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MINISTRY OF DECENTRALISATION & LOCAL DEVELOPMENT

BAMENDA CITY COUNCIL

DEPARTMENT OF TECHNICAL SERVICES

THE CITY MAYOR
BAMENDA CITY COUNCIL

BAMENDA CITY COUNCIL INTERNAL TENDERS BOARD

Open National Invitation Tender File No003/BCC/ITB/2026
of 13th March 2026

For the control and supervision of the works of maintenance
of earth and tarred roads in Bamenda Mezam Division

FINANCING: BCC 2026 INVESTMENT BUDGET

BUDGET HEAD: 23511

FINANCIAL YEAR 2026

MARCH 2026

DOCUMENT No.0:
LETTER OF INVITATION TO TENDER (WHERE
NECESSARY)

DOCUMENT No. 1
TENDER NOTICE (AAO)

The soft copy can equally be consulted on COLEPS' platforms <http://www.marchespublics.cm> and <http://www.publiccontracts.cm> at the ARMP website (www.armacm.com).

11. Acquisition of the Tender File

The hard copy of the file may be obtained from the SIGAMP Services of the Bamenda City Council, Tel: 633 36 12 67 / 67785 03 32 as soon as this notice is published against payment of a non-refundable sum of fifty-seven thousand (57,000) CFA francs for TF purchase fees payable at the Bamenda City Council Treasury under the budgetary head 712 101.

It is also possible to obtain the electronic version of the TF by downloading it free of charge from the addresses indicated above. However, hard copy as well as electronic submission shall be subject to the payment of TF purchase fees.

12. Submission of bids

Each tender, drafted in English or French.

- The offer shall be uploaded, by the bidder on the COLEPS platform or any other electronic communication means indicated by the Project Owner no later than 10th April 2026 at 10am server time. A backup copy of the tender recorded on a USB key or CD/DVD must be sent in a sealed envelope clearly and legibly marked "backup copy", in addition to the above mentioned, within deadlines plus an original copy of the administrative file.

File size and format

The maximum sizes of the documents making up the bidder's offer and that shall be forwarded to the platform are as follows:

- 5 MB for the Administrative File;
- 15 MB for the Technical bid;
- 5 MB for the Financial bid.

The following formats are accepted:

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

Candidates shall use compression software to eventually reduce the size of the files to be transmitted.

13. Admissibility of bids

Administrative documents and technical and financial bids must be uploaded on the COLEPS platform.

Any incomplete offer in accordance with the requirements of the Tender File shall be declared inadmissible. In particular, the absence of a bid bond issued by a first-rate body or financial institution approved by the Minister in charge of finance to issue bonds in the field of public contracts or failure to comply with the model documents in the tender file shall result in the outright rejection of the tender without any other procedure. A bid bond produced but having no connection with the consultation concerned is considered to be absent. A bid bond submitted by a tenderer during the tender opening session is inadmissible. A bid bond not bearing a fiscal stamp, hand endorsed by the issuing service and not accompanied by a CDEC receipt shall be considered non-compliant.

14. Opening of Bids

Bids shall be opened in two phases

The opening of the administrative documents and technical offers shall take place on 10th April 2026 at 11am local time by the Project Owner's Tenders Board in the conference room of the Bamenda City Council Internal Tenders Board located at Mulang.

Only the financial offers of the tenderers that obtained a qualificative technical score of 70/100 shall be opened at 11am by the same Tenders Board and in the same room on a date to be announced later after the publication of the technical evaluation results.

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

For fear of rejection, the documents required in the administrative file must be produced in originals or in copies certified as true by the issuing service or the competent administrative authority, in accordance with the stipulations of the Special Regulations. They must be less than three (3) months old from the original date of submission of tenders or have been drawn up after the date of signature of the tender notice.

In the event of the absence or non-conformity of any document in the administrative file at the bids opening session after a period of 48 hours granted by the Board, the bid shall be rejected.

15. Evaluation criteria

The evaluation criteria are of two types: the eliminatory criteria and the essential criteria. No criterion shall be both eliminatory and essential.

15.1 Eliminatory criteria

These criteria fix the minimum conditions to be met to qualify for evaluation according to the essential criteria. They should not be the subject of scoring. Failure to comply with these criteria shall result in the bidder's offer being rejected.



MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT

BAMENDA CITY COUNCIL

INTERNAL TENDERS BOARD

AVIS D'APPEL D'OFFRES

Avis d'Appel d'Offres National Ouvert N°003/ AONO/CUB/CIPM/2026 du 13 mars 2026 pour la sélection d'un consultant pour le control et supervision des travaux d'entretien des routes en terres et revêtues dans la ville de Bamenda I

1-Objet de l'Appel d'Offres

Dans le cadre de l'exécution du Budget d'Investissement 2026 de la Communauté Urbain de Bamenda, le Maire de la Ville lance par la présente un Appel d'Offres National Ouvert pour le contrôle et la supervision des travaux d'entretien des routes en terre et revêtue dans la Division de Mezam à Bamenda.

2-Consistance des Prestations

Les Prestations comprennent notamment :

- Contrôle étape par étape avant, pendant et après toutes les opérations de construction ;
- Vérification pour garantir le respect des normes spécifiées des matériaux à utiliser ;
- Contrôle de qualité des matériaux et équipements à mettre en place ;
- Vérification pour garantir le respect de la qualité de la main-d'œuvre à utiliser ;
- Etablissement des rapports périodiques.

3-Phases/Allotissement

Les services sont en une seule tranche et regroupés dans un seul lot.

4-Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de quarante millions (40 000 000) de francs CFA toutes taxes comprises.

5-Délai prévisionnel d'exécution

Le délai maximum prévu par le Maître d'Ouvrage pour la réalisation des prestations objet du présent appel d'offres est de cinq (5) mois calendaires.

Ce délai court à compter de la date de notification de l'ordre de service de commencer les prestations.

6-Participation et origine

La participation au présent appel d'offres est ouverte aux consultants nationaux spécialisés dans le contrôle et la supervision des travaux des routes et des travaux publics.

7-Financement

Les prestations objet du présent appel d'offres sont financées par le Budget d'Investissement de la Communauté Urbain de Bamenda exercice 2026, Sur la ligne d'imputation budgétaire n°23511.

8-Mode de soumission

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

9-Cautionnement de soumission

Chaque soumissionnaire doit joindre à ses pièces administratives un cautionnement de soumission portant un timbre fiscal, acquitté à la main et accompagner d'un reçu de la CDEC, délivrée par un organisme ou une institution financière agréée par le Ministre chargé des finances pour émettre les cautions dans le domaine des marchés publics et dont la liste figure dans la pièce 13 du DAO dont le montant s'élève à huit cent mille (800,000) Francs CFA et valable jusqu'à trente (30) jours au-delà de la date initiale de validité des offres. L'absence de la caution de soumission délivrée par une banque de premier ordre ou un organisme financier de première catégorie autorisé par le Ministère chargé des Finances à émettre des cautions dans le cadre des marchés publics, entraînera le rejet pur et simple de l'offre. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

10-Consultation du Dossier d'Appel d'Offres

Le dossier physique peut être consulté gratuitement dans les services du MO / MOD aux heures ouvrables au service de SIGAMP de la Communauté Urbain de Bamenda, Tel : 633 36 12 67 / 67785 03 32 dès publication du présent avis.

Il peut également être consulté en ligne sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et

- D'une note technique inférieure à 75 points sur 100 ;
- Du non respect de la méthode de soumission ou du format de fichier des offres ;
- L'absence d'un prix unitaire quantifié dans l'offre financière ;
- L'absence d'un élément de l'offre financière (la soumission, les BPU, le DQE) ;
- De l'absence de la charte d'intégrité datée et signée ;
- De l'absence de la déclaration d'engagement au respect des clauses environnementales et sociales datée et signée ;
- Délai d'exécution supérieure à celui prescrit ;
- Du non respect des conditions du contrat.

15.2-Critères essentiels

Les offres techniques seront évaluées sur cent (100) points selon les critères essentiels qui porteront à titre indicatif sur:

- la présentation générale de l'offre ;
- Référence du soumissionnaire dans la réalisation des prestations similaires ;
- La méthodologie proposée en adéquation avec les TDR ;
- Qualification et compétence des experts ;
- Solvabilité et capacités financières ;
- Le matériel nécessaire ;
- Evidance d'avoir accepté les conditions du contrat.

Les critères et sous-critères essentiels sont détaillés, dans le Règlement Particulier de l'Appel d'Offres (RPAO).

N.B :

- En cas de pré qualification des entreprises nationales par la voie de la catégorisation, elles sont dispensées de la production dans leur dossier technique, des pièces listées à l'article 13.1.b1 de l'enveloppe technique du RPAO.
- *Tout agent public listé parmi le personnel d'un soumissionnaire et qui n'a pas présenté tous les documents susceptibles de justifier sa libération de l'Administration, sera considéré comme non valable.*

16-Attribution

Le Maître d'Ouvrage attribuera le marché au soumissionnaire présentant l'offre évaluée la mieux disante par combinaison des critères techniques financiers.

17. Nombre maximum de lots :

Non applicable

18. Durée de validité des offres

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

19- Renseignements complémentaires

Les renseignements complémentaires peuvent être obtenus aux heures ouvrables au service de SIGAMP de la Communauté Urbain de Bamenda, Tel : 633 36 12 67 / 67785 03 32. Ou en ligne sur la plateforme COLEPS aux adresses <http://www.publiccontracts.cm> et <http://www.publiccontracts.cm>.

20. Lutte contre la corruption et les mauvaises pratiques

Pour toute dénonciation pour des pratiques, faits ou actes de corruption, bien vouloir appeler la CONAC au numéro 1517, l'Autorité chargée des Marchés Publics(MINMAP) (SMS ou appel) aux numéros : (+237) 673 20 57 25 et 699 37 07 48, l'ARMP au numéro Ou le MO/MOD au numéro 633 36 12 67.

Bamenda, le **13 MARS 2026**

**Le Maire de la Ville, Communauté Urbain de Bamenda,
(Autorité Contractant)**

Copies :

- MINMAP ;
- ARMP (pour publication et archivage) ;
- Maître d'Ouvrage ou MOD concerné le cas échéant ;
- Président CIPM ;
- Affichage chrono.



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1.6.1 The service providers shall provide objective and impartial professional advice. In all circumstances, they shall first and foremost defend the interests of the Project Owner, without considering the possibility of a subsequent mission and shall scrupulously avoid any possibility of conflict with other activities or with the interests of their company. Service providers should not be engaged in missions that are incompatible with their present or past obligations towards other Project Owners or Project Owners, or which may make it impossible for them to perform their task in the best interest of the Project Owner.

1.6.2 Without prejudice to the general nature of this rule, the Service providers shall not be engaged in the following circumstances.

a. No enterprise engaged by the Project Owner to supply goods or execute services for a project, or any firm affiliated to it, shall be authorised to provide consultancy services for the same project. Similarly, no design office engaged to provide consultancy services for the preparation or execution of a project, nor any company affiliated to it, is subsequently allowed to supply goods, perform services, or provide services related to its original mission for the same project (except it is the continuation of this mission).

b. Neither service providers nor any of their affiliates shall be engaged in any mission which, by its nature, is likely to be incompatible with another of their missions.

1.6.3 As stated in paragraph (a) above, service providers may be engaged to provide downstream activities where it is essential to ensure continuity, in which case the RPAO should make mention of this possibility and the criteria used in the selection of the service provider should consider the probability of renewal. It will be the sole responsibility of the Project Owner to decide whether to have or not have downstream activities performed and, if yes, which Service Provider will be engaged for this purpose.

Article 2- FINANCING:

The source of funding for the services under this invitation to tender is specified in the RPAO.

Article 3- Ethical principles, fraud and corruption

3.1. Public sector employees, bidders and contract holders, as well as any other person involved in whatever capacity in the public contracts award, execution and regulation chain shall be subject to the provisions of the laws and regulations forbidding corruption, fraudulent schemes, collusive, coercive or obstructive practices, conflicts of interest, insider trading, and complicity.

In this respect, the bidders shall subscribe to the integrity charter whose model is attached in the annex of this Tender File (Document 10).

practices in connection with the award of this contract.

- 3.3- Candidates disclose information on any commissions and bonuses paid or to be paid to agents in connection with this proposal, and the execution of the contract if awarded to the candidate, as requested on the Financial Proposal Form (bidding letter).
- 3.4- Candidates must not have been excluded from any contract awards for corruption or fraudulent schemes.
- 3.5- The Authority in charge of public procurements may, as a precautionary measure, take a decision to ban any bidder or the Administration's contracting partner from bidding for a period not exceeding 2 (two) years for influence peddling, conflict of interest, insider trading, complicity, fraud, corruption or production of fraudulent documents in his bid, without prejudice to the criminal proceedings that could be initiated against him.
- 3.6- Where the Candidate proposes a public employee, in his technical proposal, the public employee undertakes to provide written attestation from his or her Ministry or employer to testify that he or she is available and authorized to work on a full-time basis out of his or her previous official position. The candidate shall submit this commitment to the Project Owner within the framework of his Technical Proposal.
- 3.7- The Authority in charge of public contracts may take a decision banning public sector actors found guilty of violating the provisions of this code from participating in public contracts award and execution monitoring for a period not exceeding 2 (two) years.

Article 4- Candidates allowed to compete

- 4.1). Apart from the restricted call for tender which is addressed to all candidates retained at the end of the pre-qualification process and/or those retained within the framework of categorisation previously indicated in the tender notice and recalled in the RPAO, generally, the invitation tender is opened to all bidders, provided they meet the following eligibility requirements:
 - a. A bidder (including all members of a group of undertakings and all tenderers' subcontractors) must be from an eligible country, in accordance with the Financing Agreement where necessary.
 - b. A bidder (including all members of a group of undertakings and all tenderers' subcontractors) must not be in a situation of conflict of interest, under pain of disqualification. A bidder may be deemed to be in a situation of conflict of interest under the following conditions:
 - i. If associated, or has been associated in the past, with a firm (or a subsidiary of that firm) that has provided consultancy services for the design, preparation of specifications and other documents used in connection with contracts awarded under this call for tender; or
 - ii. Submits more than one bid under this invitation to tender, except for variant tenders authorised under

b). Provide documents to establish the qualification of the bidder following the list provided for in the RPAO, including, in particular, all the information (complete or update the information attached to their application for prequalification that may have changed, in case the candidates have been prequalified) they are required to provide by virtue of the RPAO.

Information on the following points is required where necessary:

- i. Production of the extract of the certified balance sheets showing turnover and results;
- ii. Access to a credit line or availability of other financial resources;
- iii. Executed contracts;
- iv. List of the key personnel;
- vi. Availability of essential equipment;
- vii. Certificate of categorisation for Building and Public Works (BTP) service providers, where necessary.

5.2). Bids submitted by two or more joint contractors (joint contracting) must meet the following requirements:

- a). The bid must include for each firm all the information listed in Article 5.1 above. The RPAO must specify the information to be provided by the joint venture and the information to be provided by each member of the group;
- b). The tender and the contract must be signed in such a way as to bind all the members of the group;
- c). The nature of the grouping (joint or several as requested in the RPAO) must be specified and justified by producing a copy of the group agreement in due form;
- d). The member of the group designated as the representative shall represent all the enterprises vis-à-vis the Project Owner for the execution of the contract;
- e). In the case of a several group, the co-contractors share the payments made by the Project Owner into a single account. In the case of a joint group of enterprises, the tasks of each member must be specified, and each company is paid by the Project Owner into his own account.

5.3). Bidders must also submit enough detailed proposals to demonstrate compliance with the Terms of Reference and execution deadlines referred to in the RPAO.

B. TENDER FILE

Article 6- Content of the Tender File

6.1). The Tender Files describe the services to be provided under the contract, set out the procedures for

Article 7- Clarifications on the Tender File and petitions

- 7.1) Any bidder seeking clarification on the Tender Files may make a request to the Contracting Authority in writing or by electronic mail (fax or e-mail) to the address of the Project Owner indicated in the RPAO or via COLEPS. However, the Contracting Authority will respond in writing or by e-mail or via COLEPS or any other electronic means of communication indicated in the TF to any request for clarification received at least fourteen (14) days before the deadline for submission of bids.
- 7.2) A copy of the Project Owner's or Project Owner's response, indicating the question asked but not mentioning its author, shall be sent to all bidders who purchased the Tender File.
- 7.3) Any bidder who feels aggrieved may lodge a petition to the Contracting Authority. In the case of restricted call for tender, the petition must:
- (i) at the pre-qualification stage, related to the requests for reconsidering the conditions of application, pre-qualification, or requests for re-examination of the decisions or acts taken by the Project Owner during the pre-qualification procedure.
 - ii) Candidates have five (5) working days before the date of submission of applications and five (5) working days after the publication of the pre-qualification results to submit their petition to the Contracting Authority, with a copy to the Authority in charge of Public Contracts and to the body in charge of the Regulation of Public Contracts.
 - (iii) This petition does not have suspensive effect.
- 7.4) Where the invitation to tender is the chosen procedure, the petition must be sent, between the publication of the tender notice and the opening of the bids:
- i) to the Contracting Authority, with a copy to the Authority in charge of Public Contracts and the body in charge of regulating Public Contracts;
 - ii) it must reach the Contracting Authority no later than fourteen (14) working days before the date of the opening of bids;
 - iii) the Contracting Authority has five (5) working days to react. A copy of his response is forwarded to the Authority in charge of Public Contracts and the body in charge of regulating Public Contracts;
 - iv) in the event of disagreement between the petitioner and the Contracting Authority, the petitioner shall take the matter to the Petitions Review Committee.
 - v) This petition does not have suspensive effect.

- is not in a state of judicial liquidation or bankruptcy;
- is not subject to any of the prohibitions or forfeitures provided for by the laws and regulations in force, both nationally and internationally.

a.2. The bid bond established in accordance with the provisions of Article 15 of the RPAO;

a.3. The written power of attorney empowering the signatory of the bid to commit the Company in accordance with the provisions of Article 5 of the RPAO

b. Volume 2: Technical Proposal

It shall notably include:

b.1 Information on qualifications

The RPAO specify the list of documents to be provided by bidders to justify the qualification criteria mentioned in Article 5 of the RGAO, notably the company's references, equipment, and staff list.

b.2 Methodology

The RPAO specify the constituent elements of the bidders' technical proposal, in particular: a methodological of an analysis of the services and specifying the organisation and programme that the bidder intends to put in place or implement to carry them out (data collection, deployment of experts, planning, subcontracting, where applicable, etc.).

b.3. Evidence of having accepted the terms of the contract

The bidder shall submit duly initialled, filled, and signed copies of documents of administrative and technical nature governing the contract, namely:

- i. The Special Administrative Clauses (SAC);
- ii. The Terms of Reference (ToR).

b.4 SAC and ToR Comments (optional)

11.2) Bidders shall make comment on the technical choices of the project and any proposals.

11.3) When preparing the Technical Proposal, candidates are expected to review the constituent documents of this Proposal in detail. Obvious inaccuracy in the information provided may lead to the rejection of a proposal.

11.4) When preparing the Technical Proposal, candidates should pay particular attention to the following considerations:

- i. If a candidate believes that he does not have all the skills required for the mission, he may obtain them by joining

- vi. Estimates of staff contribution (senior staff and support staff, time) required to complete the task, supported by bar charts showing the expected work time for each team member (Tables 4E and 4G);
- vii. A detailed description of the method, staffing and follow-up envisaged for training, if the RPAO specifies that training is a major component of the task;
- vii. Any other information requested in the RPAO.

11.7) The Technical proposal shall not contain any financial information.

c) Volume 3: Financial proposal

11.8- The Financial proposal shall include the elements to justify the cost of the services namely:

- c.1. The original tender itself, drafted in accordance with the model or standard form attached, stamped at the current rate, signed and dated;
- c.2. The tables of unit costs for personnel, reimbursable expenses and sundry expenses;
- c.3. The duly completed detailed quantity and estimate;
- c.4. The apportionment of costs and remuneration per activity;
- c.5. The provisional payment schedule, where applicable.

11.9- Bidders shall use to this effect, the model documents, samples and forms provided for in the Tender File, subject to the provisions of Article 15 (2) of the RPAO regarding other possible forms of bid bonds.

11.10- The bidders shall indicate the rebates granted in their offer. If bidders submit tenders for more than one lot of the same Invitation to tender, in accordance with the provisions of the RPAO, they may indicate the rebates offered if they are awarded more than one lot, they shall specify the conditions for the application of this rebate.

11.11- The Financial Proposal must be prepared using the Model tables (Document No. 5). It lists all the costs related to the mission. If necessary, all costs may be broken down per activity.

11.12- The Financial Proposal must separately present taxes, duties (including social security contributions), dues, and other fiscal charges applicable by virtue of the legislation in force on candidates, subcontractors, and their personnel (other than nationals or permanent residents of Cameroon), unless otherwise specified in the RPAO.

11.13- It is assumed that activities and inputs described in the Technical Proposal for which no cost is mentioned are included in the cost of other activities and inputs.

percentage(s) of the tender amount necessary to cover the needs in foreign currencies, not exceeding a maximum of three currencies of the member countries of the institution financing the contract

- b. The exchange rates used by the Bidder to convert his bid into national currency shall be specified by the Bidder in an annex to the tender in accordance with the details of the RPAO. They shall be applied for all payments under the Contract, so that no exchange rate risk is borne by the successful Bidder.

13.3. Option B: The amount of the tender is directly denominated in national and foreign currency.

The unit costs and the prices in the detailed list of quantities and estimates shall be denominated by the bidder as follows

- a. The costs of charges necessary for the services that the Bidder intends to incur in the country of the Project Owner shall be denominated in CFA francs as specified in the RPAO and referred to as "national currency".
- b. The costs of charges necessary for the services that the Bidder intends to procure apart from the country of the Project Owner shall be denominated in the currency of the Bidder's country or that of an eligible member country widely used in international trade.

13.4. The Project Owner may request bidders to express their needs in national and foreign currencies and to justify that the amounts included in the unit and total costs, and indicated in the annex to the bid, are reasonable; for this purpose, a detailed statement of its needs in foreign currencies will be provided by the bidder.

13.5. During the execution of the services, most of the outstanding foreign currencies of the contract price may be revised by mutual agreement between the Project Owner and the company so as to take into account any changes in the needs of currencies under the contract.

Article 14- Validity of offers

14.1. Bids must remain valid for the period specified in the Special Regulations of the Call for Tenders (SRCT) from the bid submission date set by the Project Owner, pursuant to Article 19 of the General Regulations of the Call for Tenders (GRCT). A bid that is valid for a shorter period at the time of the bid opening session will be considered by the Tenders Board as non-compliant, unless the validity period of the bid bond is compliant. In this case, the bidder shall be given forty-eight (48) hours to produce a new tender letter compliant with the bid bond.

14.2. In exceptional circumstances, the Project Owner may request the Bidder's consent to an extension of the validity period. The request and the related responses shall be in writing (or by fax). The validity of the bid bond provided for in Article 15 of the GRCT will likewise be extended for a corresponding period. A Bidder may refuse to extend the validity of his bid without forfeiting his bid bond. A Bidder who agrees to an extension shall not be

Article 16- Preparatory meeting to establish bids

- a) Unless otherwise specified in the SRCT, the Bidder may be invited to attend a preparatory meeting to be held at the place and time specified in the SRCT.
- b). The purpose of the preparatory meeting will be to provide clarifications and answers to any questions that may be raised at this stage.
- c). The Bidder is requested, whenever possible, to submit any questions in writing so that they reach the Project Owner at least one week before the preparatory meeting. It may not be possible for the Project Owner to answer questions received too late in the meeting. In this case, questions and answers will be forwarded in accordance with the provisions of Article 2.3 above.
- d. The minutes of the meeting with the attendance sheet attached, including the text of the questions asked and the answers given, including answers prepared after the meeting, will be sent without delay to all those who purchased the Tender File. Any changes of Tender File documents listed in Article 6 of the GRCT that may be necessary after the preparatory meeting will be made by the Project Owner by issuing an addendum in accordance with the provisions of Article 8 of the GRCT, and the minutes of the preparatory meeting shall not serve this purpose.
- e. Failure by a bidder to attend the preparatory meeting in order to establish bids, will not be a reason for disqualification.

Article 17- Form, format, and signature of the tender

For offline submission,

17.1. The Bidder shall prepare one original of each volume of the bid described in Article 11 of the SRCT clearly marked "ORIGINAL". In addition, the Bidder shall submit for each volume the number of copies required in the SRCT, marked "COPY". In case of discrepancy between the original and the copies, the original shall be authentic.

17.2. The original and all copies of the bid shall be written in indelible ink (in the case of copies, photocopies, as well as scanned copies, are also acceptable) and shall be signed by the person(s) duly authorized to sign on behalf of the Bidder, in accordance with Article 6.1(a) or 6.2(c) of GRCT, depending on the case. *All pages of the bid that contain overwriting or changes shall be initialled by the signatory or signatories of the bid.*

17.3. The tender must not contain any changes, deletions, or alterations.

For online submission

18.4. If the external envelope is not sealed and marked as described in Articles 18.1 and 18.2 above, the Project Owner will not be responsible if the bid is missing or opened prematurely.

18.5 Within the context of the online submission, the tender to be provided by the bidder comprises three electronic files corresponding to the three volumes of administrative, technical, and financial offers.

Each file must explicitly bear a name that refers to the nature of its content (Administrative Offer, Technical Offer, Financial Offer).

At the same time with the electronic submission, bidders must send to the Contracting Authority or to the PO/DPO within the same time limit, a backup copy of their offer on a physical electronic medium (CD, DVD, USB key, etc.). This copy shall be sent by post or deposited at the premises of the Contracting Authority or the PO/DPO. This sealed envelope must be clearly and legibly marked "backup copy", as well as the consultation references.

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

Article 19- Date and time limits for the submission of bids and method of submission

19.1- Date, time limits for the submission of bids

a. Bids must be received by the Project Owner through their internal public contracts administrative management entity at the address specified in Article 18 (2) of the SRCT no later than the date and time specified in the Special Regulations of the Call for Tenders.

b. The date and time of receipt of online bids are automatically recorded by the dematerialization platform through a time-stamping mechanism. Only the date and time of COLEPS or any other electronic means of communication indicated by the Project Owner are authentic.

c. For time stamping, the reference time zone is local time (GMT/UTC + 1). This time is visible on the submission page.

d. The Project Owner may, at his discretion, extend the deadline set for submission of bids by issuing an addendum in accordance with the provisions of Article 8 of the SRCT. In this case, all rights and obligations of the Project Owner and Bidders previously governed by the original deadline will be governed by the new deadline.

19.3 Bids submitted by electronic means shall be evidenced by acknowledgement of receipt indicating the date and time of receipt as well as the references of the consultation.

19.2. Method of submission

Three methods of submission are possible:

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

21.6 The modification, replacement or withdrawal of the back-up copy is done in accordance with the provisions of Article 22 paragraphs 3 to 4.

E. OPENING OF ENVELOPES AND EVALUATION OF OFFERS

Article 22- Opening of envelopes and petitions

22.1) Prior to the opening of envelopes, tenders submitted electronically are decrypted by the contracting authority. Decipherment consists in making the bids readable and accessible only to the Tenders Board.

22.2. All bids are opened in two stages in the presence of the representatives of the bidders concerned or their duly authorised representatives, on the date, time and address indicated in the SRCT. Bidders or their representatives who are present shall sign a register or an attendance sheet testifying their presence.

22.3. The administrative files and technical bids are first opened one after the other and the name of the bidder announced to the hearing of everyone by the Tenders Board. The Financial Proposal remains sealed and handed over to the Chairperson of the relevant Tenders Board who keeps it until the opening of the financial proposals.

22.4. Envelopes marked "withdrawal", shall be opened and their content announced to the hearing of everyone, while the envelope containing the corresponding bid or back-up copy shall be returned to the bidder unopened. Withdrawal of a bid or back-up copy of a tender 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 Envelopes marked "Replacement offer or Replacement back-up copy", shall be opened and announced aloud and the new corresponding bid shall be substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of an offer or back-up copy 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, envelopes marked "modification" shall be opened and their content read aloud with the corresponding offer. The modification of an offer or a back-up copy shall only be allowed if the corresponding notification contains a valid authorisation of the signatory requesting the modification and it is read aloud. Only offers or the back-up copy which were opened and read aloud during the opening of bids shall then be evaluated.

22.5- At the same time as the minutes of the opening of the bids, a signed bids opening sheet shall be drawn up on the spot, mentioning the admissibility of the bids, their administrative regularity, prices, rebates, and time-limits, as well as the composition of the Evaluation Sub-committee, if any. However, the information relating to the said composition remains internal to the Tenders Board.

At the same time with the minutes of the opening of bids, a bid opening sheet signed by all members of the board to which is

Article 24- Clarification on the offers at the evaluation phase

24.1. To ease the examination, evaluation and comparison of bids, the Chairperson of the Tenders Board may, on the proposal of the Evaluation Sub-committee, request bidders, administrations, or relevant bodies give clarifications on the bids. The request for clarification and the response shall be made in writing or through COLEPS or any other means of communication indicated by the Project Owner, with a copy to the body in charge of regulating Public Contracts, but no change in the amount or content of the tender with a view to making it more competitive shall be sought, offered, or authorised.

The request for clarification must aim especially at finding an information contained in the tender, verifying the accuracy of the information provided by a candidate where necessary, to issuing administrations, requesting the bidder to confirm the correction of calculation errors or omission discovered, bringing precision on the technical aspects not understood by the Evaluation Sub-committee or on the content of the price sub-detail, or justifying the prices of offers deemed abnormally low.

24.2. The time limit for responding to requests for clarification shall not exceed seven (7) working days.

24.3 Subject to the provisions of paragraph 1 referred to above, bidders shall not contact the members of the Tenders Board and the Sub-Committee for matters relating to their bids between the opening of the bids and the award of the contract.

Article 25- Determining the conformity of offers

25.1. The Bid-evaluation Sub-committee shall first verify the eligibility of the bidders and carry out a detailed examination of the bids to determine if they are complete, if the required guarantees have been provided, whether the documents were properly signed, and if generally the offers are in proper order.

25.2. The Evaluation Sub-committee shall then determine if the offer largely in conformity with the provisions of the Tender File based on its content without recourse to extrinsic evidence. As such, the Evaluation Sub-committee shall:

- review the offer to confirm that all the requirements specified in the SRCT and SAC have been accepted by the Bidder without substantial discrepancy or reservation;
- evaluate the technical aspects of the bid submitted in accordance with clause 11.1.b of the GRCT to ensure that all the provisions of the methodological note relating to an analysis of the services and specifying the organisation and the programme that the Bidder intends to put in place or implement to carry them out, are respected without any substantial discrepancy or reservation.

using the selling rate set by the Bank of Central African States (BEAC), under the conditions defined by the SRCT.

- b). Only tenders that are recognised as compliant, in accordance with the provisions of Articles 25 and 26 of the GRCT, will be evaluated and compared by the Evaluation Sub-committee.
- c). When evaluating the offers, the sub-committee will determine for each tender the evaluated amount of the tender by adjusting its amount as follows:
 - i. By correcting any calculation or reporting errors;
 - ii. By excluding the provisional amounts and, where applicable, the contingency amounts appearing in the summary of the Detailed quantity and estimate, but by adding the amount of works under State supervision, where competitively priced as specified in the SRCT;
 - iii. By converting the amount resulting from the rectifications (i) and (ii) above into a single currency, in accordance with the provisions of Article 13 of the GRCT;
 - iv. By adjusting appropriately, on technical or financial basis, any other quantifiable modification, divergence or reservation;
 - v. By taking into consideration the various execution time frames proposed by the bidders, if allowed by the SRCT;
 - vi. Where applicable, in accordance with the provisions of Article 11 (8) of the GRCT and the SRCT, by applying the rebates offered by the Bidder for the award of more than one lot, if this tender is launched simultaneously for several lots.
- d). The estimated effect of the price revision formulae contained in the GAC and SAC, applied during the execution period of the Contract, shall not be considered in the evaluation of bids.
- e). On proposal the of the Evaluation Sub-committee, the Chairperson of the Tenders Board may request clarifications on the offers from bidders, the relevant authorities and institutions.
- f). If an offer is deemed abnormally low, a Tenders Board may propose to the Project Owner not to award the contract to the bidder concerned.
- g). In the event where the justifications provided by the candidate are deemed unacceptable, the body responsible for regulating public contracts shall examine the proofs and submit its findings to the Project Owner within seven (7) working days of the referral by the Project Owner.
- h). The evaluation shall be made without considering taxes, duties, fees and other fiscal charges as defined in paragraph 3.7.

26.3). Selection of the successful bidder

Selection shall be based on the quality-cost ratio. For this purpose, the lowest priced compliant Financial Proposal (Fm) receives a financial score (Fs) of 100 points. The financial scores (Fs) of the other Financial Proposals are calculated as

Under no circumstances may negotiations be conducted with more than one candidate at a time, nor on the concerned unit prices. These negotiations shall be sanctioned by minutes signed by both parties;

Negotiations with the candidates must not have the effect of substantially modifying the scope, nature, consistency, or quality of the services. In any event, the financial incidence of the modifications on the offer may not exceed fifteen percent (15%) of the offer.

28.2. Negotiations include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the Candidate to improve the Terms of Reference. The Project Owner and/or the Project Owner and the Candidate then conclude the final Terms of Reference, staffing, and bar charts showing activities, staff used, and time spent in the field and at the headquarters, working time in months, logistics and the conditions with regard to drafting reports. The agreed work plan and final terms of reference are then incorporated into the "description of services", which forms part of the contract. Particular care should be taken to ensure that the successful candidate offers the maximum he can within limits of the budget available and that the information required from the Project Owner to ensure the successful performance of the mission is clearly defined.

28.3. The financial negotiations shall aim especially at specifying the Candidate's tax obligations (if any) in the Republic of Cameroon and how they are taken into account in the contract; they also include the agreed technical modifications on the cost of services.

In any case, the financial incidence of the modifications on the offer may not exceed 15% of the offer.

28.4. Having based his choice of Candidate, among other things, on an assessment of the proposed specialised personnel, the Project Owner intends to negotiate the contract on the basis of the experts named in the proposal. Prior to contract negotiation, the Project Owner shall require assurance that these experts are available. It does not take into account any replacement of such personnel during the negotiations unless both parties agree that such replacement has been made unavoidable by undue lengthy delay in the selection process, or that such replacements are essential to the realisation of the mission's objectives. If this is not the case, and if it is established that the Candidate has proposed a key person without making sure of his availability, that Candidate may be disqualified.

28.5 Any negotiation initiated, regardless of the outcome, must be marked by minutes signed by both parties, a copy of which is sent to the body responsible for regulating public contracts. If the negotiations fail, the Project Owner shall invite the Candidate whose proposal was ranked second to negotiations.

F. Award

Article 29- Award

29.1 Once the negotiations have been satisfactorily conducted, or upon receipt of the final award proposal from the relevant Tenders Board (except in the case of suspension of the procedure), the Project Owner shall award the contract to the Bidder whose tender has been found to be substantially in accordance with the Tender File and who has the technical and financial

32.2. Any public contract award decision by the Project Owner shall be published, with an indication of the price and deadline, in the public contracts Logbook published by the body in charge of regulating public contracts or in any other authorised newspaper.

32.3. As soon as the award results are published, the Project Owner shall send to each bidder who so requests, an excerpt of the evaluation report concerning him.

32.4 After publication of the award result, bids that are not withdrawn within a maximum period of fifteen (15) days shall be destroyed, without any claims for compensation being entertained. Only the copy destined for the body in charge of regulating public contracts shall be kept if it was not collected on the spot.

32.5. In the event of a petition, it must be addressed to the Petitions Review Committee with copies to the Project Owner, the chairperson of the relevant Tenders Board, the body in charge of regulating public contracts and the Authority in charge of Public Contracts.

It must be filed within a maximum period of five (5) working days after the publication of the results.

32.6 This petition may lead to the suspension of the procedure at the discretion of the body in charge of regulating public contracts

Article 33- Signing of the Contract

33.1. After publication of the results, the draft contract shall be subscribed by the successful bidder and submitted to the Project Owner for signature.

For mutual agreement contracts, the draft contract subscribed by the successful bidder shall be submitted to the relevant Tenders Board for review and adoption and, where appropriate, to the relevant Central Contracts Control Board for opinion.

33.2 The successful bidder has fifteen (15) working days from its receipt to subscribe the contract or the jobbing order. Beyond this period, the Project Owner reserves the right to cancel the award decision after a formal notice to the successful bidder has remained unanswered and the prior approval of the Authority in charge of Public Contracts. In this case, the bid bond is forfeited and the contract awarded to the candidate ranked second.

33.3. The Project Owner has a period of five (5) working days to sign the contract:

- from the date of receipt of the draft contract resulting from the call for tender or request for quotation, subscribed by the successful bidder and opinion of the relevant Central Contracts Control Board where necessary;
- from the date of receipt of the draft mutual agreement contract subscribed by the successful bidder after the opinion of the relevant Internal Tenders Board, or the relevant Central Contract Control Board, where applicable.

33.4. The contract must be notified to its holder within five (5) working days of its date of signature.

Article 34- Final Bond

The guarantee retention or the performance bond is not required for non-quantifiable services contracts and intellectual services.

SPECIAL RULES GOVERNING THE CALL FOR TENDERS

References of the GRCT.	Description of the provision of the Special Regulations
1.1	<p>A. GENERALITIES.</p> <ul style="list-style-type: none"> - Name and address of the Project Owner: The City Mayor, Bamenda City Council - Reference of the Call for Tender: Open National Invitation Tender File No003/BCC/ITB/2026 of 13th March 2026. - Number of lots: One <p>Definition of services</p> <p>The services include:</p> <ul style="list-style-type: none"> - Step by step control before, during and after all the construction operations; - Verification to ensure respect for specified standards of materials to be used; - Quality control of materials and equipment to be put in place; - Verification to ensure the respect of quality of labour to be used; - Establishment of periodic reports.
1.3	<p>The estimated deadline for the execution of the services is: Five (5) calendar months</p> <p>This deadline starts from the date of notification of the administrative order to commence the services.</p>
1.4	<p>Name, objectives and description of the mission: Control and supervision of the works of maintenance of earth and tarred roads in Bamenda Mezam Division.</p> <p>The mission has several phases: No</p> <p>Conference prior to the preparation of proposals: No</p> <p>Name, address, and telephone numbers of the Project Owner's Services Official(s): The SIGAMP Services of the Bamenda City Council, Tel: 633 36 12 67 / 67785 03 32.</p>
1.5	<p>The Project Owner provides the following information: The consultation file and/or any additives</p>
1.6	<p>The Project Owner considers the need to ensure some continuity for downstream activities: No</p>
2	<p>Source(s) of funding</p> <p>The services covered by this call for tenders shall be financed by:</p> <p>The services subject of this invitation to tender shall be funded by:</p> <p>Budget: Bamenda City Council investment budget for the 2026 financial year, Line 23511</p>
4.2	<p>The Call for Tenders is Opened.</p>

References of the GRCT.	Description of the provision of the Special Regulations
	<p>tenderer has met all the statutory declarations in issues of taxes for the current financial year, dated less than three months.</p> <p>k. A copy of the certificate of incorporation certified by the relevant authority of the legal administration.</p> <p>l. A recent tax payer card bearing a fiscal stamp.</p> <p>In the case of a group, each member of the group must submit a complete administrative file, with documents a, e, f and h being submitted only by the representative of the group.</p> <p>NB: For fear of rejection, the documents in the administrative file required must be produced in originals or in certified true copies by the issuing services or the competent administrative authority, in accordance with the provisions of the Special Regulations of the Invitation to Tender. They must be valid on the original deadline for submission of tenders</p> <hr/> <p>11.2- Envelope B Volume 2: Technical file</p> <p>The technical file will contain the following documents referred to in 11.-b of the GRCT:</p> <ol style="list-style-type: none"> 1. A tender letter of the Technical Proposal (Table 6A); 2. A brief description of the Candidate and an overview of its recent experience in similar assignments (Table 6B). For each assignment, this summary must indicate, in particular, the characteristics of the proposed personnel, the duration of the assignment, the amount of the contract and the Candidate's share; <ul style="list-style-type: none"> <i>the references must be accompanied by supporting documents, notably:</i> <ul style="list-style-type: none"> ▪ Copies of the first and last pages of the contract; ▪ Final or provisional acceptance report; ▪ Certificate of proper execution, signed by the Project Owner where applicable; ▪ Other supporting documents, if applicable and to be specified. <p>- Within the framework of the award of contracts falling under the jobbing order threshold, and when expressly provided for in the consultation file, the references of the promoter or of a technical official of a newly created national Small and Medium-sized Enterprise will be substituted for those of the legal entity when the latter does not yet have the required number of years of experience or references.</p> <ol style="list-style-type: none"> 3. Any comments or suggestions on the Terms of Reference and the data, services and facilities to be provided by the Project Owner (Table 6C); 4. A description of the proposed methodology and work plan for the assignment (Table 6D); 5. The composition of the proposed team, per speciality, as well as the tasks assigned to each of its members and their timetable (Table 6E) <p>NB: Attach, for the personnel proposed, a copy of certificate and experience supporting documents, namely:</p> <ul style="list-style-type: none"> ▪ certified true copy of certificate less than three (3) months old; ▪ attestation of presentation of the original of the certificate; ▪ attestation of registration with the national orders, where applicable; ▪ attestation of availability of the expert, signed and dated; ▪ Curriculum vitae signed and dated by the expert; ▪ certificates or employment contracts of the expert;

References of the GRCT.

Description of the provision of the Special Regulations

- Necessary material;
- Evidence of having accepted the conditions of the contract

Bids will be evaluated after downloading them under the same conditions as offers in hard copy

Criteria and sub criteria of detailed evaluation

- **Eliminatory criteria**

The eliminatory criteria will be evaluated on the basis of the following sub-criteria:

No.	Heading	Yes/No	
I- Eliminatory criteria relating to the administrative file			
1	Absence, non-compliant or insufficient bid bond at the opening of envelopes, issued by a first-category financial institution authorised by the Minister in charge of Finance to issue bonds for public contracts. NB: A bid bond produced but having no connection with the consultation concerned is considered as absent. A bid bond presented by a bidder during the bid opening session is inadmissible. A bid bond not hand endorsed and bearing a fiscal stamp will be considered non-compliant.	Yes/No	
2	Failure to produce, above 48 hours after the opening of bids, a document in the administrative file deemed to be non-compliant or missing (except for the bid bond)	Yes/No	
II- Eliminatory criteria relating to the technical bid			
8	Non-compliance with the profile of the head of mission, that is.	Yes/No	
	Certificates Civil engineer GCE A /Level or BACC +3 Enrolment in the Order		Yes/No
	Characteristic No. 1		Yes/No

References of the GRCT.	Description of the provision of the Special Regulations
	<p style="text-align: center;"><u>General experience</u></p> <p>Experience acquired in carrying out activities similar to those subject of the services: 2 number of contracts carried out during the three years preceding the deadline for the submission of offers.</p> <ul style="list-style-type: none"> ▪ Number of works controlled within the last three years ≥ 2 (2.5 pts x 2).....5 pts ▪ Importance of similar works controlled within the last five years (in terms of cost). Their total value should be at least 250 000 000 FCFA (2.5 pts x 2).....5 pts <p style="text-align: center;"><u>Specific experience in similar services</u></p> <p>Having effectively carried out satisfactorily and substantially completed, as service provider or subcontractor, at least 2 number of contracts carried out in the performance of control of roads works over the last five (5) years, with a minimum value of 30,000,000.</p> <p>The similarity will relate to the physical size, complexity, methods/technologies or other characteristics.</p> <ul style="list-style-type: none"> ▪ Number of similar works controlled within the last five years ≥ 2.....5 pts ▪ Importance of similar works controlled within the last five years (in terms of cost). Their total value should be at least 250 000 000 FCFA.....5 pts <p><i>The nature of the supporting documents for this experience must be assessed objectively. These references must be accompanied by supporting documents, namely:</i></p> <ol style="list-style-type: none"> a) Copies of the first and last pages of the contract; b) Provisional acceptance report or certificate of successful completion signed by the Project Owner <p>iii. Proposed work plan and methodology in relation to the Terms of Reference [10pts]</p> <ul style="list-style-type: none"> • schedule or timetable for carrying out the services.....5pts • Relevant of the methodology.....5pts <p>iv. Qualifications and competence of key personnel for the task [35pts]</p> <ol style="list-style-type: none"> 1. Chief of Mission (Civil Engineer) <ul style="list-style-type: none"> • Minimal qualification Diploma BAC/GCE A Level plus 3 years in relevant field [3pts] • Experience [4pts] <ul style="list-style-type: none"> - Number of years of general experience, having been involved in at least 4 similar projects during the last five years preceding the deadline for submission of bids. Supporting documents: CV, work reports etc.....2pts - Number of years of specific experience, having been involved in at least 2 similar projects in the capacity of Chief of Mission during the last five years preceding the deadline for submission of bids. Supporting documents: CV, work reports etc.....2pts • Professionalism: Enrolment in the National order of Civil Engineers [3pts] 2. 2 Follow-up Engineers (Civil Engineers)

References of the GRCT.	Description of the provision of the Special Regulations
	<p><i>five years preceding the deadline for submission of bids. Supporting documents: CV</i> <i>..... 1pts</i></p> <ul style="list-style-type: none"> - <i>Number of years of specific experience, having been involved in at least 1 similar projects in the capacity of Follow-up Technician during the last five years preceding the deadline for submission of bids. Supporting documents: CV</i> 1pts <p>4. Geotechnician</p> <ul style="list-style-type: none"> • Minimal qualification Diploma BAC/GCE A Level plus 2 years in relevant field [2pts] • Experience of at least five years as a geotechnician [1pts] <p>v. Solvency and financial capacity [15pts]</p> <ul style="list-style-type: none"> - Certified financial statements or, other financial statements acceptable by the Project Owner for the last five (5) years demonstrating the current soundness of the applicant's financial position.():.....5pts - a certificate of financial standing of an amount of 30,000,000 CFA francs issued by an approved bank;.....5pts - annual turnovers, according to the balance sheet or statistical and Tax Returns.....5pts <p>vi. Necessary equipment for the task [10 pts]</p> <ul style="list-style-type: none"> - Essential testing equipment and tools, vehicle(s), computers, software etc. 6 points - Availability of the logistics or prove of ownership..... 4 points <p>vii. Acceptance of the conditions of the contract [6 pts]</p> <ul style="list-style-type: none"> - The Special Administrative Clauses (SAC) initialled on all pages and signed on the last page.....3pts - The Special Technical Clauses (STC) initialled on all pages and signed on the last page.....3pts <p style="text-align: right;">Total: 100pts</p> <p>The minimum technical score required is 75/100 points.</p> <p>N.B:</p> <ul style="list-style-type: none"> - In the case of pre-qualification of national firms through categorisation, they are exempted from producing in their technical file the documents listed in Article 13.1.b1 of the technical envelope of the SRCT. - Any public employee listed among the personnel of a bidder and who has not submitted all the documents likely to justify his release by the Administration shall be considered as non-valid. - The presence of the file of the same expert in two separate tenders must give rise to a request for clarification with a view to establishing the bidder's tender to be considered. In this case, the expert in question will not be evaluated in the competing bid and will not be taken into account in the offer not validated by the expert.

References of the GRCT.	Description of the provision of the Special Regulations
30	<p>The rate of the final bond is: 3% of the amount all taxes inclusive of the contract <i>[The amount is set at percentage of the amount of the contract all taxes inclusive].</i></p> <p>Within twenty (20) days of the date of notification of the contract by the Project Owner, the contracting partner will provide a final bond in accordance with the model attached to the tender file. Failure to produce the said bond within the time limits and under the conditions set out in Article 28 of the SAC will expose the tenderer to the penalties set out in Article 37 of the said SAC.</p>
40	<p style="text-align: center;">Ethical principles</p> <p>Tenders Board Chairpersons and Members, bidders and other participants in the procedure must observe the strict rules of professional ethics in all respects. In particular, they must refrain from corruption or any other form of fraudulent schemes. In accordance with this principle, the above expressions are defined as follows:</p> <p>(i) Whoever directly or indirectly offers, gives, solicits or accepts any form of profit in order to influence the action of a public employee during the award or execution of a contract or jobbing order shall be guilty of "corruption", and</p> <p>(ii) is guilty of "corruption" whoever provides, solicits or accepts several offers issued by the same tenderer under different company names and/or on different registration numbers.</p> <p>(iii) Whoever deforms or distorts facts in order to influence the award or execution of a contract or jobbing order in a manner, prejudicial to the Project Owner is indulging in "fraudulent schemes". Fraudulent schemes "include in particular, any agreement or collusive manoeuvre by bidders (before or after the submission of the tender) aimed at artificially keeping bid prices at levels not commensurate with those that would result from free and open</p>

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CHAPTER I GENERALITIES

Article 1: Subject of the Contract

The purpose of this contract is control and supervision of the works of maintenance of earth and tarred roads in
The services include:

- Step by step control before, during and after all the construction operations;
- Verification to ensure respect for specified standards of materials to be used;
- Quality control of materials and equipment to be put in place;
- Verification to ensure the respect of quality of labour to be used;
- Establishment of periodic reports. Bamenda Mezam Division.

Article 2: Contract award procedure

This contract shall be awarded through Open National Invitation Tender File No003/BCC/ITB/2026 of
_____2026 for the control and supervision of the works of maintenance of earth and tarred roads in
Bamenda Mezam Division.

Article 3: Definitions and duties

For the application of the provisions of this contract, it is specified that:

3.1. Duties (See. Public Contracts Code)

- **The Project Owner is:** *The City Mayor of the Bamenda City Council.*
He signs the contract, orders payment for the services, ensures that the related original documents are kept and forwards copies to the Authority in charge of Public Contracts and to the Public Contracts Regulatory body and to the Ministry in charge of Public Contracts or its relevant devolved services;
- **The Contract Manager is:** *The Director of Technical Services in the Bamenda City Council.*
Ensures the proper execution of contractual obligations. To this effect, he ensures compliance with the administrative, technical and financial conditions and contractual deadlines. He oversees the general management of the execution of services, decides on all the technical and financial provisions and represents the Project Owner before relevant dispute settlement bodies. He provides the Project Owner, Project Owner, with general administrative, financial and technical assistance at the stages of definition, preparation, execution and acceptance of the services subject

either party.

Article 5: Contract constituent documents

The contractual documents constituting this contract are, in order of priority: *[To be adapted as appropriate]*.

1. The tender or commitment letter;
2. The contracting partner's offer duly signed by the service provider and its annexes in all the provisions not contrary to the Special Administrative Conditions (SAC), the Terms of Reference (ToR) and the technical clauses of the services;
3. The Special Administrative Conditions (SAC);
4. The Terms of Reference (ToR) and the technical clauses;
5. The elements proper for determining the amount of the contract, such as, in order of priority: the detailed or the estimate; the unit price schedule; the statement of all-in prices; the breakdown of all-in prices and/or the sub-detail of unit prices;
6. The General Administrative Conditions (GAC) applicable to Public Contracts for services and intellectual services;
7. The General Technical Clause(s) (GTC) applicable to the services covered by the contract;
8. The execution project/programme or action plan, etc.;
9. Any other useful document: The Minutes of Negotiations, the Environmental, Social, Health and Safety (ESHS) Plans, Management Strategies and Implementation Plans, the ESHS Code of Conduct, the project value analysis if applicable, etc.;
10. Integrity charter;
11. Social and environmental commitment declaration.

Article 6: General applicable instruments

This contract is subject to the following general instruments:

1. Law No2025/012 of 17 December 2025: Finance law of the Republic of Cameroon for the 2026 financial year.
2. Law No.92/007 of 14 August 1992 on the Labour Code;
3. Law No 98/013 of 14 July. 1998 on competition;
4. Law No.096/12 of 5 August 1996 on the framework law on environmental management;

a. Where the contracting partner is the addressee: Mrs/Mr: *[To be specified]*.....

Dear Sir/Madam on: *[To be specified]*_____

- P.O Box _____
- Telephone: _____
- Fax: _____

Beyond the 15-day period set out in of the GAC to make known to the Project Owner, the Contract Manager his place of residence, correspondences shall be validly addressed to the Council of: *[To be specified, this must be within the geographic area of the project]*.

b. In the case where the Project Owner is the addressee:

Dear Sir/Madam on: *[To be specified]*

- P.O Box _____
- Telephone: _____
- Fax: _____

with a copy sent within the same timeframe to the Contract Manager and to the Engineer.

Article 8: Administrative orders

The various administrative orders shall be prepared and notified as follows:

8.1. As soon as the contract is notified to the contract Holder, the Project Owner shall sign within a time limit of fifteen (15) calendar days, the administrative order to commence services. This Administrative Order shall be notified to the Contracting Partner by the Contract Manager within seven (7) calendar days. A copy of the said Administrative Order shall be forwarded to the Minister in charge of Public Contracts, the Body in charge of the Regulation of Public Contracts, the Contract Manager, the Contract Engineer, the Paying Authority.

8.2 The Administrative Orders having incidence on the scope, the amount or on the contract timeframe, shall be signed by the Project Owner or after the written approval, by the Contract Manager and issued under the following conditions:

- a) When an Administrative Order is likely to lead to the contract amount overrun, its signature shall be subject to financial justifications by the Project Owner;
- b) In case of contract amount overrun, modifications shall be done only through amendment and the additional services shall be paid only after the signature of this amendment by the Project Owner;
- c) The administrative orders for additional services shall be signed by the Project Owner and regularized later through amendment as far as their financial incidence is less than ten percent (10) of the contract amount.

A copy of the administrative orders referred to above shall be sent to the Contract Manager, the Contract Engineer, the Paying Authority and the Project Manager where applicable.

The prior endorsement of the Paying Authority may be possibly required before signature of those having

Article 10: Equipment and personnel of the co-contractor

10.1. Contractor's personnel

The company is bound to use the personnel proposed in the tender, whose team is made up as follows: *[To be specified]*

10.2. Replacement of key personnel

Any modification, even partial made on the proposals of technical offer shall take place only after the written authorisation of the Project Owner or Contract Manager. In case of modification, the Contracting Partner shall have him replaced by a staff with at least the same skills (qualifications and experience) or by an equipment with a similar performance and in good functioning condition.

In any case, the lists of the supervisory staff to be used shall be first of all subject to the approval of the Engineer in the seven (7) days that follow the notification of the administrative order to commence services. The Engineer shall have seven (7) days to notify in writing his opinion to the Contract Manager. Beyond this deadline, the lists shall be considered as approved. The Project Owner shall reserve the possibility to refuse his approval to a person proposed by the Contracting Partner whose qualification may be insufficient.

Any unilateral modification made on proposals in terms of equipment and supervisory personnel of the technical offer, before and during the services, shall be a reason to terminate the contract as referred to in Article 41 below or the application of penalties *[To be specified]*.

Any modification made should be notified to the Project Owner for prior approval.

10.3. Withdrawal of the personnel (if applicable)

After written approval of the Project Owner, the Contract Manager may urge the Contracting Partner to withdraw somebody part of the staff, by giving the reasons of his request, the Contracting Partner shall make sure that the said person leaves the site within ten days and shall no longer have any link with the work within the framework of the contract. If the Project Owner requests the replacement of a team member for gross misconduct duly ascertained or for incompetence, the replacement shall be done at the costs of the contracting partner within at most fifteen (15) days.

10.4 The Contracting Partner's representative

As the contract is notified, the Contracting Partner shall appoint a natural person to represent him towards the Administration for any matter that concerns the execution of the contract.

This person in charge of the conduct of services, shall have enough powers to promptly take decisions necessary for the proper operation of the project.

10.5. Labour law

The Contracting Partner shall provide for all the staff living in his residential area, lodging facilities, medical assistance, food and sanitary facilities, by complying with the Specifications requirements related to the Social and sanitary conditions of the workforce.

In his relations with his staff and that of his subcontractors that will be used or will participate in the execution of the Contract, the Contracting Partner shall respect National Days, public holidays, religious feasts and other customs as well as all the applicable laws and local regulations in terms of labour law.

Except otherwise stated in the Contract, if the Contracting Partner deems necessary to execute services by night or during public holidays in order to respect the Levels of service and the Contractual completion timeframe, and if

- b) For payment in currencies, (where applicable) that is (net amount to be paid in figures and in words), by crediting account No. _____ opened in the name of the Contracting Partner at the _____ bank

Article 13: Guarantee and bonds

The Contracting Partner shall provide for guarantees issued by banks or financial bodies approved by the Ministry in charge of Finance or having an authorised local correspondent.

Small and Medium-sized Enterprises with national share capital and managed by nationals, as well as civil society organizations may, in lieu of security, provide a certified cheque, bank cheque, a legal mortgage or a bond issued by a banking institution or financial institution authorized in accordance with the instruments in force.

The guarantees described below in favour of the Project Owner are required within the deadlines, for the amount, in the manner and under the form indicated below:

13.1. Final bond

The final bond is set at: *3% of the contract amount all taxes inclusive increased, as the case may be, by the amount of the contract amendments.*

It shall be constituted and forwarded to the Contract Manager within at most twenty (20) calendar days from the date of the notification of the contract and, in any case before the first payment:

The final bond shall be refunded consecutively following a release order by the Project Owner from the date of acceptance of the services or within one month following the date of the acceptance of the services, after a release order issued by the Project Owner after a request from the service provider.

The substitution methods of the bond are provided for in Article 140 of the Public Contracts Code.

13.2. Guarantee bond

The guarantee or retention bond is not required for services and intellectual services contracts.

13.3. Start-off advance bond

A start-off advance may be accorded the consultant at the rate 20% of the ATI amount of the contract guaranteed at 100% by a Cameroon law banking establishment or a first-rate financial institution approved in accordance with the regulations in force) and the modalities to refund the bond.

Article 14: Price variation

14.1. Prices shall be firm.

Payments on account made to the Contracting partner as advances shall not be revisable.

Revision shall be "frozen" upon expiry of the contractual time limit, except in case of a price reductions.

14.2. Price updating modalities: Not applicable.

The modalities for updating or revising prices are those provided for in the Public Contracts Code.

Article 15: Price revision formulae

The prices on the unit price schedule shall not be.

Only the detailed account excluding VAT will be paid to the contracting partner. The detailed account of the amount of the taxes will be the subject of an order between the budgets of the City Council and the Ministry in charge of finance.

The amount excluding VAT of the advance payment to be made to the service provider will be mandated as follows:

- EVAT. - AIR or TSR] paid directly to the account of the contracting partner;
- VAT at the current rate.
- AIR paid to the Treasury as AIR owed by the contracting partner.

(These different rates may vary depending on the regulations in force).

The Contract Engineer within a timeframe of: seven (7) working days shall forward to the Contract Manager the draft detailed account that he approved.

The Contract Manager on his part, within a timeframe of: fourteen (14) working days shall proceed to the liquidation and forward it to the accountant in charge of the payment with copy to the body in charge of the external control.

The copies of the provisional detailed accounts shall be forwarded to the Ministry in charge of Public Contracts and the Body in charge of the Regulation of Public Contracts.

Or

(For contracts with lump-sum payments, for information purpose)

Payment schedule

The amounts of advance payments to be paid are scheduled as follows:

Approval of the provisional report:

- Within 15 days following its approval 60% approval
- Approval of the final report 40%.

The detailed accounts in six (6) copies, shall be presented by the contracting partner in CFA francs (or in CFA francs and foreign currency where applicable) to the engineer together with a request for payment.

The request for payment must show the total amount of the contract, the amount of the sums already received, the amount of the invoice concerned and the amount of the repayments made under the start-up advance.

The Engineer shall have a maximum period of seven [to be specified (a period of zero (0) to seven (7)) working days to send to the Contract Manager, the detailed accounts that he approved.

The Contract Manager shall have a maximum period of [To be specified, (from zero (0) to twenty-one (21) working days)] for the liquidate and forward to the accounting officer responsible for payment with copy to the body

Article 20: Penalties

A. Delay penalties

20.1 In case of overrun of the contractual period attributable to the contract holder, after prior warning, he shall be liable to a delay penalty, the amount of which shall be fixed as follows:

- a. 1/2000th (one two thousandth) of the initial contract tax-inclusive amount per calendar day of delay from the first to the thirtieth day beyond the contract period;
- b. 1/1000th (one thousandth) of the initial contract tax-inclusive amount per calendar day of delay beyond the thirtieth day.

20.2 For conditional tranche contracts, the time limits and amounts to be taken into account shall be those of the tranche considered.

B. Specific penalties [amount to be specified]

20.3 Irrespective of the penalties for the overrun of the contractual period, the Contracting Partner shall be liable to the following specific penalties for non-respect of the contract provisions, notably:

- Late appointment of the official representing the enterprise;
- Late election of domicile;
- Late submission of final bond;
- Late submission of insurances;
- Late submission of the execution project provided that the delay is attributable to the Administration's Contracting Partner;
- Others to be specified by the Project Owner. (amount and modalities to be defined)

20.4. In any case, the cumulative amount of penalties shall not exceed ten percent (10%) of the amount ATI of the basic contract and its amendments where need be, under pain of termination.

Any remission of penalties can take place only after the opinion of the Body in charge of the Regulation of Public Contracts required by the Project Owner.

Article 21 Payment in case of group of enterprises and subcontracting

21.1

- a) After completion of the services and within a maximum period of 30 days after the date of acceptance of the services, the contracting partner shall draw up, on the basis of the joint statements, the draft final detailed account of the services actually executed, which summarises the total amount of the sums to which he may be entitled as a result of the execution of the contract in full.
- b) The Contract Manager has a deadline of 14 days to notify the rectified and accepted draft to the contracting partner.
- c) the contracting partner has a deadline of 7 days to send back the final detailed account after signing it.

The taxes applicable to this contract include notably:

- Taxes and dues relating to industrial and commercial profits, including the AIR which is a deduction on corporate taxes;
- Registration dues calculated in accordance with the provisions of the Tax Code;
- dues and taxes attached to the execution of the services provided for in the contract:
 - Duties and taxes of entry into Cameroon territory (customs duties, VAT, Computer tax);
 - Council dues and taxes,
 - Dues and taxes relating to the extraction of materials and water.

These elements must be included in the costs which the contracting partner imputes on its running costs and constitute one of the elements of the sub-details of the prices exclusive of taxes.

All taxes inclusive prices mean VAT included,

Unless specifically stated otherwise in the Contract, the contracting partner shall bear and pay all the dues, taxes and charges incumbent on him and his sub-contractors.

Article 24: Stamp duties and registration of contracts

Seven (7) original copies of the Contract shall be stamped and registered by and at the cost of the Contractor, in accordance with the regulations in force.

CHAPTER III: EXECUTION OF SERVICES

Article 25: Consistency of services

[To be specified see the ToR].

Article 26: Deadline for the execution of the contract

26.1. The period of the execution of the services covered by this contract shall be: five (5) Calendar Months.

- *Evaluation and production of the interim (inception) report: 14 days;*
- *Project Owner's comments: 7 days;*
- *Production of the Final report production and approval by the Project Owner: 7 days.*

26.2. This period shall run from the date of notification of the administrative order to commence services.

judgement.

28.5 The contracting partner is bound by professional secrecy with regard to third parties in respect of information, intelligence and documents collected or disclosed to him during the execution of the contract.

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

28.6 When submitting the final report, the contracting partner shall be bound to return all documents borrowed from the Project Owner

28.7 The contracting partner and his associates or subcontractors must not, during the term of the contract and for a period of [six (6) months] after the end of the contract, supply any goods, services or utilities to the Project Owner stemming from the services or in any way connected with the services (with the exception of the execution or continuation of the services).

28.8 The contracting partner must bear professional expenses and cover for all health risks of and accident within the context of his mission.

28.9 The contracting partner may not modify the composition of the team proposed in his technical offer without the written approval of the Project Owner.

Article 29: Insurances

The holder of a contract is required to take out from one or several approved insurances companies, as soon as the contract is notified, an insurance policy to cover the risks associated with the execution of the services covered by his contract.

The following insurance policies are required under this Contract for the minimum amounts indicated below within fifteen (15) days of notification of the contract:

- *Third party insurance covering the risks of bodily injury caused to third parties or the risks of death of third parties (including the Project Owner's personnel), the risks of loss or damage occurring in the course of the execution of the services;*
- *Ten-Year Liability Insurance, if applicable.*

If the contracting partner fails to take out and/or maintain the insurance referred to above, the Project Owner may take out such insurance and maintain it in force, and deduct from time to time from any sum due to the contracting partner under the contract any premium paid by the Project Owner to the insurer, or recover otherwise the amount of the premium so paid shall be treated as if it were a debt due by the contracting partner.

The contractor shall ensure that his sub-contractor(s) take out and maintain in force, to the fullest extent

contractors, after formal authorisation by the Project Owner, in accordance with the provisions in force.

This authorisation does not release the contracting partner from any of his contractual obligations. The subcontracting contract must be compliant with the commitments of the main contractor. They will carry out their share of services of under the sole and full responsibility of the contracting partner.

The amount of services that may be subcontracted shall be limited to thirty percent (30%) of the amount of the contract and any amendments thereto.

The Project Owner may pay the subcontractor when the amount of the services subcontracted by a single company is above or equal to ten percent (10%) of the total amount of the contract and any amendments or when it is established that the main company is indulging in unorthodox practices vis-à-vis the subcontractor. Where the subcontractor is to be paid directly, the main company is required, when requesting authorisation, to establish that the transfer or security of receivables resulting from the contract does not prevent direct payment to the subcontractor.

CHAPTER IV. VALIDATION OF THE SERVICES

Article 32- Follow up and Validation Committee

Before acceptance, the contracting partner shall submit a written request to the Project Owner, with copy to the Engineer and the Paying Body, for the organisation of a technical validation exercise.

The validation of the services shall take place at City Council by the *Follow up and Technical Validation Committee* set up by the Project Owner.

The Follow-up and Technical Validation Committee shall be made up of the following members for information purpose:

1. *The Project Owner or his representative, President;*
2. *The Contract Manager or his representative, Member;*
3. *Regional Delegation, Representatives of the Ministry in charge of Public Contracts (observers);*
4. *The Engineer, rapporteur;*
5. The Project Owner's stores accountant in accordance with the circular implementing the finance law for the year 2026.
6. : The Contracting partner: guest
7. *External members.*

The members of the *Follow up and Technical Validation Committee* shall be convened at the validation session

- d) in case of sub-contracting, co-contracting or subsidiary orders, without the prior authorization of the Project Owner;
- e) default by the Administration's Contracting Partner duly established and notified by the Project Owner by administrative order serving as formal notice after evaluation and establishing the default;
- f) Failure to comply with labour laws or regulations;
- g) Significant price variation under the conditions laid down by the General Administrative Clauses, due to changes in economic conditions or in the initial quantities of the contract;
- h) Duly established fraudulent schemes and corrupt practices.

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

- Delay in the execution of services leading to penalties beyond 10% of the amount of the contract all taxes inclusive;
- Adjournment or prolonged stoppage decided by the Project Owner;
- Persistent non-payment for the services;
- The refusal to repeat services poorly executed;

36.3 The contract may equally be terminated for reasons not attributable to the holders, notably in one of the following cases:

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

Article 37: Disputes and litigation

Any dispute arising from the performance of a contract must first be the subject of an attempt to amicable settlement.

Where the dispute cannot be settled amicably, it shall be brought before the competent Cameroonian court.

Article 38: Editing and publishing this contract

The Project Owner shall prepare and put in good shape the constituent documents of the contract. The reproduction of [twenty (20)] copies of this contract to be subscribed by the Contracting Partner shall be at the cost of the Project Owner.

Article 39 and last: Validity and the entry into force of the contract

This contract shall become final only after its signature by the Project Owner or the Delegated Project. It shall enter into force as soon as it is notified to the Administration's Contracting Partner.

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- VI Reports to be produced by the contractor
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- VIII Profile of the contractor
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of works relating to mobility (earth roads).

The services consist of the control and surveillance of the works on the roads presented below by lots.

2.2. SPECIFIC OBJECTIVES

The control mission that shall be attributed this contract shall control the following works:

a) Earth roads

000 - SITE INSTALLATION,

- 001 Site installation
- 002 Bringing and withdrawer of equipment from site
- 003 Plans of execution
- 004 Geotechnical studies and control

100 - PREPARATION OF THE SITE,

- 101 Clearing and cleaning of the road sides
- 102 Displacement of network (CDE/AES SONEL/CAMTEL)
- 103 Tree cutting
- 104 Removal of stumps

200 - CARRIAGE WAY/EARTHWORKS

- 203 Cut and throw
- 204 Purging
- 205 Fill from borrow pit
- 207 Rapid rading and compaction

Road Layers

- 210 Base Course in laterite th = 15cm

300 – DRAINAGE

- 313 Supply and laying of reinforced concrete ring culverts
 - 313a Ø 600
 - 313b Ø 800
- 314 Construction of culvert heads
 - 314a Ø 600

602 Alignment of trees and grass for beautification

2.2.1 CONTROLS

The control mission shall principally be concerned with:

- Technical control, (quality assurance)
- Geotechnical control,
- Environmental control,
- Other control activities.

2.2.2 TECHNICAL CONTROL (quality assurance)

The activities involved shall include:

- Notification of the contractor for the establishment of the performance program;
- Establishment of performance program together with the contractor;
- Verification of the activities of the executing enterprise and ensuring that the established planning is respected;
- Control the origin and quality of materials used and materials supplied;
- Ensure that technical specifications, environmental considerations and construction standards are respected;
- Geotechnical investigations for foundation works;
- Update the performance program when need arises;
- Organize regular site meetings with the contractor;
- Response to public request during construction;
- Interpret the contract;
- Informs contractor of project owner decisions;
- Communicate to project owner the contractor's claims, etc.;
- Establish certificate of good and successful performance of the contract;
- Makes interim bills and reports and final bills and reports and transmit them to the project owner.

The order of implementation shall be specified to the contractor by the control mission through service orders.

2.2.4 ENVIRONMENTAL CONTROL

This consist of verifying that the contractor carries out all the works described in the contract in strict respect of national and applicable international environmental protection prescriptions, especially ensuring that the environment is brought to its natural state after completion of work. This shall be in accordance with the mitigation measures prescribe in the contractor's contract.

2.2.5 OTHER CONTROL ACTIVITIES

Other activities attributed to the consulting firm shall be:

- Issuance of service others to the contractor;
- Follow up the implementations of the terms of service orders;
- The follow-up and verification of topographic measurements carried out by the contractor;
- Site management and control of all administrative procedures;
- The organization of provisional reception of works with the designated personalities.

The Chief of Mission, has to be installed within 15 days from the date of notification of the service order to start works, for technical supervision of works. The Field office of the consultant would be set up at the same moment. The rest of the control team shall be put in place as soon as the contractor mobilizes for field operations. The control mission will submit his plan of work to the Project owner. This plan shall include:

- The list of material and equipment including the age and their uses;
- The detailed list of the personnel of the control mission in conformity with the above list and their task description;
- The provisional plan of work of the control mission;
- The envisaged methodology to complete the works.

It is upon submission of the plan of work that the control mission concerts with the contractors to work out the modalities for the commencement of works.

2.2.6 MATERIAL AND GEOTECHNICAL ANALYSIS

The consultant must follow up geotechnical analysis carried out by the contractor both in the field and in the laboratory, to ensure that the test and procedures are in conformity with prescribed norms. All geotechnical

- Control the quality of material to be used by the contractor.
- Control the sequence of implementation proposed by the contractor.
- The supervisor also ensures that the contractor submits the performance program and planning of works on time.

2.2.7.2. Control during Execution of Works

The control of works shall involve the interpretation of all documents relevant to the contract, the verification of the works carried out to ensure conformity with the tender document, contract, approved plans, geotechnical tests, quantities, modification of works if necessary and preparation of payments. These shall be achieved by:

- Control of the quality of work
- Control of the quantities of work executed
- Ensuring environmental protection measures
- Monitoring the progress of works relative to the duration of the contract
- The verification of the administrative documents of the contractor.

Strict procedures shall be put in place for the inspection of works. Works of inferior quality and that do not respect the norms prescribed in the technical specifications shall be rejected and shall not be certified for payments. Other supplementary measures shall be adopted to ensure that corrections are made for the poorly executed works.

Works shall be approved in sections as agreed upon between the Engineer of the contractor and the Engineer of the control mission. The engineer of the contractor can only proceed to the next section of work after a written reception of the previous section.

The control team has to closely monitor the progress of work ensuring that it is in conformity with the approved work plan, and has to discuss any irregularities with the contractor. In the event where work progress is not satisfactory the control mission has to identify elements that need special attention and order the contractor to take the necessary steps.

The contractor has to respect working hours, except on special authorization from the supervisor. In case of an authorization the contractor must conform to existing laws and regulations and bear the additional cost in respect of administrative procedures.

Systematic control procedures shall be put in place after discussion with the contractor namely:

- Notification of service orders received;

The chief of mission must follow up works quantities and indicate any excesses of time. All complains from the contractor on the work quantities must be treated immediately by the chief of mission and must be documented in special records.

c) Contractor's Bill and attachments

The contractor's bill has to be prepared following a laid down format and must be submitted to the supervisor for a strict verification of quantities, unit price, addition and multiplication etc. In case of any error the supervisor shall together with the contractor correct the bill. The bill shall be supported by monthly works attachments. As soon as the supervisor receives the contractor's bill, he shall certify the bill and forward it to the project manager

2.2.8 FINAL PHASE OF WORKS

a) Provisional Reception of Works

The supervisor shall carry out the following task during the last stages of the works:

- Carry out an evaluation and recommendation on pending claims by the contractor.
- Inspection of executed works and issue a reception certificate.
- Ensure the good state of all installations to be handed over to the local authority.
- Compilation of all reports and data that will present the situation of the rehabilitation project and the content of the final report. The final report shall retrace the rehabilitation process with all important events mentioned.

It shall clearly indicate the experiences made and lessons learned. It shall also contain recommendations for such an exercise in the future.

The reception certificate shall only be issued after a joint visit by the supervisor and the contractor to the field. All poorly executed jobs or unfinished works shall be mentioned in the minutes of the joint site visit.

The contractor is obliged to complete all unfinished works and undertake all repairs during the guarantee period.

b) Reporting

The site technicians are responsible for the daily control of their different expert activities and shall keep daily records and the daily records shall be forwarded to the site engineer.

The site engineers shall produce weekly reports from the daily record of the various technicians and forward to the chief of mission. The chief of mission shall compile the weekly records into a monthly record which shall be deliberated upon during the monthly coordination meetings between the project consultant, contractor and project owner. Minutes of the monthly meeting and report shall be forwarded to the project Manager by the chief of

Some of the Cameroonian wood species with these characteristics are: Doussie, Moabi, Tali, Asobe, Iroko and Bubinga.

Laboratory:

Materials shall be selected and set up according to the prescription of the Technical Specifications and price schedule. If the supervisor feels that the specifications for laying of material have not been well respected or if he doubts the quality of concrete results, he may carry out the necessary control test with his own equipment or ask any approved laboratory to carry out tests on concrete

All materials shall be controlled in conformity with the contractors' terms of reference.

III. Consistency of the candidate's task

The control mission shall principally be concerned with:

- Technical control, (quality assurance)
- Geotechnical control,
- Environmental control,
- Other control activities.

IV. Basic documentation

- The tender file for works;
- Copy of the contractor's contract;
- The standards practiced in Cameroon for road construction.

V. Methodology

The service provider's mission is structured around three main phases:

- Before the beginning of the services, he would have taken time to finalise his work plan, the methodology used and the timetable for his intervention. Beforehand, he would have obtained from the Project Owner all the documentation necessary for the accomplishment of his task;
- During the mission, the service provider will work with the stakeholders designated by the Project Owner. He will conduct surveys with the various stakeholders in order to gather their opinion on the effectiveness of the measures envisaged;
- At the end of the mission, the service provider will submit a report within the deadlines and in accordance

- The monthly report, in seven (07) copies, will include in particular:
 - a brief presentation of the project;
 - the administrative situation of contracts awarded for the works and control, the statement of service orders, litigations;
 - the actual and expected timing (compared of work, progress percentages tasks);
 - the human and material resources mobilized by companies and by the Control Mission;
 - a description of the work realized, the incidents encountered, corrective measures, changes to the project;
 - studies carried out by the Consultant;
 - critical analysis and relevant comments on the results of laboratory tests;
 - comments on the quality of work;
 - Project services of the Project Manager;
 - the updated provision of the budget of the project (works and control), compared to the initial budget, and explanation of variances;
 - the status of requests for payment of contractors, the disbursement status, the status of payments, both for the contract of works as well as the control contract;
 - data on project performance indicators: linear of roads received, number of men-days of labor generated by the project etc.;
 - measures relative the follow-up and the implementation of measures to mitigate environmental and social impacts;
 - commented photos of the characteristics of the works carried out as well as CD ROM relating thereto;
 - minutes of site meetings;
 - And any other administrative document produced during the period under consideration.
- The progress of the site and technical and financial conditions of the execution of works and control. It will include all the tests carried out and various surveying, minutes of site meetings.
- Establishment of a final report in six (6) copies (including electronic version on CD ROM) with the historic of the site, a description of the work actually carried out and the analysis of the actual cost of the work

- Controls the progress of work of the contractor and makes necessary adjustments so as to ensure the effective realization of the contract within the contract period.
- Interaction and correspondences with the contracting authority.
- Interaction and correspondences with the contractor.
- Field inspection of works executed.
- Verification of the amount budgeted for works and the amount for actual works executed.
- Verification of the payment of the contractor's bills.
- Preparation of a daily register of works containing important events and activities, the advancement of work, climatic conditions, personnel, general labor and equipment present on site.
- Ensures that the works register is properly updated and signed regularly.
- Ensures that the contractor respects environmental prescriptions.
- Preparation and transmission of supervision reports to the contracting authority.
- Prepares in collaboration with the contractor the final bill for payments.
- Preparation of final report on the process and evolution of works.
- Oversees the administration of the site office of the consultant.

VIII.2. FOLLOW UP ENGINEERS (Civil Engineer)

He represents the Mission Head on the site for the regular control and administration of the site. He is in charge of:

- Assisting in the preparation of service and administrative orders concerning technical and financial matters
- Assisting the contractor in the preparation of technical documents and approves technical documents of the contractor
- Participates in field data collection for the preparation of the performance program.
- Assists in the preparation and verification of all drawings and documents that need the approval of the Mission Head.
- Verifies the daily activities of the contractor.
- Supervises manual and mechanize works.
- Verifies the quality and quantity of material used especially the geotechnical properties.

I. price enclosure slip

N° Prix	DESIGNATION	Unité	PRICE IN FIGURES
SERIES 100: PROJECT EXPERTS			
101	<p>CHIEF OF MISSION</p> <p>This price shall be paid monthly and shall comprise:</p> <ul style="list-style-type: none"> - Salary of the chief of mission comprising all taxes and social insurance charges in force. Insurance. Lodging cost, displacement allowance. General charges and all suggestions - This price shall be paid following effective presence on site, and shall be paid 30 days a month. IT SHALL STAND ATFCFA 	MONTHS	
102	<p>FOLLOW UP ENGINEER</p> <p>This price shall be paid monthly and shall comprise:</p> <ul style="list-style-type: none"> - Salary of the follow-up engineer comprising all taxes and social insurance charges in force. Insurance. Lodging cost, displacement allowance. General charges and all suggestions - This price shall be paid following effective presence on site, and shall be paid 30 days a month. IT SHALL STAND ATFCFA 	MONTHS	
103	<p>FOLLOW UP TECHNICIAN</p> <p>This price shall be paid monthly and shall comprise:</p> <ul style="list-style-type: none"> - Salary of the follow up technician comprising all taxes and social insurance charges in force. Insurance. Lodging cost, displacement allowance. General charges and all suggestions - This price shall be paid following effective presence on site, and shall 	MONTHS	

	<ul style="list-style-type: none"> - Fuel - And maintenance - This price shall be paid following the effective use of the vehicle on site and shall be paid monthly .IT SHALL STAND ATFCFA 		
302	<p>RENTAL COST FOR THE CONTROL MISSION'S OFFICE/RESIDENCE AND PRODUCTION OF DOCUMENTS</p> <p>This price shall remunerate:</p> <ul style="list-style-type: none"> -renting of and office and house for the control mission -Telephone/internet charges - electricity and water bills <p>Production of monthly reports</p> <ul style="list-style-type: none"> - It shall be paid monthly. IT SHALL STAND ATFCFA 	MONTHS	

SUMMARY:

- 6.A. Letter of submission of the Technical proposal
- 6.B. Candidate's references 103
- 6.C. Consultant's observations and suggestions on the Terms of Reference and on data services and installations that are to be provided by the Contracting Authority
- 6.D. Description of the methodology and work plan proposed to accomplish the mission
- 6.E. Composition of the team and responsibilities of its members
- 6.F. Proposed specialised personnel Model Curriculum Vitae (CV)
- 6.G. Schedule of specialised personnel
- 6.H. Schedule of activities (Work programme)

6.B.CANDIDATE'S REFERENCES

Services rendered during the last 5 years that best illustrate your qualifications

Using the form below, provide the information requested for each relevant task that your company/organisation has been contracted to undertake, either as a single company or as one of the main partners in a group.

Name of the Mission:	Country:
Place:	Specialised personnel provided by your company/organisation (profiles):
Name of the Client:	Number of employees involved in the mission:
Address:	Number of months of work; Duration of the mission:
Timeframe:	
Start date: Completion date: (month/year) (month/year)	Approximate value of the services (in CFA francs excluding VAT):
Name of any associated providers/partners:	Number of months of work of specialists provided by the associated service providers:
Name and functions of the persons in charge (Project Director/Coordinator, Team Leader):	
Description of the project:	
Description of the services actually provided by your staff:	

Name of the candidate: _____

Produce supporting documents

6.D.DESCRPTION OF THE PROPOSED METHODOLOGY AND WORK PLAN FOR THE MISSION

The technical design, methodology and work plan are the essential elements of the technical proposal. It is suggested that the technical proposal (maximum 10 pages, including tables and graphs) be presented in three sections:

- a) Technical design and methodology,
- b) Work plan, and
- c) Organisation and personnel

a) Technical design and methodology. In this chapter, you are suggested to explain how you envisage the objectives of the mission, the design of the services, the methodology for carrying out the activities and achieving the expected results and the details of these. You should highlight the problems to be solved and their importance and explain the technical design you will adopt to do so. You should also explain the methodology you intend to adopt and its compatibility with the proposed design.

b) Work plan. In this chapter, you will propose the main activities of the task, their nature and duration, timing and interrelationships, milestones (including intermediate approvals by the Contracting Authority) and dates for presentation of reports. The proposed work plan must be consistent with the technical design and methodology, show that the terms of reference have been understood and can be translated into a practical work plan. A list of final documents, including reports, sketches and tables that constitute the final product should be included in this chapter. The staff schedule (4G) must be compatible with the Work Programme (4H)

c) Organisation and personnel. In this chapter you will propose the structure and composition of your team. You will list the main disciplines represented, the name of the expert in charge and a list of proposed key and support staff.

DOCUMENT No7: Financial Proposal Model Tables

7.A. SUBMISSION LETTER OF THE FINANCIAL PROPOSAL

[place, date]

To: *[Name and address of the Project Owner]*

Mr/Mrs,

We, the undersigned, have the honour to offer our services as service provider for [title of services] in accordance with your Invitation to Tender No. [to be indicated] dated [date] and our Proposal (our Technical and Financial Proposals).

Attached is our Financial Proposal in the amount of [amount in words and figures as well as the lot(s) and the distribution in CFA francs/currency, if applicable]. This amount net of taxes, duties and fees, which we have otherwise estimated to be [amount(s) in words and figures].

Our Financial Proposal is binding on us, subject to any changes resulting from the negotiation of the Contract, until the expiry of the validity period of the Proposal, that is. until [date].

We understand that you are not obliged to accept any of the proposals received.

Please accept, Sir/Madam, the assurance of our kind regards.

Signature of authorised representative:

:

Name and title of signatory :

Name of candidate:

:

Address :

7.C. DISTRIBUTION OF COSTS PER ACTIVITY

Activity No: _____	Activity No: _____	Description: _____
Components of price	Currency (ies)	Amount(s)
Remuneration		
Repayable charges		_____
Sundry charges		
Sub-total		

7.E. UNIT COSTS OF THE EXECUTING PERSONNEL

Name and surnames	Qualification/ position	Cost per hour	Daily cost	Monthly cost

7.G. REPAYABLE EXPENSES PER ACTIVITY

Activity No.: _____ Name: _____

No	Description	Unit	Quantity	Unit price	Total Amount
1.	International air trips _____	per trip			
2.	Miscellaneous travel expenses	per trip			
3.	Subsistence allowance	per day			
4.	Local transport costs				
5.	Office rents/accommodation/ office services				
	Grand total				

7.1. UNIT PRICE SCHEDULE FRAMEWORK

No. Price	Description of the tasks and unit prices in words	Unit	Unit prices		Unit Price in words
			(CFA F EVAT)	In currency, where necessary	

7.K. UNIT PRICE SUB-DETAIL FRAMEWORK

Note on the presentation of price sub-details and taxes

1. A sub-detail sets out all the steps involved in establishing a selling price. It is therefore an important element in assessing the quality of the price offered by a bidder.

It is not necessary to impose a presentation model on all bidders, given the wide variety of softwares used to determine price sub-details. However, they may include the following elements

- a. Details of the sale coefficient in accordance with the model presented after this note;
- b. Costs without services (coûts en prix secs) of materials provided for the service;
- c. Costs without services (coûts en prix secs) of the supplies required for the service;
- d. Cost of local and expatriate human resources;
- e. For each price in the list, a sheet derived from points a, b, c and d above, indicating the outputs leading to the unit prices;
- f. The precise sub-details of the fixed prices for fitting out, maintenance of the premises and supply of the means made available, if applicable;
- g. Sub-details of taxes and duties.

2. Framework for the presentation of the sale coefficient, also known as overhead coefficients.

A. Overheads of the service

-

-

- ...

Total C1

B. Headquarters overheads

- Headquarters costs

- Financial costs

-

DOCUMENT No.8: Model Contract

Between

The Cameroonian Administration, represented by.....

hereinafter referred to as "The Project Owner

On the one hand,

And

The Service provider.....

P.O. Box _____ Tel _____ Fax: _____

Trade Register No.: _____ Taxpayer's No.: _____

Represented by Mr. _____, his General Manager,

hereinafter referred to as "the service provider".

On the other hand,

It has been agreed and decided as follows:

Page..... and Last of the JOBBING ORDER No. _____/JO/BCC223/SG/SIGAMP/2026 of _____ Awarded after invitation to tender No003/BCC/ITB/2026 of _____ 2026.

With _____,

For.....

EXECUTION DEADLINE: Five (5) calendar months

Amount of the jobbing order in CFAF:

ATI	
EVAT	
V.A.T.	
AIR	
Net to be paid	

Read and accepted by the service provider

[place], on.....

Signed by _____

[Project Owner]

[place], on.....

Registration

[place], on.....

SAMPLE TABLE

Annex No.1	:	Declaration of intention to tender.....
Appendix No. 2	:	Model bid bond.....
Appendix No. 3	:	Model Final Bond.....
Appendix No. 4	:	Sample start-off advance bond.....
Appendix No. 5	:	Sample sheets for the presentation of equipment;.....

ANNEX No.2: MODEL BID BOND

Financial institution: _____

Reference of the bond No. _____

Addressed to [*indicate Project Owner and his address*] Cameroon, hereinafter referred to as "*the Project Owner*"

Whereas the company _____, hereinafter referred to as "the Bidder", has submitted its offer on _____ for [*recall the subject of the invitation to tender*], hereinafter referred to as: "the tender") and to which must be attached a provisional bond equivalent to [*indicate the amount in CFA francs*]

We, _____ [*name and address of bank*] _____ represented by _____ of [*names of signatories*] hereinafter referred to as "the bank" hereby declare to guarantee payment to the Project Owner of the maximum sum of [*indicate the amount*] CFA Francs that the bank pledges to pay in full to the Project Owner, binding itself, its successors and assignees

The conditions of this obligation are as follows:

If the Bidder withdraws his offer during the validity period specified in the Tender File;

Or if the Bidder, having been notified of the award of the contract by the Project Owner during the validity period.

- Fails or refuses to sign the contract though required to do so,

We commit ourselves to pay to [the Project Owner] an amount up to the maximum of the sum referred to above, upon receipt of his first written request, without the Project Owner being required to justify his request, given, however, that in his request, the Project Owner shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has(have) been met and he shall specify which condition(s) took effect.

This bond shall enter into force from the date limit set by the Project Owner for the submission of bids. 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 Project Owner to cause it to take effect should reach the bank by register mail with acknowledgement of receipt before the end of this validity period.

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

Signed and authenticated by the bank.

At _____ on _____

[Bank's signature]

ANNEX No.4: MODEL START-OFF ADVANCE BOND

Bank: reference, address:

We, the undersigned (bank, address), hereby declare, to guarantee, on behalf of:
..... [the contract holder],

For -----the Project Owner [Address of the Project Owner] (“the beneficiary”)

The payment without contest and upon receipt of the first written request by the beneficiary, declaring that [the holder] did not fulfil his obligations relating to the reimbursement of the start-off advance in accordance with the terms of Contract of relating to the services [indicate the subject of the services, the references of the invitation to tender and the lot, if possible], of the maximum total sum corresponding to the advance [forty percent (40%)] of the amount all taxes inclusive of Contract No., payable upon notification of the corresponding Administrative Order, that is:..... CFA francs

This guarantee shall enter into force and take effect upon reception of the respective parts of this advance on the accounts of[the contract holder] open in the bank..... under No.

It shall remain in force up to the reimbursement of the advance in accordance with the procedure set in the Special Administrative Conditions. However, the amount of the bond shall be reduced proportionally to the reimbursement of the advance and as it is reimbursed.

The law and jurisdiction applicable on the guarantee shall be those of the Republic of Cameroon.

Signed and authenticated by the financial body

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

[signature of the financial body]

DOCUMENT No.10: INTEGRITY CHARTER

4. We commit ourselves to communicate without delay to the Project Owner who shall inform the Authority in charge of Public Contracts, any change in the situation with regard to the preceding points 1 to 3.
5. Within the framework of the award and execution of the contract or framework agreement
 - 5.1) We have not committed and shall not undertake unfair schemes (actions or omission) with the objective to intentionally trick someone, to intentionally hide elements, to surprise or vitiate his consent or make him get bypass the legal or regulatory obligations and/or violate its internal rules in order to obtain illegitimate profit.
 - 5.2) We have not committed and shall not commit unfair schemes (actions or omission) contrary to our legal or regulatory obligations and/or violate their internal rules to obtain illegitimate profit.
 - 5.3) We have not promised, offered or granted and we shall not promise, offer or grant directly or indirectly to (i) anybody holding a legislative, executive, administrative or judiciary mandate within the State, who was appointed or elected as permanent or not, who is remunerated or not and whatever his hierarchical level, (ii) any other person carrying out a public duty including for public body or public enterprise, or provide a public service, or (iii) any other person serving as public employee within the State, an undue advantage of all nature, for himself or for another person or body, in order to fulfil or abstain from accomplishing an act in the discharge of his official duties.
 - 5.4) We have not promised, offered or granted and we shall not promise, offer or grant directly or indirectly to anybody who manages a body from the private sector or works for such a body in whatever capacity, an undue advantage of all nature for himself or for another person or body, to accomplish or abstain from committing an act in violation of his legal contractual or professional obligations.
 - 5.5) We have not promised, offered or granted and we shall not promise any act likely to influence the contract award process or the framework agreement to the detriment of the Project Owner and notably none anticompetitive practice with the objective to prevent, restrict or distort the game of competition, especially by trying to limit access to the Contract or free practice of competition by other companies.
6. Ourselves, the members of our group and our subcontractors authorise the Project Owner to examine the documents and the accounting documents related to the Contract award and execution and to submit them at the verification of auditors appointed by ARMP.
7. Failure by us, one of the members of our group and our subcontractors to comply with the rules governing this charter, we acknowledge that we are exposed to the sanctions provided for by the laws and regulations in force.

Name _____

Signature _____

Duly authorised to sign the offer for and in the name of: _____

On _____
day of _____

TITLE OF THE INVITATION TO TENDER: _____

THE "BIDDER"

TO

THE "PROJECT OWNER"

In the context of the award and execution of the Contract:

- 1) We undertake to respect and ensure that the members of our group and all our subcontractors comply with the environmental and social standards recognised by the international community among which are the fundamental conventions of the International Labour Organisation (ILO) and international conventions on the protection of the environment in compliance with the laws and regulations applicable in Cameroon
- 2) In addition, we also commit ourselves to implement environmental and social risk mitigation measures, in the environmental and social impact notice provided, if necessary, by the Project Owner.
- 3) Ourselves, the members of our group and our subcontractors authorize the Project Owner to examine the documents and accounting documents relating to the award and execution of the Contract and to submit them for verification to auditors designated by ARMP.

Name _____

Signature _____

Duly authorised to sign the offer for and in the name of: _____

On _____

Day of _____

PROOF OF PRELIMINARY STUDIES

1 Has this project been the subject of preliminary study:

2 If yes, attach and Indicate:

2.1. The date;

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

2.3. The references of the contract, if a private project manager;

2.4. Description of the studies: ToR, Technical specifications

6. Are the quantities of the detailed estimate compatible with the budget allocation available?

Where the quantities are not compatible with the amount available, the Tenders Board shall require the updating of the prior study before the consultation is launched.

For less scope services, the Project Owner can equally provide calculation proof of the quantities of the TF.

N.B: The Chairperson of the Tenders Board may, before making a decision, request an expert's opinion on the quality of the studies carried out.

I-**BANKS**

1. Afriland First Bank
2. Banque Atlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Crédit
5. CITI Bank
6. Commercial Bank of Cameroon
7. Ecobank
8. National Financial Credit Bank
9. Société Camerounaise de Banque au Cameroun
10. Société Générale de Banque au Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank of Africa
14. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), P.O. Box 12962 Yaoundé ;
15. Bank of Africa Cameroon (BOA Cameroun), P.O. Box 4593 Douala

II- Insurance companies

16. Chanas assurances;
17. Activa Assurances
18. Atlantique Assurances S.A., P.O. Box 2933 Douala ;
19. Zénithe Insurance S.A.;
20. Pro-Assur S.A ;
21. Aréa Assurances S.A, P.O. Box. 1531 Douala ;
22. Bénéficial General Insurance S.A., P.O. Box 2328 Douala;
23. CPA S.A., P.O. Box. 54 Douala;
24. Nsia Assurances S.A., P.O.Box. 2759 Douala;
25. SAAR S.A., P.O Box 1011 Douala;
26. Saham Assurances S.A., P.O.Box. 11315 Douala;

NB: As this list is evolving, the Project Owner or the Delegate Project Owner should ensure during the preparation of the TF that it is the latest update from the Minister in charge of Finance.

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

PRESIDENCE DE LA
REPUBLIQUE

MINISTRE DES MARCHES
PUBLICS



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

PRESIDENCY OF THE
REPUBLIC

MINISTRY OF PUBLIC
CONTRACTS

THE ONLINE BIDDING PROCEDURE

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

Step 1: Company registration on the COLEPS platform

- Log on to COLEPS at <https://www.marchespublics.cm> or <https://www.publicscontratcs.cm>;
- Go to the “*Bidders Registration*” tab and carefully fill the application form;
- Print the filled application form generated by the system;
- Have the application form signed by the Head of Structure and stamped with the company stamp;
- Submit the duly filled and formalised form to MINMAP together with the following documents:
 - i) Photocopy of an Attestation of Non-Bankruptcy (less than 3 months old);
 - ii) Photocopy of the Trade Register;
 - iii) Photocopy of the Bank Account Details (RIB);
 - iv) Photocopy of the Certificate of Tax Compliance (less than 3 months old).

Step 2: Acquiring the Electronic Certificate

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

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

Step 3: Registering the Electronic Certificate on COLEPS

- Log on to COLEPS at <https://www.marchespublics.cm> or <https://www.publicscontratcs.cm>;