avis.

## 10. Acquisition du Dossier d'Appel d'Offres

Le dossier peut être obtenu aux heures ouvrables après Publication du présent avis au bureau de l'autorité contractant (Tel N° 2 33 36 00 92) ou en ligne à l'adresse: [www.marchespublics.cm](http://www.marchespublics.cm) contre présentation d'une quittance de versement au Trésor de l'Assemblée Régionale du Nord-Ouest de la somme non remboursable de 57,500 (Cinq Quante Sept Mille Cinq Cent) Francs CFA.

## 11. Remise des offres

La méthode de remise doit être en ligne

L'offre devra être déposée par le soumissionnaire sur la plateforme COLEPS au plus tard de le 22 AVR 2026 à 10 h 00. Une copie de sauvegarde de l'offre sauvegardée sur une clé USB ou un CD/DVD devra être envoyée dans une enveloppe fermée avec la mention claire et lisible « copie de sauvegarde » portant le libellé dans le délai imparti.

APPEL D'OFFRES NATIONAL OUVERT  
N° 38/AONO/ARNO/ARNOCIPM/2026 DU 19 MARS 2026  
POUR LA CONSTRUCTION D'UN LABORATOIRE DE PHYSIQUE ET DE GEOLOGIE AU LYCEE  
TECHNIQUE DE NKOR, DEPARTEMENT DE BUI, REGION DU NORD-OUEST – RELANCE

Taille et format du fichier :

Pour les enchères en ligne, la taille maximale de documents qui seront téléchargés sur la plateforme et constituant l'offre du soumissionnaire sera de ;

- 5 Mo pour les offres administratives,
- 15Mo pour les offres Techniques,
- 5 Mo pour les offres financements.

Les formats pris en charge doivent inclure :

- Formats PDF pour documents textes,
- Formats JPEG pour les images.

Le soumissionnaire devra utiliser un logiciel de compression pour réduire la taille du fichier à soumettre.

## 12. Recevabilité des offres

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou

- 8- Attestations de visite de site signée sur l'honneur par le soumissionnaire et rapport de visite du site avec photos ;
- 9- Cahier des Clauses Techniques Particulières paraphé à chaque page, signé et daté à la dernière page ;
- 10- Cahier des Clauses Administratives Particulières complété et paraphé à chaque page, signé et daté à la dernière page.

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

#### 15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins 75% de l'ensemble des critères essentiels pris en compte. **(Un soumissionnaire peut soumissionner pour plusieurs lots mais ne peut se voir attribuer qu'un seul lot)**

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins disante, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 75% des critères essentiels. Un enchérisseur peut soumissionner pour plus d'un lot mais ne peut se voir attribuer qu'un seul lot.

#### 16. Durée de validité des offres

Les soumissionnaires restent engagés par leur offre pendant 90 jours à partir de la date limite fixée pour la remise des offres.

#### 17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de bureau du Directeur des Affaires Générales (Tel N° 2 33 36 00 92).

Fait à Bamenda, le 19 MARS 2026

Le Président de l'Assemblée Régionale du Nord Ouest  
(Autorité Contractante)

#### Copie :

- ARMP/NW
- DR/MINMAP/NW
- Présidents CIPM/NWRA
- Affichage
- Chrono/archive



*Pro Tobuzho Angwafo III*  
President North-West Regional  
Executive Council

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- (b) A bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:
- i) Is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of Contracts awarded for this Invitation to Tender; or
  - ii) Presents more than one bid within the context of Invitation to Tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-Contractors in more than one bid.
  - iii) The Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of Public Contracts.
- (c) The bidder must not have been excluded from bidding for Public Contracts.
- (d) A Cameroonian Public enterprise may participate in the consultation if it can demonstrate that it is (i) legally and financially autonomous, (ii) managed according to commercial laws and (iii) not under the direct supervisory authority of the Contracting Authority or Project Owner.

#### **Article 5: Building materials, materials, supplies, equipment and authorised services**

5.1 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.

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

#### **Article 6: Qualification of bidder**

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

- (a) submit a power of attorney making the signatory of the bid bound by the bid; and
- (b) provide all information (complete or update information included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested of bidders in the Special Regulations of the Invitation to Tender, in order to establish their qualification to execute the Contract.

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

- (i) The production of certified balance sheets and recent turnovers;
  - (ii) Access to a line of credit or availability of other financial resources;
  - (iii) Orders acquired and Contracts awarded;
  - (iv) Pending litigations;
  - (v) Availability of indispensable equipment.
- 6.2 Bids presented by two or more associated undertakings (joint-Contracting) must satisfy the following conditions:
- (a) The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;
  - (b) The bid and the Contract must be signed in a way that is binding on all members of the group;
  - (c) The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form;

Document N°. 11. Justifications of preliminary studies; to be filled by the Project Owner or Delegated Project Owner;

Document N°. 12. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for Public Contracts to be inserted by the Contracting Authority.

8.2 The bidder must examine all the regulations, forms, conditions and specifications contained in the Tender File. It is up to him to furnish all the information requested and prepare a bid in compliance with all aspects of the said file.

#### **Article 9: Clarifications on the Tender File and complaints**

9.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Contracting Authority in writing or by electronic mail (fax or e-mail) at the Contracting Authority's address indicated in the Special Regulations of the Invitation to Tender and send a copy to the Project Owner. The Contracting Authority replies in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of bids.

A copy of the Contracting Authority's response, indicating the question posed but not mentioning the author, is addressed to all bidders who bought the Tender File.

9.2 Between the Publication of the tender notice including the pre-qualification phase of candidates and the opening of bids, any bidder who feels aggrieved in the Public Contracts award procedure may lodge a complaint to the Minister in charge of Public Contracts.

9.3 A copy of the complaint should be addressed to the Contracting Authority and to the body in charge of the Regulation of Public Contracts and the chairperson of the Tenders Board.

9.4 The Contracting Authority has five (5) days to react. A copy of the reaction shall be forwarded to MINMAP and the body in charge of the regulation of Public Contracts.

#### **Article 10: Amendment of the Tender File**

10.1 The Contracting Authority may at any moment, prior to the deadline for the submission of bids and for any reason, be it at his initiative or in reply to a request for clarification formulated by a bidder, amend the Tender File by publishing an addendum.

10.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 8.1 of the General Regulations of the Invitation to Tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File.

10.3 In order to give bidders sufficient time to take account of the addendum in the preparation of their bids, the Contracting Authority may postpone as is necessary, the deadline for the submission of bids, in accordance with provisions of article 22 of the General Regulations of the Invitation to Tender.

### **C PREPARATION OF BIDS**

#### **Article 11: Tender costs**

The candidate shall bear the costs related to the preparation and presentation of his bid and the Contracting Authority and the Project Owner shall in no case be responsible for these costs nor pay for them whatever the evolution or outcome of the Invitation to Tender procedure.

#### **Article 12: Language of bid**

The bid as well as any correspondence and any document exchanged between the bidder and the Contracting Authority shall be written in English or French. Complementary documents and the forms provided by the bidder may be written in another language on condition that a precise translation into either English or French of the passages concerning the bid is included; in which case for reasons of interpretation, the translation shall be considered to be authentic.

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

#### **Article 14: Bid price**

- 14.1 Except otherwise stated in the Tender File, the amount of the Contract shall cover all the works described in article 1.1 of the General Regulations of the Invitation to Tender, on the basis of the price schedule and the detailed bill of quantities and estimates presented by the bidder.
- 14.2 The bidder shall fill the unit prices and totals of all items on the schedule and bill of quantities and estimates.
- 14.3 Subject to contrary provisions provided for in the Special Regulations and in the Special Administrative Conditions, all dues, taxes and fees payable by the bidder on grounds of the Contract or on any other ground, thirty (30) days prior to the submission of the bids, shall be included in the prices and in the total amount of the bid presented by the bidder.
- 14.4 If a price revision/updating clause is provided for in the Contract, the date of establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. This is with the understanding that any Contract of duration less than one (1) year shall not be subject to price revision.
- 14.5 All unit prices must be justified by sub-details established in accordance with the structure proposed in document 8 of the Tender File.

#### **Article 15: Currency of bid and payment**

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

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

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

- a) Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the Contract.
- b) The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an annex to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment within the framework of the Contract so that the retained bidder does not bear any change in the exchange rate.

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

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

- (a) The prices of inputs necessary for the works which the bidder intends to procure in the Contracting Authority's country shall be in currency of the Contracting Authority's country specified in the Special Regulations and called "national currency";
- (a) The prices of inputs necessary for works which bidder intends to procure out of the Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.

- ii) fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;
- iii) Refuses to receive notification of the Administrative Order to commence execution.

#### **Article 18: Varying proposals of bidders**

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

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

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

#### **Article 19: Preparatory meeting to the establishment of bids**

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

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

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

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

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

#### **Article 20: Form and signature of bid**

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

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

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

## E. OPENING AND EVALUATION OF BIDS

### Article 25: Opening and petitions

25.1 The Internal Tenders Board shall open the bids in single or double phases and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.

25.2 Firstly, bids marked “**withdrawal**” shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the bids marked “**Replacement bid**” are opened and announced to the hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the bids marked “**modification**” shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.

25.3 All bids shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [*in case of opening of financial bids*] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

25.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid- opening session for whatever reason, shall not be submitted for evaluation.

25.5 Bid- opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.

25.6 At the end of each bid- opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of Public Contracts an initialled copy of the bids presented by bidders.

25.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Minister Delegate in charge of Public Contracts with a copies to the body in charge of the regulation of Public Contracts, the head of structure to which is attached the Tenders Board concerned.

It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

The Independent Observer attaches to his report the sheet that was handed to him, including any related commentaries or observations.

### Article 26: Confidential nature of the procedure

26.1 No information relating to the examination, clarification, evaluation and comparison of bids and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders or to any person not concerned with the said procedure as long as the preferred bidder has not

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

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

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

#### **Article 31: Conversion into a single currency**

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

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

#### **Article 32: Evaluation and comparison of financial bids**

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

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

- a) By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;
- b) By excluding projected sums and where necessary provisions for unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.
- c) By converting into a single currency the amount resulting from the rectifications (a) and (b) above, in accordance with the provisions of article 31(2) of the General Regulations;
- d) By appropriately adjusting any other modification, divergence or quantifiable reservation on technical or financial basis.
- e) By taking into consideration the various execution time-limits proposed by the bidders, if they are authorised by the Special Regulations;
- f) If need be, in accordance with the provisions of article 13(2) of the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this Invitation to Tender is launched simultaneously for several lots.
- g) If need be, in accordance with the provisions of article 18(3) of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated on their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Contracting Authority in the Special Regulations.

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

32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this Contract, the Tenders Board may, from

### **Article 38: Signing of the Contract**

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

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

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

### **Article 39: Final Bond**

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

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

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

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

## SPECIAL REGULATIONS OF THE INVITATION TO TENDER

References of the General regulations	Description
1	<p><b>Definition of works:</b>  <b>FOR THE CONSTRUCTION OF PHYSICS AND GEOLOGY LABORATORY AT GHS NKOR-NONI IN BUI DIVISION OF THE NORTH WEST REGION – RELAUNCHED.</b>                      Name and address of the Contracting Authority: The President of the North West Regional Assembly</p> <p>Reference of Invitation to Tender: N° ___/ONIT/NWRA/NWRAITB/2026 of ___/___/2026</p>
2	Execution deadline: <b>Four (04) Months per lot</b>
3	<p><b>Source of financing</b>                      Works which form the subject of this Invitation to Tender shall be financed by the 2026 Public Investment Budget assigned to the North West Regional Assembly</p>
4	List of pre-qualified candidate. Not applicable
5	Origin of building materials, equipment, and supplies: The materials will generally be from natural sources in Cameroon or imported.

### 6.1 Evaluation criteria

The bids shall be evaluated according to the main criteria as follows:

#### C. Eliminary criteria

1. Absence or non-conformity of an element in the administrative file non regularized within 48 hours after opening of bids
2. Execution deadline higher than prescribed in the Tender File;
3. False declaration or falsified documents;
4. Absence or insufficient bid bond;
5. A bid with the external envelope carrying a sign leading to the identification of the bidder;
6. Incomplete financial file;
7. Non respect of **75%** of essential criteria;
8. Suspended by MINMAP for 2026.
  
9. Average annual turnover of at least the tendering amount (Average annual turnover calculated as total certified payments received for contracts in progress or completed, within the last five (5) years (from 2021). This should be justified by copies of past contracts (completed or ongoing). Final reception minutes for all completed contracts before 2026 and provisional reception minutes for contracts completed in 2025 should be presented.
10. Failure to provide a backup copy of offers saved in a USB key or a CD/DVD on time;
11. Failure to comply with the format of file type and size for online submission;
12. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund;
13. Failure to present a certificate of categorization or receipt of deposit of file for categorisation of the enterprise in the “**Building and General Equipment**” sub-sector of activities.

#### D. Essential criteria

- 1- General presentation of the Tender Files;
- 2- Financial capacity;
- 3- References of the company in similar achievements visa by the competent administrative authority;
- 4- Quality of the personnel;

A.11	A certified copy of categorization certificate by MINMPA or receipt of deposit of file for categorisation of the enterprise in the "Building and General Equipment" sub-sector of activities
A.12	Plan and attestation of location of the Company signed by the bidder on honour
A.13	Power of attorney if necessary
A.14	Group agreement where applicable
A.15	Special Technical Clauses initialed on all the pages and signed, dated and stamped on the last page.
A.16	Special Administrative Clauses completed and initialed on all the pages, signed, dated and stamped on the last page.

**ENVELOPE B: TECHNICAL DOCUMENT:** It shall contain the following:

<b>A. General presentation of bids</b>	
- Presence of all documents .....	yes/no
- Properly bound.....	yes/no
- Table of content .....	yes/no
- Separators in colour apart from white.....	yes/no
- Order prescribed respected.....	yes/no
- Clearness of the documents.....	yes/no
<b>TOTAL 1</b>	<b>/6</b>
<b>B. The company references</b>	
References of the company in similar works for the past ten (10) years:	
- 01 certified copy of similar contract visa and legalized by a competent administrative authority equal or above 40 million FCFA ATI (1 <sup>st</sup> and last pages) and PV of final reception for works realized before 2025 and provisional reception for works realized in 2025.	yes/no
- 01 certified copy of similar contract visa and legalized by a competent administrative authority equal to or more than 20 million CFA ATI (1 <sup>st</sup> and last pages) and PV of final reception for works realized before 2025 and provisional reception for works realized in 2025.	yes/no
- 01 certified copy of similar contract visa and legalized by a competent administrative authority below 20 million and above 10 million (1 <sup>st</sup> and last pages) and PV of final reception for works realized before 2025 and provisional reception for works realized in 2025.	yes/no
<b>TOTAL 2</b>	<b>/3</b>
<b>C. Equipment</b>	
- Proof of ownership or hire of a dump truck .....	yes/no
- Proof of ownership or hire of a 4x4 pick-up vehicle in good operating condition .....	yes/no
- Proof of ownership of a vibrator in good operating condition ...	yes/no
- Proof of ownership or hire of a concrete mixer of at least 0.5m <sup>3</sup> volume .....	Yes/no
- Proof of ownership of masonry tool kids .....	yes/no
- Proof of ownership of electrical tool kid .....	yes/no
- Prof of ownership of carpentry tool kids .....	yes/no
- Proof of ownership or hire of plumbing tool kids .....	yes/no

- Certified copy of diploma of chief painter .....	yes/no
- Attestation of presentation of original diploma of chief painter ...	yes/no
- CV signed and dated by chief painter .....	yes/no
- Attestation of availability of chief painter .....	Yes/no
<b>TOTAL 4</b>	<b>/31</b>
<b>E. The methodology of intervention and execution of work</b>	
- Attestation of site visit signed by the bidder on honour.	yes/no
- Site Visit report signed and dated by bidder or dully authorised representative with pictures .....	yes/no
- Detailed technical note on the organization and execution of works...	yes/no
- Coherence synchronized planning of execution of works.....	yes/no
- Coherence of Individual Protection Plan (IPP) within the building site...	yes/no
- Coherence of the General Security and Safety Plan (GSSP) within the building site...	yes/no
- Description of the socio - environment measures for site protection.....	yes/no
- Coherence in the methodology of execution of works .....	yes/no
- Coherence in the organization of the site.....	yes/no
-Plan of supply of constructional materials and storage conditions .....	yes/no
- CCTP dully initialled on each page, signed and dated on the last page	yes/no
<b>TOTAL 4</b>	<b>/11</b>
<b>F- Pre-financing</b>	
Attestation of credibility shall be at least 80% of the bid price issued by a first rate banking institution.....	yes/no
<b>TOTAL</b>	<b>/1</b>
<b>TOTAL = TOTAL1 + TOTAL2+ TOTAL3+ TOTAL4+ TOTAL5 + TOTAL6</b>	<b>/60</b>

**ENVELOPE C- FINANCIAL FILE**

The third internal envelope shall be labled and shall contain the following documents:

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

- The bidders will use for this purpose the documents and models envisaged in the Tender Documents, subject to the provisions of Article 12.2 of the General Regulation of the Invitation to Tender (GRIT) concerning the other possible forms of bid bond.
- The various parts of the same file must be separated with colour guides from as well in the original as in the copies, so as to facilitate its examination

The Tender must be submitted by the Tenderer on the COLEPS Platform not later than    /    /2026 at **10:00am**. A backup copy of the Tender saved In a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication “backup copy” within the time limit bearing the label:

It will have to be made up in twenty (20) days following the notification of the signature of the Contract from a bank approved by the Minister in charge of Finances.

It must also have a CDEC receipt or proof of deposit of the amount of the final bond requested into the Deposit and Guarantee Fund.

### **10.3 Guarantee Retention**

The Guarantee Retention shall be set at ten percent (10%) of the contract amount inclusive of all taxes. The Guarantee Retention can be deducted or cautioned. If cautioned, the guarantee Retention is issue by a first rate banking institution or insurance company and must also have a CDEC receipt or proof of deposit of the amount of the guarantee Retention requested into the Deposit and Guarantee Fund.

### **ARTICLE 11: Period of validity of the offers**

The bidder will remain committed to his offer for Ninety (90) days as from the handover date of the offers.

If at the end of this period, the Contract is not notified to him, the bidder will be able, either to cancel his offer, or to ask for a new negotiation of the unit prices.

### **ARTICLE 12: Number of copies to be submitted**

For Online submission, see article 7 page 34.

### **ARTICLE 13: Date and latest time of submission of bids**

The backup copy of offers saved in a USB key or a CD/DVD will have to arrive under closed fold and seal latest \_\_/\_\_/2026 at 10:00am, by mail registered with acknowledgement of delivery or by deposit against receipt to the following address: Office of the Director of General Affairs at the North West Regional Assembly, North West (Tel N° 2 33 36 00 92) or submitted online using the address: [www.marchespublics.cm](http://www.marchespublics.cm). Beyond this time no offer will be received nor accepted.

### **ARTICLE 14: Opening of the bids**

The opening of the bids will be carried out in the conference room of The President of the North West Regional Assembly Internal Tenders' Board on \_\_/\_\_/2026 as from 11: 00am, by the Regional Assembly Internal Tenders' Board sitting in the presence of the bidders or their mandated representatives having a good knowledge of the file.

## **AWARD OF THE CONTRACT**

### **ARTICLE 15: Award of the Contract**

The Tenders Board will propose to the Contracting Authority to award the Contract to the bidder who will have presented the offer with the lowest amount, essentially conforming to the regulations of the Tender File, having satisfied **100% of all the eliminatory criteria and at least 75% of the essential criteria** taken into account. **(A Bidder can bid for more than one Lot but can be awarded only one Lot)**

The decision carrying attribution of the Contract will be published by way of press release or any other means of Publication of use in the Administration.

If the Contract passed on the basis of technical alternative suggested by the bidder, the Contracting Authority reserves the right to introduce all the provisions there allowing him to guarantee itself against the real overrun costs of the alternative compared to his estimate of origin. In the absence of these last precise details, any additional charge due to an alternative will be inadmissible.

To this end, it is specified that a bidder cannot claim to be compensated, if it is not taken action on his offer.

The Contracting Authority reserves the right not to take action on an Invitation to Tender, if it did not obtain a proposal which appears acceptable to him.

**Document N° . 4**  
**SPECIAL ADMINISTRATIVE CONDITIONS**  
**(SAC)**

## CHAPTER I: GENERAL

### Article 1: Subject of Contract

The subject of this Contract shall be **FOR THE CONSTRUCTION OF PHYSICS AND GEOLOGY LABORATORY AT GHS NKOR-NONI IN BUI DIVISION OF THE NORTH WEST REGION – RELAUNCHED**

### Article 2: Contract award procedure

This Contract is awarded by Open National Invitation to Tender No \_\_\_\_\_/ONIT/NWRA/ITB/2026 of \_\_\_/\_\_\_/2026.

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 General definitions (cf. Code)

- ✓ The Contracting Authority shall be **The President of the North West Regional Assembly**; in this respect he preserves the original documents relating to the contract and transmits copies to the Public Contract Regulatory Agency.
- ✓ The Contract Manager shall be **The Director of General Affairs at the North West Regional Assembly**. In this capacity, he shall respect the administrative, technical and financial clauses of this contract.
- ✓ The Contract Engineer shall be **The Regional Delegate of Public Works for the North-West**. He shall validate the different crucial phases of work done, from the installation of the Contractor to the Provisional Technical Reception.
- ✓ **The Regional Delegation of MINMAP North-West** shall carry out unannounced control for the execution of this project
- ✓ **The Divisional/Sub-Divisional Peace and Development Committees (P.D.C)** shall carryout Social Control and report to the President of the Regional Assembly.
- ✓ **The Contractor shall be [to be specified].**

#### 3.2 Security

This Contract may be used as security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be **The President of the North West Regional Assembly**.
- The body or official in charge of payment shall be **The Paymaster General North West Region**.
- The official competent to furnish information within the context of execution of this Contract shall be **The Director of General Affairs at the North West Regional Assembly**.
- The authority in charge of clearance shall be **The Specialised Finance Controller of the North West Regional Assembly**.

#### 3.3 Duties of the Control Mission, Project Manager (Not applicable)

##### 3.3.1 Control Missions [to be specified].

### Article 4: Language, law and regulation applicable

1.1 The language to be used shall be *[English and/or French]*.

1.2 The Contractor shall be bound to observe the law, regulations and ordinances in force in Cameroon both within his own organization and in the execution of the Contract.

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

### Article 5: Constituent documents of the Contract (Article 4 of GAC)

The constituent Contractual documents of this Contract are in order of priority:

- 1) The tender or commitment letter;
- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) hereunder;

27. Order No 402/A/MINMAP/CAP of 21 October 2019 setting the nature and threshold of contracts reserved for craftsmen, small and medium-sized enterprises, grassroots communities and civil society organisations, and the modalities of their application;
28. Order No 000333/O/MINMAP/CAB of 27 December 2024 to set the schedule for the migration to exclusive award of public contracts electronically.
29. Circular No 0000014/C/MINMAP/CAB of 23<sup>rd</sup> July, 2025 on the conditions for constitution, guarantee, preservation, release, restitution and realization of guarantees in public contracts,
30. Circular letter No. 00000002/LC/MINMAP/CAB of 12 May 2022 relating to the continuity of the public procurement service in the event of a sanction by a Project Owner or Delegated Project Owners or members of a commission public procurement in accordance with the provision of articles 195 of the code of public contracts.
31. Unified Technical Documents (DTU) for building works;
32. Applicable standards;
33. Other instruments specific to the domain concerned with the Contract.

**Article 7: Communication (Articles 6 and 10 supplemented)**

7.1 All notifications and written communication within the framework of this Contract shall be sent to the following address:

- a) In the case where the contractor is the addressee: beyond the time-limit of 15 days fixed in Article 6 (1) of the GAC to make his domicile known to the Contract Manager and immediately after completion of the works, correspondences shall be validly address to council where the Contractor Resides.
- b) In case where the Contracting Authority is the addressee: correspondences shall be addressed to: The President of the North West Regional Assembly with copies addressed to the Contract Manager, the Engineer and the Regional Delegation of Public Contract North West.

7.2 The contractor shall address all written notifications or correspondences to the Engineer with a copy to the Contract Manager and the Regional Delegation of Public Contract North West.

**Article 8: Administrative Orders (Article 8 of GAC)**

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

- 8.1 The Administrative Order to start execution of works shall be signed by the Contracting Authority and notified to the Contractor by the Contract Manager with a copy to the Contracting Authority, the Regional Delegation of Public Contract North West, the Contract Engineer and the Paying Body, where applicable.
- 8.2 Upon proposal by the Contract Manager, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Contract Manager to the Contractor with a copy to the Contracting Authority, the Regional Delegation of Public Contract North West, the Contract Engineer, and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the Contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority, the Regional Delegation of Public Contract North West and Contract Manager.
- 8.4 Administrative Orders serving as warnings shall be signed by the Contracting Authority and notified to the Contractor by the Contract Engineer with a copy to the Contract Manager, the Regional Delegation of Public Contract North West.
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Contracting Authority and notified by the Contract Engineer to the Contractor with a copy to the Contract Manager the Regional Delegation of Public Contract North West.

### **11.3 Guarantee of start-off advance**

The contractor may be granted a start off amount of 20% of the contract amount (inclusive of taxes) upon request.

The start-off payment shall be guaranteed at 100% by a Cameroonian bank recognized by the Ministry in charge of Finance.

The Guarantee of start-off advance must have a CDEC receipt showing the deposit of the amount of the Guarantee of start-off advance into the Deposit and Guarantee Fund.

### **Article 12: Amount of the Contract (Articles 18 and 19 of GAC supplemented)**

The amount of this Contract as indicated by the attached [*detail or estimates*] is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in letters) CFA francs Inclusive of All Taxes; that is:

- Amount exclusive of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F
- Amount of VAT: \_\_\_\_\_ (\_\_\_\_\_) CFA F.
- Amount of TSR and/or \_\_\_\_\_ CFA F
- Net to be paid= EVAT-TSR and/or AIR

### **Article 13: Place and method of payment**

The Project Owner shall release the sums due in the following manner:

- a. For payments in CFA francs (*amount in figures and letters exclusive of taxes*) by credit to account No. \_\_\_\_\_ opened in the name of the Contractor in the \_\_\_\_\_ bank.
- b. For payments in foreign currencies (*amount in figures and letters exclusive of taxes*) by credit to account N<sup>o</sup>. \_\_\_\_\_ opened in the name of the Contractor in \_\_\_\_\_ bank.

### **Article 14: Price variation (Article 20 of GAC)**

33.1 Prices shall be firm.

- a. Payments on account made to the Contractor as advances shall not be revisable.
- b. Revision shall be "frozen" upon expiry of the Contractual time-limit, except in the case of price reductions.

33.2 Price updating modalities (Not applicable)

### **Article 15: Price revision formulae (article 21 of GAC)**

(Not applicable)

### **Article 16: Price updating formulae (article 21 of the GAC)**

(Not applicable)

### **Article 17: Works under State supervision (Article 22 of GAC supplemented)**

17.1 The percentage of works under State supervision shall *not exceed 2%* of the amount of the Contract and its additional clauses, where applicable.

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

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

The amount for services thus calculated, including the hours put by heavy equipment shall be marked up by 25 % to take into account the overheads, profits and the Contractor's unforeseen.

## **Article 22: Interest on overdue payments (Article 31 of the GAC)**

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

## **Article 23: Penalties (Article 32 of the GAC supplemented)**

### **A. Penalties for delay**

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

- a) One two thousandth ( $1/2000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the Contractual time-limit;
- b) One thousandth ( $1/1000^{\text{th}}$ ) of the initial amount of the Contract inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.

23.2 The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial Contract inclusive of all taxes.

### **B. Specific penalties**

23.3 Independently of penalties for overrun of Contractual time-limit, the Contractor shall be liable for the following special penalties for the non-observation of the provisions of the Contract, especially:

- Late submission of final bond;
- Late submission of insurances, shall be one five thousandth ( $1/5000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the Contractual time-limit;
- Late submission of the draft execution schedule if the lateness is caused by the Contractor shall be one five thousandth ( $1/5000^{\text{th}}$ ) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the Contractual time-limit;

## **Article 24: Payment in case of a group of enterprises (article 33 of the GAC)**

1. In the case of a group of enterprises, indicate the method of payment of co- and sub-Contractors, where need be.
2. Indicate the method of payment of sub-Contractors, where need be.

## **Article 25: Final detailed account (article 34 of the GAC)**

25.1 After completion of the works and within a maximum time-limit of fourteen (14) days after the date of provisional acceptance, the Contractor shall establish, based on joint reports, the draft final detailed account of works executed and which detailed account summarises the total sums to which the Contractor may be entitled as a result of the execution of the whole Contract.

25.2 *The Contract Engineer has up to thirty (30) days to notify the corrected and approved draft to the Project owner.*

25.3 *The Contractor has up to thirty (30) days to return the corrected and approved final detailed account to the competent accounting officer.*

## **Article 26: General and final detailed account (article 35 of the GAC)**

26.1 The Contract Manager or the Project Manager has up to thirty (30) days to *establish the general detailed account and forward to the Contractor after final acceptance.*

At the end of the guarantee period which results in the final acceptance of the works, the Authorising Officer draws up the general and final detailed accounts of the Contract which he had signed jointly by the Contractor and the Contracting Authority. This detailed account includes:

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

The signing of the general and final detailed account without reservation by the Contractor definitely binds the two parties, puts an end to the Contract, except with regard to interest on overdue payments.

after the endorsement of the Contract Engineer the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable and the electricity network pegging map at scale 1/2500.

This programme shall be exclusively presented according to the furnished models.

Two (2) copies of these documents will be returned to him within a deadline of fifteen (15) days from the date of 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 Manager or the Project Manager 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 Project Owner does not in any way release the Contractor of his responsibilities. Meanwhile, works executed before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the Contractual schedule.

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

- a) 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.
- b) 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.
- c) The approval granted by the Contract Engineer shall in no way diminish the responsibility of the Contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the Contract.

### 35.2 Execution draft

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

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

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

### Article 36: Organisation and safety of sites (article 50 of the GAC)

36.1 Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work. It must have the following characteristics: Height = 2.80m, width=1.20m, board thickness=2.5cm at 1.20m above the ground level. The Contract Engineer shall put at the Contractors' disposal the text to be used.

36.2 The services to inform in case of interruption of traffic or along the deviated itinerary: *[To be specified in accordance with article 50(2) of the GAC]*.

36.3 Indicate the special measures demanded of the Contractor, other than those provided for in the GAC, for rules of hygiene and safety and for circulation around or in the site.

### Article 37: Implantation of structures

The Project Owner shall notify within [five] days following the date of notification of the Administrative Order to commence work, the basic points and levels of the project.

### **ARTICLE 43: DOCUMENTS TO BE FURNISHED AFTER EXECUTION**

43.1 The contractor shall furnish within one (1) month after completion of the works five (5) copies of all working documents and drawings as executed, especially those relevant to the exploitation and maintenance of the works.

43.2 A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with Article 43.1 above.

### **Article 44: GUARANTEE PERIOD.**

The guarantee period is one (01) year from the date of the provisional acceptance.

### **Article 45: Final acceptance (article 72 of the GAC)**

Final acceptance shall take place within a maximum deadline of fifteen (15) days from the date of expiry of the guarantee.

The procedure for final acceptance shall be the same as for provisional acceptance

## **CHAPTER V: SUNDRY PROVISIONS**

### **Article 46: Termination of the Contract (article 74 of the GAC)**

The Contract may be terminated as provided for in Decree No. 2018/366 of 20 June 2018 and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

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

### **Article 47: Case of force majeure (article 75 of the GAC)**

If the Contractor were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

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

### **Article 48: Disagreements and disputes (article 79 of the GAC)**

Disagreements and disputes resulting from the execution of this Contract may be settled amicably.

Where no amicable solution can be found for a disagreement, it is brought before *the competent court in the North-West Region of the Republic of Cameroon.*

### **Article 49: Production and dissemination of this Contract**

Twenty (20) copies of this Contract shall be produced at the cost of the Contractor and furnished to the Contract Manager.

### **Article 50 and last: Entry into force of the Contract**

This Contract shall be final only upon its signature by the Contracting Authority. It shall enter into force as soon as it is notified to the Contractor by the Contracting Authority.

# TECHNICAL SPECIFICATIONS

## SUMMARY (STC/CCTP)

FOR THE CONSTRUCTION OF PHYSICS AND GEOLOGY LABORATORY AT GHS NKOR-NONI IN BUI DIVISION OF THE NORTH WEST REGION – RELAUNCHED

Works to be done consists of

- 100 PRELIMINARY WORKS
- 200 EARTHWORKS
- 300 FOUNDATION
- 400 ELEVATION OF GROUND FLOOR
- 500 WALL MASONARY
- 600 METALLIC/WOOD WORKS
- 700 ELECTRICAL INSTALLATIONS AND LIGHTENING SECURITY
- 800 ROOF/CEILING WORKS
- 900 PAINTING/TILLING
- 1000 SANITATION WORKS
- 1100 HYGIENE AND ENVIRONMENTAL PROTECTION

DESCRIPTIVE NOTES FOR THE CONSTRUCTION OF PHYSICS AND GEOLOGY LABORATORY AT GHS NKOR-NONI IN BUI DIVISION OF THE NORTH WEST REGION –  
RELAUNCHED

## TECHNICAL SPECIFICATIONS FOR GHS NKOR - NONI

### GENERALITIES :

1. A detailed technical note concerning the organization of works
2. A detailed execution programme (planning) including the execution duration
3. Protection and security of existing structures

### ORGANISATION AND MODE OF EXECUTION

The works which is the subject of this call for tender has as objective, the construction of a Staff Quarters for Divisional Delegation of Economy, Planning and Regional Development for Bui Division.

Taking into consideration the nature of the terrain, we envisage to put in place an organization that will permit us to carry out our work in the best possible condition or way as regarded the cost, quality and output.

The principal points of our organization will include among others, the following:

- Preliminary disposition
- Site Installations
- Organization and Methodology
- Internal control

In order to properly realize this project as regard quality and output, a perfect organization is required and this starts with preliminary dispositions and a good site installation. Also, working methods must respect certain logics so as to avoid disagreements. As such, we propose that work be organized as follows:

### PRELIMINARY DISPOSITIONS

After notifying the contract to our enterprise, the following actions will proceed:

- A site visit that will permit us again to verify the state of the site and to immediately proceed with the establishment of the detail work execution programme (projet d'execution), in collaboration with the representatives of the technical service.
- Get in contact with the local population so as to recruit personnel available, for the realization of the project following the use of High Intensity of Local Manual Labour. (HIMO method).
- Contact the local population of unskilled labour such as site clearance.

The compaction of the foundation shall be done by ramming in successive layers of 0,20 meters using a manual tamper with power-control. This is done after forms have been removed and concrete work hardens enough to resist pressure resulting from fill and in conformity with the prescriptions of the (CPT).

## **F) Reinforced Concrete**

### **F.1. Constituents of concrete**

#### **Aggregates**

All aggregates on the site shall be stocked in the compartments reserved for this purpose. The only aggregates to be allowed on the site in accordance with the technical specifications are:

- Crushed aggregates 0/5
- Crushed aggregate 5/15
- Crushed aggregate 15/25
- Natural sand or of crushing 0/5 (proportion of retained elements on the sum sieve must be lower than 10%).

#### **Crushed Aggregates**

The crushed aggregate delivered on the site shall be submitted beforehand to the approval of the Control Mission. The origin of aggregates should be approved by the Control Mission or any other competent authorities. They shall come from quarries or of steady rock crushing, exempt of foreign bodies, of organic matter dust or clay.

**From a Granola metric view:** We should have:

For mass concreted minimum net size shall be 15mm and maximum 40mm: (15/40)

For the reinforced concrete minimum net size shall be 10mm and maximum: 25mm: (10/25)

Specification will be able to be modified above after we present the results on this topic. A granola metric curve will be produced for each of the materials retained on the site, following the frequencies indicated in the table.

#### **Sand**

Sand will have characteristics as specified in the related reception table. Sand should be fine, granular and crunching under the hand, and none coagulating. They shall be rided of all earthy or chalky parts, of various garbage, remnants and woods.

They shall have passed through a sieve and been washed. Sand will come from approved sand pits or from rivers.

They shall contain not more than 5% in weight of dust.

- For mortar 0/2mm
- For reinforced concrete 9/5mm
- For concrete 0/5mm

Cleanliness: Sand must have a sand equivalent of more 75

#### **Cement**

The cement will be the CPJ 35 Portland cement or foreign cement.

This shall be delivered on site in six layered sacks of 50kg each. All humid cement or having been distorted by the humidity shall be removed immediately from the site.

We shall inform the employer's representative of the constituents of our store. Bags of cement should be in good state at the time of their arrival on site and should be preserved and covered in perfectly dry places and on an area of isolated boards at least 10cm above level.

#### **Steel Rods**

All amateurs or metallic lattices for reinforced concrete will be complaint to specifications of technical specifications and the BAEL91.

Knots of reinforcement shall be arranged in order to permit a good setting up of the concrete on all height of the work considered. We shall take all necessary measures to assure wedging and correct fixing of reinforcements in order to avoid their displacement during casting.

Concrete shall be conveyed from a mixer or mixing slab by the use wheel barrows, plastic buckets and pulleys to the formwork as rapid as possible to avoid setting and loss of ingredients.

As such, there shall be no vertical drop above 2m to avoid segregation. This concrete shall be consolidated with the aid of a mechanical vibrator or manual.

The removal of frame works shall be done when the concrete will have acquired a sufficient resistance.

### Suitability Test

A concrete sample for the workshop shall be executed on the site before the starting of work. This concrete witness is considered as a team on the site, working on specific fixed or displaceable. The minimal number of test-tubes submitted for test shall be nine.

The effective manufacture of the concrete for the construction shall begin, after the project Engineer approval if the nominal resistance to traction and the compression at 7 days, equal to 75% of the minimal resistance required after 28 days. The character resistance to compression after 28 days should be at least equal to 270 bars. On the contrary we shall immediately restart the test with a new composition.

### **F.2. Formwork**

Formwork shall be used to confine the concrete and shape it to the required lines. They shall have sufficient strength to resist the pressure resulting from placement and vibration of concrete and shall be maintained rigidly in position by the use of cramps. They shall be made out of softwood which must be free from dead knots and in such a way that will be removed without any damage. This shall be the works of a carpentry team.

#### **G) Masonry Works**

Masonry works shall include the following:

- **Foundation Walls:** Foundation walls shall be carried out in filled blocks of 20x20x40cm and shall have a foundation beam in reinforced concrete closed at 350kg/m<sup>3</sup> to prevent sharing.
- **Floor:** As indicated in the technical specifications, the floors shall be executed on ordinary concrete batched at 250g/m<sup>3</sup> with a thickness of 12cm. The floor shall receive a screed of 3cm finished with cement paste.
- **Wall Masonry (Elevation):** Load bearing walls shall be mounted in compressed cement blocks of 15x20x40cm of PC300kg (at most 33blocks per bag of cement). Mortar bed as well as joints shall be 2cm thick. Some Interior partitions shall be of blocks of 10x20x40cm of PC300kg/m<sup>3</sup> (at most 40 blocks per bag) mortar bed as well as joints shall be 2cm thick.
- **Plastering:** Cement mortar mix in proportion will be used to plaster all 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 three phases e.g. 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> coats of 1cm, 1cm and 0,5cm thick respectively only on block work that has been completed for at least two weeks. The walls of the septic tank shall be finished with a cement paste after normal plastering with additive like sikatelite. 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.

#### **H) Framework and Roofing**

Roofing timber shall be well seasoned eucalyptus with moisture content of not more than 14% and free from imperfections impairing its strength or appearance. The approved wood shall be treated with anti-fungi or kukbok liquid. The assembling of the sawn timber of 2x6inches for the rafters shall be done on the spot to avoid carrying from the ground. They shall be spaced at intervals of 1.50m and solidly attached to the building using Ø6mm rods fixed on the final beam. Purlins of 2x3inches will be nailed to the rafters at an interval of 0.6m to receive 5/10<sup>e</sup> aluminum tôle-bac sheets of 6m long which shall be fixed on purling using sheet screws equipped with gaskets and bituminous rubbers. Ceiling shall comprise of 2x2inches timber for noggins and cover with 5mm tick red ceiling boards with air vents covered with screen on the outside ceiling. Note: The roof trust shall only be laid on a completely cured final beam.

- Junction and switch boards (including their doors)
- Devices and machines as well as other electric appliances
- All metallic rods susceptible shall be put under tension according to norms C 15-100.

### **PROTECTION EARTH NETWORK UNDER EXCAVATION**

- Realization of an earth network under the excavation comprising:
- Naked copper wires of 29mm<sup>2</sup> along the excavation
- Flat type Legrand circuit breakers
- Yellow-green conductors 18,22,75mm<sup>2</sup>

### **BALANCE OF POWER**

The balance of facilities power will be calculated below in application of data of the picture:

Description Coefficient

Lighting = 1

Electric sockets =  $(500GO) 0.1+0.9/N^*$

Electric switchboard = 0.7

\*N=number of electric sockets

### **ELECTRIC SWITCH BOARD**

The building shall be endowed of a main switchboard connected to the source of supply.

- Junction boxes with doors in altiglance and lock
- Circuit breakers
- Modular circuit breakers
- Installation and adjusting accessories

### **LIGHTING**

#### **GENERALITIES**

All references shall be "identical or equivalent". The lighting of the area shall be by luminous point, simple ignition, ordinary switch, and two-way switches or double ignition.

#### **LIGHTS**

Florescent lamps shall be 4ft complete.

Round water light point Hublot + holders

### **EQUIPMENT**

#### **GENERALITIES**

All electrical equipment shall be cast into walls with screws. The LEGRAND mark is proposed, in conformity with the technical specifications.

In case of necessity, we may propose other equivalent marks of electrical equipment to the Control Mission for approval before installation.

#### **SWITCHES**

The axis of switches will be placed at 1.10m from floor level and 0.15ms from doors, on the side opposed to the opening or door. (See plan). Every switch will be put so that the ignition is gotten by the lower position of the mechanism.

#### **SIMPLE IGNITIONS SWITCH**

Simple ignition switch –LEGRAND

#### **TWO WAY SWITCH**

Two way switch – LEGRAND

### **WASH HAND BASIN**

We shall install complete English type wash hand basin. Marks and / or manufacturer determined by the Employer's representative after we shall submit a list of proposals.

### **ENGLISH URINARY**

We shall install complete English type urinary. Marks and /or manufacturers determined by the project engineer after we shall submit a list of proposals.

### **TOWEL HOLDER**

- Chromium-plated stationary wall rod
- Accessories for fitting into wall

### **TOILET ROLL HOLDER**

- For toilet roll chromium-plated, strong mode
- Accessories for fitting into wall

### **TOILET MIRROR**

Together with accessories for fitting

### **TILES INSTALLATION**

Scratch coat for application as foundation coat shall be at most ½. When still plastic, deeply score scratch coat or scratch and cross scratch. Protect scratch coat and keep reasonably moist within seasoning period. Set scratch coat shall be cured for at least 2 days before starting tile setting. Tiles to be used shall be the following, mosaic tiles for toilet floors, ceramic tiles for 15x15cm for toilet walls and 30x30cm for floors. The tiling team shall be responsible for this task under the following of the Site Foreman.

### **L) VRD GUTTERS**

They shall be constructed out of reinforced concrete and according to the size that will permit the evacuation of flow towards the natural outlet. The slope of these gutters shall be determined at site and should be as practicable to the natural slope of the site.

### **GENERAL SITE CLEANING AND FOLDING-UP**

After the execution of the above mentioned task, we shall proceed with the complete cleaning of the site and notably the removal of all debris and bringing the site back to its normal stage as much as possible and the removal of our equipment and tools before reception is done.

The project duration is two months separated into two phases of one month duration each.

The deadline of phase one of the work will be done in **365days** with effective **05days** of working week. The first phase shall start from the first of April 2025 to March 2026, while the Second phase shall immediately start from the April 2026. This time limit is estimated to avoid the peak of very heavy rains of the month of august as per the rainfall intensity figure above.

The work schedule program bellow is a strategic planning to achieve targets on deadlines.

## UNIT PRICE LIST FOR THE PROJECT

### UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF A LABORATORY AT GHS NKOR - NONI IN BUI DIVISION OF THE NORTH WEST REGION OF CAMEROON 2025 FINANCIAL YEAR.

ITEM	DESCRIPTION	U	QTY	U. P IN FIGURES	U.P. IN WORDS
<b>100: PRELIMINARY WORKS</b>					
101	Installation of work site	FF	1		
102	Studies (execution planning, report of execution etc)	FF	1		
103	Site clearance	FF	1		
<b>SUB TOTAL 100</b>					
<b>200: EARTHWORKS</b>					
201	Digging of trenches and pillars footing	M <sup>3</sup>	65.5		
<b>SUB TOTAL 200</b>					
<b>300: FOUNDATION</b>					
301	Blinding concrete of 5cm thick	M <sup>3</sup>	4.63		
302	Foundation wall in blocks of 20x20x40cm (corefilled)	M <sup>2</sup>	110		
303	R.C for footings, pillars and ground beam	M <sup>3</sup>	12.4		
304	Backfill of foudation trenches	M <sup>3</sup>	26.35		
<b>SUB TOTAL 300</b>					
<b>400: WALL MASONARY</b>					
401	Wall elevation with blocks of 15x20x40cm	M <sup>2</sup>	310		
402	Rendering and plastering to all walls dosed at 200kg/m2	M <sup>2</sup>	620		
403	Concrete floor of 8cm thick	M <sup>3</sup>	24.54		
404	R.C for lintel, pillars and tie beam	M <sup>3</sup>	11.23		
<b>SUB TOTAL 400</b>					
<b>500: METALLIC/WOOD WORKS</b>					
501	Metal door of (1.30x2.20) in hard wood with frame and a 3 key outlet lock	No	3		
502	Wooden door of (80x2.20) in hard wood with frame and a 3 key outlet lock	No	3		
503	Wooden door of (70x2.20) in hard wood with frame and a 3 key outlet lock	No	2		
505	Metal door of (80x2.20) in hard wood with frame and a 3 key outlet lock	No	1		
506	Provision of angle bar on edges of veranda	ML	50		
507	Aluminum glazed window of 150x120 with frame and protectors	NO	8		
508	Aluminum glazed window of 80x60 with frame and protectors	NO	2		
<b>SUB TOTAL 500</b>					
<b>600: ELECTRICAL INSTALLATIONS</b>					
601	General electrification	LS	1		
<b>SUB TOTAL 600</b>					
<b>700: ROOF/CEILING WORKS</b>					
701	Treated roof trusses of (5x15)cm hard wood	M <sup>3</sup>	3.0677		

**Document N<sup>o</sup>. 7**  
**BILL OF QUANTITIES AND ESTIMATES**

704	Roofing sheet Tol Bac 5/10	M <sup>2</sup>	180.45		
705	Facia board of 35cm wide plained and treated	ML	55.7		
706	Facia zink Tol bac 5/10	ML	55.7		
707	Roof drainage pipes with accessories	NO	1		
708	Plywood ceiling including noggings	M <sup>2</sup>	156.92		
<b>SUB TOTAL 700</b>					
<b>800: PAINTING/TILLING</b>					
801	Priming coat in ordinary paint (national paint)	M <sup>2</sup>	720		
802	Two coats of water based paint (pantex 800) on internal walls/ceiling	M <sup>2</sup>	470		
803	Two coats of water resistant paint (pantex 1300) on external walls	M <sup>2</sup>	150		
804	Oil paint on metallic doors, protectors and skirting (coffee brown, 1m from floor level internally and externally	LS	1		
805	Tiles on all floors/toilet (h=1.80) and kitchen SINKS & tables	m2	176.92		
<b>SUB TOTAL 800</b>					
<b>900: SANITATION WORKS</b>					
901	Septic tank soak-away pit with chambers	M <sup>2</sup>	1		
902	Towel hanger + accessories	No	3		
903	Soup top + accessories	No	3		
904	Wash hand basin + accessories	No	3		
905	English mark WC + accessories	No	3		
906	RC drainage gutters	MI	24		
907	toilet mirror + accessories	No	3		
908	Worktop and kitchen sink + accessories	No	6		
<b>SUB TOTAL 900</b>					
<b>1000: HYGIENE AND ENVIRONMENTAL PROTECTION</b>					
1001	Environmental IMPACT NOTICE (under the supervision of DD Environment BUI) The price include: consultancy for elaboration and production of terms of reference, production of EIN, implementation of the recommendations from the report. A lump sum cost	No	1		
<b>SUB TOTAL 1000</b>					
<b>TOTAL WITHOUT TAXES</b>					
<b>TVA (19.25%)</b>					
<b>AIR (2.2%)</b>					
<b>TOTAL WITH ALL TAXES INCLUSIVE (TTC)</b>					
<b>NET PAYABLE</b>					

## SUBDETAILS OF PRICES

Price N° .....  
 Designation of work.....  
 Unit .....  
 Quantity .....  
 Daily output .....  
 Duration of execution .....

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

REPUBLIC OF CAMEROON  
Peace-Work-Fatherland  
.....  
NORTH-WEST REGIONAL ASSEMBLY  
.....  
REGIONAL EXECUTIVE ASSEMBLY  
.....

PEACE-JUSTICE-UNITY-HARD WORK- SOLIDARITY  
.....



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie  
.....  
ASSEMBLEE REGIONALE DU NORD-OUEST  
.....  
CONSEIL EXECUTIF REGIONAL  
.....  
PAIX-JUSTICE-UNITE-TRAVAIL-SOLIDARITE  
.....

**JOBGING ORDER N° \_\_\_\_\_ JO/MINDEVEL/NWRA/ITB/2026 OF .....2026**  
**AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER N° \_\_\_\_\_**  
**/ONIT/NWRA/ITB/2026 OF \_\_\_/\_\_\_/2026 FOR THE CONSTRUCTION OF PHYSICS AND**  
**GEOLOGY LABORATORY AT GHS NKOR-NONI IN BUI DIVISION OF THE NORTH WEST**  
**REGION - RELAUNCHED**

Project Owner: THE PRESIDENT OF THE NORTH WEST REGIONAL ASSEMBLY

**HOLDER :**

P.O. Box \_\_\_\_\_, Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Registry N° \_\_\_\_\_ at  
Taxpayer's No. \_\_\_\_\_

**SUBJECT:** *Execution of* \_\_\_\_\_ *works;*

**PLACE :** \_\_\_\_\_

**EXECUTION DEADLINE:** \_\_\_\_\_ ( \_\_\_\_\_ ) months

**AMOUNT IN CFA F:**

IAT	
EVAT	
VAT (19.25%)	
AIR (Income tax) (2.2%)	
Net to be paid	

**FINANCING :** [*indicate the source of financing*]

**BUDGET HEAD :** [*to be completed*]

SUBSCRIBED ON: \_\_\_\_\_  
SIGNED ON: \_\_\_\_\_  
NOTIFIED ON: \_\_\_\_\_  
REGISTERED ON: \_\_\_\_\_

## Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

**Document N°. 10**  
**FORMS AND MODELS TO BE USED BY**  
**BIDDERS**

Annex N° 1: MODEL OF DECLARATION TO TENDER

DECLARATION OF THE INTENTION TO TENDER

I the undersigned, .....(indicate the name and capacity of signatory),  
Nationality .....Representing the ..... company or  
enterprise or group with head office at ..... registered in the trade  
register of ..... Under the number .....  
In my capacity as .....of .....  
PO box....., hereby acknowledge receipt of the file for Open National Invitation to Tender  
N° ..... for the .....

And hereby declare my intention to tender for the said contract.

Done at .....

Signature of .....  
In the capacity of .....  
Duly authorized to sign the tenders on behalf of  
.....

Annex N° 3: MODEL BID BOND

Bank:

Reference No. ....

Addressed to the Contracting Authority: The President of the North West Regional Assembly

Whereas the undertaking ..... Hereinafter referred to as the “bidder” has submitted his tender on ..... for Open National Invitation to Tender No \_\_\_/ONIT/NWRA/ITB/2026 of \_\_\_/\_\_\_/2026 FOR THE CONSTRUCTION OF PHYSICS AND GEOLOGY LABORATORY AT GHS NKORNONI IN BUI DIVISION OF THE NORTH WEST REGION – RELAUNCHED, hereinafter referred to as “the tender” and to which must be attached a bid bond equivalent to .....CFAF.

We ..... (name and address of the bank), represented by ..... (names of signatories), hereinafter referred to as “the Bank” hereby declare to guarantee payment to the Contracting Authority of the maximum sum of ....., that the bank pledges to pay in full to the Contracting Authority, bidding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the Bidder withdraws his offer during the validity period specified by the Bidder in the tender; or

If the Bidder, having been notified of the award of the contract by the 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 (final bond) 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 first 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 one 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. Cameroon courts shall be the only jurisdictions competent to rule on this commitment and its consequences.

Signed and authenticated by the bank

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

(Bank’s signature

Annex N° 5: MODEL OF PERFORMANCE BOND (GUARANTEE RETENTION)

Bank: .....

Reference of the Bond No: .....

Addressed to: The President of the North West Regional Assembly  
Hereinafter referred to as "The Contracting Authority"

Whereas ..... (name and address of Contractor) hereinafter referred to "the Contractor",  
pledge , in execution of the Contract, to carry out the works **FOR THE CONSTRUCTION OF PHYSICS AND  
GEOLOGY LABORATORY AT GHS NKOR-NONI IN BUI DIVISION OF THE NORTH WEST REGION -  
RELAUNCHED**

Whereas it is stipulated in the Contract that the Guarantee Retention fixed at ten percent (10%) of the  
amount of the Contract may be replaced by a joint guarantee;

Whereas we have agreed to provide the Contractor with this guarantee;

We, ..... (name and address of bank),

Represented by ..... (name of signatories) and hereinafter referred to as "the  
Bank";

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the  
Contracting Authority for a maximum amount of ..... (in figures and in letters)  
corresponding to ten percent (10%) of the Contract amount.

And we pledge to pay to the Contracting Authority within a maximum deadline of eight (8) weeks upon his  
simple written request declaring that the contractor has not fulfilled his contractual obligations or is indebted  
to the Contracting Authority within the meaning of the contract, amended where need be, by its additional  
clauses, without being able to defer the payment nor raise any contest for whatever reason, any sum(s)  
within the limits of the amount equal to ten percent (10%) of the total amount of the works featuring in the  
final detailed account, without the Contracting Authority having to prove or give the reasons nor the motive  
for the amount of the sum indicated above.

We hereby agree that no change or addendum or any other amendment shall release us of any obligation  
incumbent on us by virtue of this bond and we hereby derogate by the present to the notification of any  
amendment, addendum or change.

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of  
the final acceptance of the works and upon released issued by the Contracting Authority.

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

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

Signed and authenticated by the bank at ..... on .....  
[signature of the bank]

**Annex N° 7: MODEL ATTESTATION OF SITE VISIT**

**LETTER HEAD HERE**

TO WHOM IT MAY CONCERN

**ATTESTATION OF SITE VISIT**

This is to testify that Mr .....  
Manager/Technical Director/Engineer of .....  
Has effectively visited the site for .....  
.....  
..... in view to tender for the said project.

This attestation is issued to serve the purpose for which it is intended for.

**Annex N° 9: MODEL TABLE OF REFERENCE**

**LIST OF PROJECTS EXECUTED BY THE COMPANY**

N°	YEAR	NAME OF THE PROJECT	NAME OF THE PROJECT OWNER AND TELEPHONE NUMBER	CONTRACT AMOUNT	CONTRACT DURATION	DATE OF ACCEPTANCE

DONE ON .....AT .....

By.....

SIGNATURE .....

ANNEX No. 6: Framework of schedules

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

## Note on preliminary studies

In accordance with the Public Contracts Code, the Project Owner or Delegated Project Owner must, prior to commencing the procedure to award Contracts or refer to the competent Tenders Board, ensure that draft Tender Files are prepared based on preliminary studies.

These studies must be required during the examination of the Tender File (TF) by the Tenders Board.

The Project Owner is bound to fill the questionnaire in annex 1 accompanied by justifications of the said studies.

### Annex N<sup>o</sup>. 7: Justification of preliminary studies

1. Attach the preliminary studies.
2. Indicate
  - 2.1. The date studies were carried out;
  - 2.2. The name of the Public or private Project Manager
  - 2.3. References of the Contract, if Private Manager carried it out;
  - 2.4. If maintenance works
    - 2.4.1 Description of the studies;
    - 2.4.2 Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.
  - 2.5 Rehabilitation or new works
    - 2.5.1 Are quantities in the quotations the same as those of the studies?
    - 2.5.2 Description of studies: Draft Preliminary Study, Detailed Preliminary Study;
    - 2.5.3 Attach the said studies.

N.B. For services of less scope, the Project Owner may furnish a justification of calculation of quantities of the Tender File.

- *The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies.*

## **I- BANK**

1. Afriland First Bank (First bank), B.P 11 834, Yaoundé;
2. Banque Atlantique Cameroun (BACM), B.P. 2 933, Douala;
3. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), B.P. 12 962, Yaoundé;
4. Banque Gabonaise pour le Financement International (BGFI BANK), B.P. 600 Douala ;
5. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC) B.P. 1 925, Douala ;
6. Bank Of Africa Cameroun (BOA Cameroun), B.P. 4 593, Douala ;
7. CitiBank Cameroun (CITIGROUP), B.P. 4 571, Douala ;
8. Commercial Bank - Cameroon (CBC), B.P 4 004, Douala;
9. Ecobank Cameroun (ECOBANK), B.P 582, Douala;
10. National Financial Credit Bank (NFC-Bank), B.P. 6 578, Yaoundé ;
11. Société Commerciale de Banques-Cameroun (SCB-Cameroun), B.P 300, Douala ;
12. Société Générale Cameroun (SGC), B.P. 4 042, Douala ;
13. Standard Chartered Bank Cameroon (SCBC) B.P. 1784, Douala ;
14. Union Bank of Cameroon (UBC), B.P. 15 569, Douala;
15. United Bank for Africa (UBA), B.P. 2 088, Douala.
16. crédit communautaire d'afrique-bank (CCA – Bank)

## **II- Insurance companies**

17. Activa Assurances
18. AREA Assurances
19. Atlantique Assurances S.A.
20. Benefical General Insurance S.A.
21. Chanas assurances
22. CPA S.A.
23. NSIA Assurances SA
24. PRO-ASSUR S.A.
25. SAAR S.A.
26. SAHAM Assurances S.A.
27. Zenithe Insurance S.A.