

FCF 04603/20/17FF/ACI GRNWI DAO

RÉPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland

MINISTÈRE DE LA DÉCENTRALISATION ET DU  
DEVELOPMENT LOCAL

MINISTRY OF DECENTRALISATION AND  
LOCAL DEVELOPMENT

RÉGION DU NORD OUEST

NORTH WEST REGION

DÉPARTEMENTALE DE MOMO

MOMO DIVISION

COMMUNE DE ANDEK

ANDEK COUNCIL



## THE MAYOR OF ANDEK COUNCIL

### ANDEK COUNCIL INTERNAL TENDERS BOARD

**OPEN NATIONAL INVITATION TO TENDER BY  
EMERGENCY PROCEDURE  
N°07/ONIT/ANDEKCOUNCIL/ACITB/2026 OF  
01/04/2026 FOR THE REHABILITATION OF THE ANDEK  
URBAN POTABLE WATER SUPPLY SCHEME, NGIE  
SUBDIVISION, MOMO DIVISION OF THE NORTH-WEST  
REGION**

**FINANCING: PUBLIC INVESTMENT BUDGET MINEE 2026**

**BUDGET HEAD: .....**

**FINANCIAL YEAR 2026**

## PREFACE

This model tender file has been prepared by the Public Contracts Regulatory Agency (ARMP) and put into force by the Authority in charge of public contracts, for Project Owners and Delegated Project Owners for the award of works contracts through invitation to tender.

It includes:

Document No.0	Letter of invitation to tender (where applicable)
Document No.1	Tender Notice (AAO)
Document No.2	General Regulations Governing Invitations to Tender (RGAO)
Document No.3	Special Regulations Governing Invitations to Tender (RPAO)
Document No.4	Special Administrative Clauses (SAC)
Document No.5	Special Technical Clauses (STC)
Document No.6	Unit Price Schedule framework
Document No.7	Detailed Quantity and Estimate Framework
Document No.8	Framework of Sub-Details of Prices
Document No.9	Contract Model
Document No.10	Model of Forms to be Used by Bidders Appendix No. 1: Model of Declaration of Intention to Tender Appendix No.2: Model of Bidding Letter; Appendix No.3: Model of Bid Bond; Appendix No.4: Model of Final bond; Appendix No.5: Model of Start-off Advance bond; Appendix No.6: Model of Performance Bond (Retention Bond); Appendix No. 7: Model of Technical Proposal Bidding Letter Appendix No. 8: Model of planning framework Appendix No.9: Model of List of staff to be mobilised Appendix No.10: Model of Form of Services that may be Sub-contracted; Appendix No.11: Model of CV of Staff to be mobilised
Document No.11	Integrity Charter Form
Document No.12	Model form of Declaration commitment to Comply with Social and Environmental Clauses
Document No.13	Visa of Maturity or any Proof of Preliminary Studies List of banking Institutions and financial Bodies Authorised to Issue Bonds for Public
Document No.14	Contracts.
Document No. 15.	Online Bidding Procedure

[N.B.: This facilitation document, prepared by ARMP and put into force by the Authority in charge of Public Contracts Authority, shall be considered as an outline aimed at helping the Project Owners and Delegated Project Owners to prepare their Tender Files.

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**DOCUMENT No. 1**  
**TENDER NOTICE (AAO)**



## TENDER NOTICE

**OPEN NATIONAL INVITATION TO TENDER BY EMERGENCY PROCEDURE  
N° 07/ONIT/ANDEKCOUNCIL/ACITB/2026 OF 01/04/2026 FOR THE REHABILITATION OF THE  
ANDEK URBAN POTABLE WATER SUPPLY SCHEME, NGIE SUBDIVISION, MOMO DIVISION OF  
THE NORTH-WEST REGION.**

**FUNDING: MINEE - PUBLIC INVESTMENT BUDGET  
Exercice 2026**

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

**AUTHORIZATION N°:**

**IMPUTATION:**

Lot:	Name of project	Amount of project	Amount of bid bond	Cost of tender file :
LOT	<b>THE REHABILITATION OF THE ANDEK URBAN POTABLE WATER SUPPLY SCHEME</b>	<b>50 000 000F CFA</b>	<b>100 000 000F CFA</b>	<b>80 000F CFA</b>

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

Within the framework of the 2026 Public Investment Budget, the Mayor of Andek Council, Project Owner, on behalf of the Republic of Cameroon, hereby launches an Open National Invitation to tender, for the rehabilitation of the Andek urban potable water supply scheme covering Akooh, Akutah, Akoabong and Ibah, Ngie Subdivision, Momo Division of the North-West Region. It is a two lots call for tender.

### **2. Nature of works**

Works comprise especially:

- ✓ Lot 100: Preparatory works;
- ✓ Lot 200: Construction/rehabilitation works;
- ✓ Lot 300: Piping Network;
- ✓ Lot 400: Environmental mitigation measures;
- ✓ Lot 500: Project sustainability.

### **3. Tranches/Allotment**

The works are subdivided into lots defined here below:

- ✓ Lot N°1: rehabilitation of the Andek urban potable water supply scheme covering Abang, Akooh, Akutah, Akoabong and Ibah;

#### 4. Estimated cost

The estimated cost of the operation following preliminary studies is **fifty million (50,000,000) FCFA**

#### 5. Estimated execution deadline

The maximum time frame provided for by the Project Owner for the execution of works subject of this invitation to tender is **four (04)** calendar months for each lot. This time frame shall run from the date of notification of the administrative order to commence the services.

#### 6. Participation and origin

Participation in this invitation to tender is restricted to all Cameroonian companies and business enterprises selected within the framework of a categorisation concerned that are in compliance with the Cameroon laws.

#### 7. Funding

The works under this invitation to tender shall be financed by Public Investment Budget **MINEE 2026** financial year(s), budget head N° \_\_\_\_\_

#### 8. Bidding method

The submission method selected for this consultation is *offline*.

#### 9. Bid bond

Each bidder must include in his administrative documents, a hand-endorsed bid bond, issued by a financial body or institution approved by the Minister in charge of finance to issue bonds for public contracts and whose list appears in document 14 of the Tender File (TF), of an amount of **one million (1,000,000) CFA francs** and valid up to thirty (30) days beyond the initial date limit of the validity of bids. The absence of the bid bond issued by a first-rate bank or financial body of first category authorised by the Minister in charge of Finance to issue bonds for public contracts shall cause the immediate rejection of the offer. A bid bond submitted but that does not have any relation with the consultation concerned shall be considered as absent. The bid bond presented by a tenderer at the bid opening session shall not be accepted.

#### 10. Consultation of Tender File

The hard copy of the file may be consulted free of charge during working hours in the services of the Project Owner at Andek Council (SIGAMP service), P.O. Box, telephone, fax, e-mail) as soon as this notice is published. It may equally be consulted **online on the COLEPS platform at the following addresses:** <http://www.marchespublics.cm> and <http://www.publiccontracts.cm> on the ARMP website ([www.armp.cm](http://www.armp.cm)).

#### 11. Acquisition of Tender File

The hard copy version of the file may be obtained from Andek Council Office Secretariat SIGAMP service, P.O. Box, telephone, e-mail) as soon as this notice is published against payment of a non-refundable sum of **eighty thousand (80,000) CFA Francs** in accordance with the regulations in force, payable at the CAS-ARMP Special Account.

It is equally possible to obtain the electronic version of the Tender File by downloading it free of charge through the addresses indicated above. However, online submission is subject to the payment of Tender File purchase fees

#### 12. Submission of bids

Each offer drafted in English or French in seven (07) copies including the original and six (06) copies marked as such, should reach the Andek Council Office Secretariat not later than **24<sup>th</sup> / 04/2026 at 10:00 noon** local time and should carry the inscription:

**<< OPEN NATIONAL INVITATION TO TENDER**

**N°07/ONIT/ANDEKCOUNCIL/ACITB/2026 OF 01/04 /2026 FOR THE REHABILITATION OF THE ANDEK URBAN POTABLE WATER SUPPLY SCHEME, NGIE SUBDIVISION, MOMO DIVISION OF THE NORTH-WEST REGION.>>**

**"To be opened only during the bid-opening session"**

### 13. Admissibility of bids

The administrative documents, the technical offer and the financial offer must be placed in separate envelopes and submitted in a sealed envelope.

- The Project Owner shall not accept:
- Bids bearing information on the identity of the tenderers;
- Bids submitted after the closing date and time for submission of bids;
- Bids non-compliant with the bidding method;
- Envelopes without indication on the identity of the Invitation to Tender;
- Failure to comply with the number of copies specified in the RPAO or offer in copies only;

***Any incomplete offer in accordance with the prescriptions of the Tender File shall be declared inadmissible. Especially the absence of a bid bond issued by a financial body or institution approved by the Minister in charge of Finance to issue bonds for public contracts or the failure to comply with the model documents of the Tender File shall lead automatically to the rejection of the bid without any other procedure. A bid bond submitted but not relating to the consultation concerned shall be considered as absent. A bid bond presented by a bidder during the bid opening session shall not be accepted.***

### 14. Opening of bids

The bids shall be opened in single phase and shall take place on **01<sup>th</sup>/04/2026** at **11:00 am** local time by the Project Owner Tenders Board in the conference hall of the Andek Council. Only tenderers may attend this opening session or be represented by a person of their choice, duly authorised, even in case of a group of enterprises. ***Under pain of being rejected, the required administrative documents must be submitted in originals or true copies certified by the issuing service or the relevant administrative authority, in accordance with the provisions of the Special Regulations Governing the Invitation to Tender. They shall be no later than three (3) months old from the original deadline for the submission of tenders or must have been issued after the date of signature of the Tender Notice.***

*In case of absence or non-conformity of a document in the administrative file during the opening of bids, after a 48(forty-eight) hours deadline granted by the Board, the file shall be rejected.*

### 15. Evaluation criteria

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

#### 15.1 Eliminary criteria

The eliminary criteria include:

- Absence of bid bond at the opening of bids;
- Failure to submit, beyond the forty-eight (48) hours deadline after the opening of bids, a document of the administrative file deemed non-compliant or absent (except the bid bond);
- False declarations, fraudulent schemes or forged documents;
- Failure to comply with **30/40** essential criteria referring to the qualification threshold of technical bids;
- Absence of the sworn statement for not having abandoned contracts during the last three years;
- Failure to comply with bids file format;
- Absence of a quantified unit price in the financial offer;
- Absence of grading(categorisation) certificate if applicable;
- Absence of an element in the financial offer (submission, BPU, DQE);
- Absence of integrity charter dated and signed;
- Absence of the dated and signed commitment statement to comply with environmental and social clauses.

- Absence of caution backed by CEDEC receipt
- Absence of receipt of purchase of Tender file from Andek Municipal Treasury.

**NB:** Depending on the specificity of the service, other relevant criteria may be added when drafting the Tender File

**15.2 Essential criteria**

The essential criteria for the qualification of bidders shall focus especially on:

- Presentation of bid;
- Bidder's references;
- Financial capacity; (Access to a line of credit or other financial resources, turnover, certificate of financial solvency);
- Personnel qualification and experience;
- Logistics means,
- Methodology.

This evaluation will be done in a binary way (**yes**) or (**no**) with an acceptable minimum of **30/40 (75%)** of the essential criteria taken in account.

**16. Award of contract**

The Project Owner shall award the contract to the bidder whose bid meets the required technical and financial qualification criteria and whose offer was evaluated as the lowest by including as the case may be, the rebates proposed. The maximum number of lots a candidate may be awarded is one.

**17. Maximum number of lots:**

A candidate may tender for one or several lots, but cannot be awarded more than one lots. In the event a bidder is the lowest bidder for more than one lot, the Project Owner shall award the one lot to the said bidder in accordance with the conditions provided for in the RPAO.

**18. Duration of validity of bids**

Bidders shall remain committed to their bids for 90 days from the initial deadline set for the submission of bids.

**19. Further information**

Additional information may be obtained during working hours from Andek Council (SIGAMP service), P.O Box, telephone, fax, e-mail or online on the COLEPS platform via <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>.

**20. Fight against corruption and malpractices**

For any denunciation of corruption attempt practices, facts or acts, please call the National Anti-Corruption Commission (NACC) on 1517, the Authority in charge of Public Contracts (MINMAP) (SMS or call) on (+237) 673 20 57 25 and 699 37 07 48, the ARMP on ..... or the PO on .....

Andek on 01/04/2026

The Lord Mayor of Andek Council  
(Project Owner)



*Ubangoh Helly*  
*Manyelle Akoba*  
Professeur des Lycées (Retraité)

**Copies:**

- Authority in charge of Public Contracts (MINMAP);
- ARMP
- Project Owner concerned, if applicable;

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ANDEK COUNCIL



- Chairperson of the TB concerned;
- Notice board/file

## TENDER NOTICE

### AVIS D'APPEL D'OFFRES NATIONAL OUVERT

N°07/AONO/COMMUNEANDEK/CIPMCA/2026 DU 01/04/2026 POUR LA REHABILITATION DU SYSTEME D'ADDUCTION DEAU POTABLE URBAINE DE ANDEK, ARRONDISSEMENT DE NGIE, DEPARTEMENT DE LA MOMO, REGION DU NORD-OUEST.

#### Objet de l'Appel d'Offres

Dans le cadre de l'exécution du Budget 2026, le Maire de la commune de Andek, Maître d'Ouvrage lance un appel d'offre national ouvert pour les travaux de réhabilitation du système d'adduction d'eau potable urbaine de Andek, couvrant Abang, Akooh, Akutah, Akoabang et Ibah, Arrondissement de Ngie, Département de la Momo, Région du Nord-Ouest.

PROJECT OWNER: THE MAYOR OF ANDEK COUNCIL

AUTHORIZATION N°:

IMPUTATION:

Lot:	Name of project	Amount of project	Amount of bid bond	Cost of tender file :
LOT	THE REHABILITATION OF THE ANDEK URBAN POTABLE WATER SUPPLY SCHEME	50 000 000F CFA	100 000 000F CFA	80 000F CFA

#### Consistance des travaux

Les travaux comprennent notamment :

- Lot 100: Travaux préparatoires ;
- Lot 200: Travaux de construction ;
- Lot 300: Canalisation et remblais de tuyauteries;
- Lot 400: Mesures mitigation environnementale;
- Lot 500: tests de qualité d'eau (physico-chimique et bactériologique-avant et après les travaux)

#### Tranches/Allotissement

Les travaux sont subdivisés en deux lots ci-après définis :

- **Lot N°1** : réhabilitation du système d'adduction d'eau potable urbaine de Andek, couvrant Abang, Akooh, Akutah, Akoabang et Ibah ;

## Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de **cinquante million francs CFA pour le lot 1**.

## Délai prévisionnel d'exécution

Le délai maximum prévu par le Maître d'Ouvrage pour la réalisation des travaux, objet du présent appel d'offres est de *quatre (04) mois* calendaires pour chaque lot. Ce délai court à compter de la date de notification de l'ordre de service de commencer les prestations.

## Participation et origine

*La participation au présent appel d'offres est ouverte à toutes les sociétés et entreprises de droits camerounais retenues dans le cadre d'une catégorisation.*

## Financement

Les travaux objet du présent appel d'offres sont financés par BIP MINEE de l'exercice 2026 sur la ligne d'imputation budgétaire N° .....

## Mode de soumission

Le mode de soumission retenu pour cette consultation est *hors ligne*. Toutefois, lorsque les deux possibilités sont ouvertes, un soumissionnaire ne peut utiliser à la fois le mode en ligne et le mode hors ligne.

## Cautionnement de soumission

Chaque soumissionnaire doit joindre à ses pièces administratives un cautionnement de soumission, acquitté à la main, 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 dont la liste figure dans la pièce 14 du DAO dont le montant s'élève à **un million (1,000,000) FCFA**, 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.

## Consultation du Dossier d'Appel d'Offres

Le dossier physique peut être consulté gratuitement dans les services du MO aux heures ouvrables au Secrétariat de la Commune de ANDEK (service (SIGAMP), BP, téléphone, fax, e-mail) dès publication du présent avis.

Il peut également être consulté **en ligne sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm>** sur le site internet de l'ARMP ([www.armp.cm](http://www.armp.cm)).

## Acquisition du Dossier d'Appel d'Offres

La version physique du dossier d'appel d'offres peut être obtenue au Secrétariat de la Commune de ANDEK (service (SIGAMP) dès publication du présent avis, contre versement d'une somme non remboursable des frais d'achat du DAO de **quatre-vingt mille (80,000) Francs CFA**, payable à dans le Compte de la trésorerie municipale de la commune d'Andek.

Il est également possible d'obtenir la version électronique du dossier par téléchargement gratuit aux adresses sus indiquées pour la version électronique. Toutefois, la soumission par voie physique ou électronique est conditionnée par le paiement des frais d'achat du DAO.

## Remise des offres

Pour la soumission hors ligne, l'offre en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme tels, devra parvenir Secrétariat de la Commune de Andek, au plus tard le 24/04/2026 à 10h00, heure locale et devra porter la mention :

**“Avis d'Appel d'Offres N°07/AONO/COMMUNEANDEK/CIPMCA/2026 DU 01/04/2026 POUR LA  
REHABILITATION DU SYSTEME D'ADDUCTION DEAU POTABLE URBAINE DE ANDEK,  
ARRONDISSEMENT DE NGIE, DEPARTEMENT DE LA MOMO, REGION DU NORD-OUEST A n'ouvrir  
qu'en séance de dépouillement”**

## Recevabilité des plis

Les pièces administratives, l'offre technique et l'offre financière doivent être placées dans des enveloppes différentes séparées et remises sous pli scellé.

Seront irrecevables par le Maître d'Ouvrage :

- Les plis portant les indications sur l'identité du soumissionnaire ;
- Les plis parvenus postérieurement aux dates et heures limites de dépôt ;
- *Les plis non-conformes au mode de soumission.*
- les plis sans indication de l'identité de l'Appel d'Offres ;
- Le non-respect du nombre d'exemplaires indiqué dans le RPAO ou offre uniquement en copies ;

**Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par un organisme ou une institution financière agréée par le Ministre en charge des finances pour émettre les cautions dans le domaine des marchés publics ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet pur et simple de l'offre sans aucun recours.** 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.

## Ouverture des plis

L'ouverture des plis se fait en un temps et aura lieu le **23/04/2026 à 11h00**, heure locale, par la Commission de Passation des Marchés du Maître d'Ouvrage dans la salle de conférence de la Commune de ANDEK sise à Andek.

Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une seule personne de leur choix dûment mandatée même en cas de groupement d'entreprises.

**Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou l'autorité administrative compétente, conformément aux dispositions du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois ou avoir été établies postérieurement à la date de signature de l'avis d'Appel d'Offres**

En cas d'absence ou de non-conformité d'une pièce du dossier administratif lors de l'ouverture des plis, après un délai de 48 heure accordé par la Commission, l'offre sera rejetée.

## Critères d'évaluation

Les offres seront évaluées selon les principaux critères suivants :

### 15.1 Critères éliminatoires

Il s'agit notamment :

- de l'absence du cautionnement de soumission à l'ouverture des plis;
- de la non -production au-delà du délai de 48 h après l'ouverture des plis, d'une pièce du dossier administratif jugée non conforme ou absente lors de l'ouverture des plis, (excepté le cautionnement de soumission);
- des fausses déclarations, manœuvres frauduleuses ou des pièces falsifiées ;
- du non-respect de 30/40 critères essentiels au seuil de qualification des offres techniques ;
- de l'absence de la déclaration sur l'honneur de non abandon des chantiers au cours des trois dernières années ;
- du non-respect du format de fichier des offres ;
- l'absence d'un prix unitaire quantifié dans l'Offre financière ;
- de l'absence de l'attestation de catégorisation ;
- de 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 ;
- Absence de caution avec de receipt CEDEC
- Absence de la récépissé d'achat du DAO

## 15.2. Critères essentiels

Les critères essentiels à la qualification des soumissionnaires porteront à titre indicatif sur :

- la présentation de l'offre ;
- les références du soumissionnaire ;
- le service après-vente (disponibilité des pièces de rechange, atelier de réparation, personnel technique), (non applicable) ;
- la capacité financière (l'accès à une ligne de crédit ou autres ressources financières, le chiffre d'affaires, attestation de solvabilité financière).
- la qualification et l'expérience du personnel
- les moyens logistiques
- la méthodologie

## Attribution

Le Maître d'Ouvrage ou le Maître d'Ouvrage Délégué attribue le marché au soumissionnaire ayant présenté une offre remplissant les critères de qualification technique et financière requises et dont l'offre est évaluée la moins-disante *en incluant le cas échéant les remises proposées. Le nombre maximum de lots dont le candidat peut être attributaire est d'un (01).*

## Nombre maximum de lots :

Un candidat peut soumissionner pour plusieurs lots, mais ne peut être attributaire de plus d'un lot.

Au cas où un soumissionnaire serait le moins disant pour plus d'un lot, le Maître d'Ouvrage ou le Maître d'Ouvrage Délégué lui attribuera un seul lot selon les conditions prévues dans le RPAO.

## 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.

## **Renseignements complémentaires**

Les renseignements complémentaires peuvent être obtenus aux heures ouvrables à [service (SIGAMP), numéro de porte, BP, téléphone, fax, e-mail] ou en ligne sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm>, ou tout autres moyens de communication électronique indiqué par le Maître d'Ouvrage.

## **Lutte contre la corruption et les mauvaises pratiques**

Pour toute dénonciation pour des pratiques, faits ou actes de corruption ou faits de mauvaises pratiques, 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 au numéro .....

Andek on 01/04/2026

**The Lord Mayor of Andek Council**  
(le Maître d'Ouvrage)

### **Copies :**

- Autorité chargée des Marchés Publics (MINMAP)
- ARMP
- Maître d'Ouvrage ou MOD concerné, le cas échéant ;
- Président CPM concerné
- Présidents de CCCM, le cas échéant ;
- Affichage chrono

**DOCUMENT No. 2**

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TENDER (RGAO)**

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- i. Whoever offers, gives, solicits, or accepts any form of benefit to influence the action of a public employee during the award or execution of a contract shall be guilty of "corruption"
- ii. Whoever deforms or distorts facts to influence the award or execution of a contract shall be indulging in "fraudulent schemes".
- iii. Two or more bidders who connive to artificially keep bid prices at a level not commensurate with those which would result from competition shall be guilty of "collusive practices";
- iv. Whoever harms persons or damages their property or makes threats against them, directly or indirectly, to influence their actions during the award or execution of a contract shall be indulging in "coercive practices"
- v. "Conflict of interest" means any situation wherein the holder of a contract or the supervisor of public contracts award and/or execution procedures may derive direct or indirect benefits from a contract concluded by the Project Owner or the Delegated Project Owner, any transfer, or any situation in which he has enough personal interests to compromise his impartiality in the discharge of his duties or which may adversely affect his judgement.

vi. Complicity means:

- The omission or negligence to carry out controls or to give the prescribed technical opinion;
- Intentional omission to inform the Project Owner or the competent authority of irregularities noted in the discharge of his duties.

vii. Whoever commits acts aimed at destroying, falsifying, altering or concealing evidence on which an investigation is based or any misrepresentation made to investigators, or any threat, harassment, or intimidation against a person for purposes of preventing him from revealing information relating to an investigation or the continuation thereof, shall be indulging in "obstructive practices".

b. He shall reject any award proposal if there is evidence that the proposed successful bidder, directly or through an agent, is guilty of corruption, conflict of interest, and collusion or has indulged in fraudulent schemes, collusive, coercive, or obstructive practices in connection with the award of this contract.

3.2. The Authority in charge of Public Contracts 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.

3.3. The Authority in charge of Public Contracts may take a decision banning public sector actors found guilty of violating the provisions of the Public Contracts 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 invitation to tender, which is open to all candidates selected at the end of the pre-qualification procedure** and/or those selected in accordance with the categorisation indicated beforehand in the tender notice and recalled in the RPAO, as a general rule, the tender is open to all tenderers, provided that they meet the following eligibility requirements:

a. A bidder (including all members of a group of enterprises and all subcontractors to the bidder) must be from an eligible country, in accordance with the Financing Agreement, if applicable;

b. A bidder (including all members of a group of enterprises and all subcontractors to the bidder) must not be in a situation of conflict of interest under pain of being disqualified for all tenders in which he/she participated.

A tenderer may be deemed to be in a situation of conflict of interest under the following conditions:

- i. is associated or was associated in the past with an enterprise (or a subsidiary of this enterprise) which

included in their request for pre-qualification which may have changed in the case where the candidates took part in pre-qualification) requested from bidders in the RPAO.

Information relating to the following points shall be requested if need be:

- i. the production of an extract of balance sheets showing the turnover and the results;
- ii. access to a credit line or availability of other financial resources;
- iii. The executed contracts;
- iv. List of key personnel;
- v. Availability of indispensable equipment;
- vi. The grading certificate for service providers of the building and public works sector, where applicable.

6.2. Bids presented by two or more associated enterprises (joint contracting) shall meet the following conditions:

- a. The offer must include for each of the enterprises, all the information listed in article 6.1. above. The Special Regulations shall specify the information to be provided by the group and the information to be provided by each member of the group;
- b. The offer and the contract must be signed in a way that is binding on all members of the group;
- c. The nature of the group (joint or several as required in the Special Regulations) must be specified and justified, with the production of a copy of the group agreement in due form;
- d. The member of the group designated as representative shall represent all the group of enterprises vis-à-vis the Project Owner or Delegated Project Owner in the execution of the contract;
- e. In case of a several group, the co-contractors shall share the sums which are paid by the Project Owner or Delegated Project Owner into a single account. In case of a joint group, the tasks for each member must be specified and each enterprise shall be paid by the Project Owner or Delegated Project Owner into his own account.

6.3. Bidders should equally present sufficiently detailed proposals to demonstrate that they conform to the technical specifications and execution time-limits referred to in the RPAO.

6.4. Bidders seeking to benefit from a preference margin must provide all the information required to prove that they meet the eligibility criteria described in Article 33 of the RGAO.

### **Article 7: Visit of works site**

7.1. The bidder is advised to visit and inspect the worksite and its environs and obtain by himself and under his own responsibility, all the information which may be necessary for the preparation of the bid and the execution of the works. This visit, when required in the RPAO, must be sanctioned by a certificate of site visit signed following a sworn declaration by the tenderer, giving a description of the site as well as observations on the works execution conditions. The related cost of the site visit shall be borne by the bidder.

7.2. The Project Owner or the Delegated Project Owner shall be required to authorise the bidder and his employees or agents to enter the premises and the land for the said visit but only on the express condition that the bidder, his employees, and agents release the Project Owner or Delegated Project Owner, his employees and agents of any liability that may result from the visit.

The Bidder shall remain liable for death or personal injury, loss or damage to property, costs and expenses incurred as a result of this visit.

7.3. The Project Owner or the Delegated Project Owner may organise a visit to the works site during the preparatory meeting to draft the bids mentioned in Article 19 of the General Regulations Governing the

**of electronic communication indicated in the TF to any request for clarification received at least 14 (fourteen) days prior to the deadline for the submission of bids.**

9.1.b). A copy of the Contracting Authority's response indicating the question asked but not mentioning the author is addressed, within a maximum of 5 (five) days, to all bidders who bought the Tender File

9. 2. Any bidder who feels aggrieved may file a petition with the Project Owner or the Delegated Project Owner.

In the event of restricted invitation to tender;

a) During the prequalification phase, the petition may bear on requests for review of bidding conditions and prequalification or for review of the decisions or deeds taken and published by the Project Owner or the Delegated Project Owner during the prequalification procedure.

b) Candidates shall have five (5) working days prior to the date of submission of applications and five (5) working days after the publication of prequalification results to file their petitions to the Project Owner or the Delegated Project Owner, with copy to the Authority in charge of public contracts and the public contracts regulatory body.

c) this petition shall not be suspensive.

9.3. Where the invitation to tender is the procedure selected, the petition must be submitted between the publication of the tender notice and the opening of bids:

a) to the Project Owner or Delegated Project Owner with a copy to the Authority in charge of Public Contracts and to the public contracts regulatory body;

b) it should reach the Project Owner or Delegated Project Owner no later than fourteen (14) working days before the bid opening date;

c) The Project Owner or Delegated Project Owner shall have five (5) days to respond. A copy of the response shall be forwarded to the Authority in charge of Public Contracts and to the body in charge of the regulation of public contracts.

d) in case of disagreement between the petitioner and the Project Owner or Delegated Project Owner, the petitioner shall refer the petition to the Petitions Review Committee.

e) the petition shall not be suspensive.

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

10.1 The Project Owner or the Delegated Project Owner may, at any moment prior to the deadline for the submission of offers and for any reason, be it at his initiative or in response to a request submitted by a bidder, modify the Tender File by publishing an addendum.

10.2. Any addendum thus published shall become an integral part of the Tender File, in accordance with Article 8.1 of the General Regulations Governing the Invitation to Tender and must be communicated in writing or made known to all the bidders who bought the Tender File or through **COLEPS or any other mean of electronic communication indicated by the Project Owner in the TF.**

10.3. In order to give bidders enough time to take account of the addendum in the preparation of their offers, the Project Owner or the Delegated Project Owner may postpone as it is necessary, the deadline for the submission of offers, in accordance with the provisions of Article 22.2 of the RGAO.

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

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

**b.4 Comments SAC and STC (optional)**

Bidders shall make comments on the technical choices of the project and possible proposals.

**b.5. the integrity charter**

**b.6. the commitment declaration to comply with social and environmental clauses**

**c. Volume 3: Financial bid**

It comprises elements that help to justify the cost of the works, namely:

- c.1 The submission itself, in original, prepared in accordance with the attached model or standard form, stamped at the current rate, signed and dated;
- c.2 The unit price schedule duly filled;
- c.3 detailed cost estimate and quantities duly filled;
- c.4 The price sub-detail and/or the breakdown of the all-in prices;
- c.5 The provisional payment schedule, if applicable.

Bidders shall use the standard forms or documents provided for in the Tender File, subject to the provisions of Article 17.2 of the RGAO regarding other possible bid bond forms.

13.2. The RPAO indicate how long proposals must remain valid from the date of submission. During this period, bidders must keep the proposed specialised staff available for the assignment. The Project Owner or Delegated Project Owner shall make everything possible to complete the negotiations within this time limit. If the latter wishes to extend the period of validity of the proposals, candidates who do not consent to such an extension are free to refuse such extension.

**Article 14: Offer price**

14.1. Except otherwise stated in the Tender File, the amount of the contract shall cover all the works described in Article 1.1 of the General Regulations Governing the Invitation to Tender, based on the price schedule and the detailed quantity and cost estimates as well as the unit price sub detail and breakdown of all-in prices presented by the bidder, as appropriate.

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

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

14.4. If a price revision/updating clause is provided for in the contract, the date of the establishment of the initial price, as well as the price revision/updating conditions for the said price must be specified. Any contract whose execution duration is at most one (1) year shall not be subject to price revision.

14.5. All unit prices with quantities must be justified by sub-details established in accordance with the structure proposed in document No.8 of the Tender File.

14.6. Tenderers shall indicate the rebates granted in their tenders. Furthermore, they shall specify the conditions

20.5. The offers, together with the required documents, are put together in electronic files and grouped according to their administrative, technical and financial nature. However, administrative documents are entered into COLEPS by the issuing structures.

20.6 The file formats chosen for the submission of offers via COLEPS must be common formats that are widely used in the professional sector comprising the operators likely to be interested in the consultation, for better exploitation.

20.7. Documents transmitted in the COLEPS platform are electronically signed by using a certificate.

## **D. SUBMISSION OF OFFERS**

### **Article 21: Sealing and marking of offers**

21.1. Offers shall be presented taking into account the principle of separation of administrative documents (Volume 1), Technical offer (Volume 2) and financial Offer (Volume 3), all these placed in an external envelope that shall give no indication on the bidder's identity. Bidders shall place the original and all copies of the administrative documents listed in the RPAO in an envelope clearly marked "ADMINISTRATIVE FILE", the original and all copies of the technical proposal in an envelope clearly marked "TECHNICAL PROPOSAL", and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL".

The various documents of each volume shall be numbered in the order of the RPAO and separated by a divider of a colour other than the white colour.

21.2. The external and internal envelopes:

a. should be addressed to the Project Owner or Delegated Project Owner at the address indicated in the Special Regulations Governing the Invitation to Tender;

b) should bear the name of the project and the number of the Tender Notice as indicated in the Special Regulations and bear the indication 'TO BE OPENED ONLY DURING THE BID-OPENING SESSION'.

21.3. The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Project Owner or Delegated Project Owner return the sealed offer if it is declared late offer in accordance with Articles 23 and 24 of the General Regulations.

21.4. If the external envelope is not sealed and marked as indicated in Articles 21.1. and 21.2. referred to above, the Project Owner or Delegated Project Owner shall in no way be responsible if the bid is misplaced or opened prematurely.

21.5 For online submission, the tender to be provided by the tenderer consists of three electronic files corresponding to the three administrative, technical and financial volumes.

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

At the same time as they are doing the electronic submission, tenderers must send to the Contracting Authority or to the PO/DPO within the same time limit, a soft back-up copy of their tender on an electronic physical support (CD, DVD, USB key, etc...) This copy shall be sent by post office or deposited with the Contracting Authority or the PO/DPO. This sealed envelope must be clearly and legibly marked "backup copy", as well as the consultation references.

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

Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of offers.

24.3 In application of Article 24(1), bids being requested to be withdrawn by bidders shall be returned to them unopened.

24.4 No offer may be withdrawn in the interval between the submission of bids and the expiry of the validity of bids specified by the model offer. The withdrawal of a bid by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of Article 17(7) of the General Regulations.

**For online submissions,**

24.5 Several tenders may be submitted by the same tenderer before the date and time limit for the receipt of tenders. In this case, only the bid that arrived the latest and its corresponding back-up copy, if any, will be taken into account in the evaluation, and any other back-up copies must be returned unopened.

24.6 The modification, replacement or withdrawal of the backup copy is done in accordance with the provisions of Article 24 paragraphs 1 to 4.

## **E. OPENING OF ENVELOPES AND EVALUATION OF OFFERS**

### **Article 25: Opening of envelopes and petitions**

25.1 Prior to the opening of bids, electronically submitted bids are decrypted by the Contracting Authority. Decryption is the process of making tenders readable and accessible only to the Tenders Board.

25.2. All offers shall be opened in single phase, including for major or complex works that have been subject to a prequalification procedure.

The competent Tenders Board shall open the envelopes in single phase and in the presence of the representatives of bidders concerned who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders present shall sign a register or a sheet attesting to their presence.

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

25.3. All envelopes shall be opened successively, and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the relevant Tenders Board may deem useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

25.4. Since a bid or a back-up copy that has not been opened and read to the hearing of everyone during the bid opening session cannot be submitted for evaluation, the Board shall systematically ensure that all bids received have really been examined.

The purpose of the request for clarification must be, in particular, to find information contained in the tender, to verify the accuracy of the information provided by a candidate, if necessary, with the issuing authorities, to ask a tenderer to confirm the correction of a calculation error or omission discovered, to provide clarification on technical aspects not understood by the evaluation sub-committee or on the content of the price sub-detail, or to justify the prices of offers deemed abnormally low.

27.3. Requests for clarification shall be answered no later than seven (7) working days.

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

### **Article 28: Determining the conformity of offers and technical evaluation**

28.1. The Evaluation sub-committee set up by the Tenders Board shall, beforehand, verify the eligibility of the bidders and carry out a detailed examination of bids to determine if they are complete, if the required guarantees are provided, if the documents were correctly signed and if generally the bids are in proper order.

28.2. Then the Evaluation subcommittee shall determine if the bid is essentially in compliance with the provisions of the Tender File based on the content without recourse to extrinsic elements of proof. As such, the Evaluation Sub-Committee shall:

- review the offer to confirm that all the terms and conditions specified in the RPAO and SAC have been accepted by the Bidder without substantial discrepancy or reservation;
- evaluate the technical aspects of the tender submitted in accordance with clause 13.1.b of the RGAO to ensure that all the stipulations of the Price Schedule, the Methodology Note relating to the analysis of the works and specifying the organisation and programme that the tenderer intends to put in place or implement to carry them out (installations, planning, QAP, subcontracting, certificate of site visit if applicable, etc.) are complied with without any substantial discrepancies or reservations.

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

- i. which substantially affects the scope, quality or execution of the works;
- ii. which substantially limits, and is not in conformity with the Tender File, the rights of the Project Owner or Delegated Project Owner or his obligations in relation to the contract;
- iii. whose acceptance or correction would unfairly be prejudicial to the competitiveness of the other bidders who presented bids that essentially conformed with the Tender File.

28.4. If an offer is essentially not in conformity with the Tender File, it shall be rejected by the competent Tenders/Control Board and shall not eventually be rendered in conformity.

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

### **Article 29: Evaluation criteria and qualification of the bidder**

The Evaluation subcommittee shall ensure that the bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, meets the qualification criteria stipulated in the Special Regulations. It is essential to avoid any arbitrariness in determining these criteria.

Specifications, the proposed technical variants, if they are authorised, shall be evaluated on their own merit and irrespective of the fact that the bidder offered or not a price for the technical solution specified by the Project Owner or Delegated Project Owner in the Special Regulations.

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

32.4. If the bid evaluated as the lowest bid is considered abnormally low or significantly unbalanced in relation to the estimates of the Project Owner or Delegated Project Owner for the works to be executed in this Contract, the Subcommittee may, from the sub-detail of prices provided by the bidder for any element or all the elements of the detailed quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar.

32.5 On the proposal of the Evaluation subcommittee, the Chairperson of the Tenders Board may ask the tenderers or the competent administrations and bodies for clarifications on the offers.

32.6 In case an offer is deemed abnormally low, the Tenders Board shall propose to the Project Owner or Delegated Project Owner to request justifications from the bidder concerned. If they are deemed unacceptable, they shall be forwarded by the PO/DPO to the public contracts regulatory body, for opinion, at the same time as the request for clarification.

The Project Owner or Delegated Project Owner shall take into account the opinion of the contracts regulatory body to take a decision.

### **Article 33: Preference granted national bidders**

33.1 In case of equivalent bids, during contract award under an international competitive bidding, a preference margin shall be granted, in the order of priority, to offers submitted by:

- a) A natural person of Cameroonian nationality or a legal entity under Cameroonian law
- b) A company all or majority of whose capital is held by persons of Cameroonian nationality;
- c) A natural person or legal entity carrying out economic activities in Cameroon;
- d) Consortiums comprising Cameroonian enterprises;

33.2 Offers are considered equivalent when they have met the required technical conditions.

33.3 For works contracts, the national preference margin is ten percent (10%).

33.4 National preference shall only apply where the tender file so provides.

## **F. AWARD**

### **Article 34: Award**

34.1. The Project Owner or Delegated Project Owner shall award the contract to the bidder whose offer was judged essentially in conformity with the Tender File, (who has the required technical and financial capacities to execute the contract satisfactorily) and whose offer was evaluated as the lowest by including, where necessary, proposed rebates.

34.2 If the tender covers several lots, the award shall be made in accordance with the provisions of the RPAO.

34.3-In any case, any award of a contract is materialised by a decision of the Project Owner or Delegated Project Owner and notified to the successful tenderer within a maximum period of seventy-two (72) hours from its signature.

Any public contract award decision by the Project Owner or Delegated Project Owner shall be published, with an indication of price and deadline, in the public contracts journal published by the public contracts regulatory body or in any other authorised publication, in particular in COLEPS or on any other electronic communication

days to sign the contract from date of subscription of the draft contract by the successful bidder.

38.2. The successful tenderer shall have a period of fifteen (15) working days from receipt to subscribe the contract or the jobbing order. Beyond this period, the Project Owner or Delegated Project Owner reserves the right to cancel the award decision after the successful bidder has been given a formal notice but without any response. In this case, the bid bond is forfeited and the contract is awarded to the second-ranked candidate.

38.3. The Project Owner or Delegated Project Owner has a period of five (5) working days for the signature of the contract, from the date of receipt of the draft contract subscribed by the successful bidder; or for mutual agreement contracts, from the date of receipt of the opinion of the competent Central Contracts Control Board, after their subscription by the successful bidder.

38.4. The Project Owner or Delegated Project Owner shall notify the contract to the holder within five (5) working days from the date of its signature

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

39.1. Within the twenty (20) calendar days following the notification of the contract by the Project Owner or Delegated Project Owner, the contractor shall provide the Project Owner or Delegated Project Owner with a final bond, to guarantee the complete execution of the works, in the form stipulated in the RPAO, in accordance with the model provided in the Tender File.

39.2. The final bond whose rate, set in the RPAO, varies between 2 and 5 percent of the amount of the contract inclusive of all taxes, increased as the case may be, of the amount of amendments, may be replaced by a guarantee from a banking establishment approved according to the instruments in force, and issued with the Project Owner or Delegated Project Owner as beneficiary or by a personal and joint security.

39.3. Small and Medium-sized Enterprises (SMEs) constituted of national capital and managed by nationals as well as civil society organisations may provide a certified cheque, a bank cheque, a legal mortgage or a guarantee from a banking institution in lieu of a bond issued by a banking establishment or a financial institution approved in accordance with the instruments in force.

39.4. Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the contract under the terms laid down in the General Administrative Conditions. In this case, the bid bond is seized by the Project Owner.

39.5. Holders of a jobbing order may be exempted from the obligation to provide the final bond.

## **DOCUMENT No.3**

# **SPECIAL REGULATIONS GOVERNING THE INVITATION TO TENDER (RPAO)**

### **Note on the Special Regulations Governing the Invitation to Tender**

The aim of Document No. 3 is to help the Project Owner or Delegated Project Owner to provide specific information corresponding to the articles of the General Regulations featuring in Document No. 2. This information must be established for each contract.

The Project Owner or Delegated Project Owner must specify in the Special Regulations the information and

References of the RGAO	Description of the provision of the RPAO
1.1	<ul style="list-style-type: none"> <li>✓ Name and address of the Project Owner: The Lord Mayor of Andek Council</li> <li>✓ Reference of Invitation to tender: N° 07/ONIT/ANDEKCOUNCIL/ACITB/2026</li> <li>✓ Number of lots: 01</li> </ul> <p><b>Definition of works:</b> The works consist in:</p> <p>Lot 1:</p> <ul style="list-style-type: none"> <li>✓ Lot 100: Preparatory works;</li> <li>✓ Lot 200: Construction/rehabilitation works;</li> <li>✓ Lot 300: Piping Network;</li> <li>✓ Lot 400: Environmental mitigation measures;</li> <li>✓ Lot 500: Project sustainability.</li> </ul> <p>Lot 2:</p> <ul style="list-style-type: none"> <li>✓ Lot 100: Preparatory works;</li> <li>✓ Lot 200: Construction/rehabilitation works;</li> <li>✓ Lot 300: Piping Network;</li> <li>✓ Lot 400: Environmental mitigation measures;</li> <li>✓ Lot 500: Project sustainability.</li> </ul> <p><b>NB:</b> The information on the work to be carried out is detailed in the unit price schedule, the detailed quantity and cost estimate and the Special Technical Clauses.</p>
1.2.	<p>The provisional deadline for the execution of the works for each lot is: <b>four months</b></p> <p>This period for each of the lots runs from the date of notification of the administrative order to commence the works.</p>
1.4	<p>Name, subject of the works:</p> <ul style="list-style-type: none"> <li>✓ Lot 1: rehabilitation of the Andek urban potable water supply scheme covering Abang, Akooh, Akutah, Akoabong and Ibah;</li> </ul> <p>The work involves several phases: No</p> <p>Preparatory conference for the establishment of proposals: Yes ___ No ___</p> <p><i>[if yes, indicate date, time and place]</i></p>
2	<p>Source(s) of funding:</p> <p>The works subject of this invitation to tender shall be financed by:</p> <p>Budget: PIB MINEE Financial year: 2026 Line .....</p>
4.2	<p>The invitation to tender is opened to Cameroonian companies categorized to work under the water supply domain.</p>
5.1	<p>Origin/ Source of building materials, materials, and supply of equipment and services.</p> <p><i>No building materials, materials, equipment for use in this project shall be obtained from the following locations: [not applicable]</i></p>
6.2	<p>In case of associated groups of enterprises, each member of the group must submit a complete administrative file, the documents " Bank domiciliation certificate (except in the case of joint co-contracting), the purchase receipt for the TF and the bid bond" provided for in point 13.1 of the RPAO being submitted only by the representative of the group.</p>
6.4	<p>Information necessary to prove that the eligibility criteria for national preference are met: <i>[to be</i></p>

References of the RGAO	Description of the provision of the RPAO
	<p>f) A certificate of non-bankruptcy issued by the Court of First Instance or any other document issued by the competent institution of the foreign tenderer's country of residence;</p> <p>g) A certificate of the tenderer's bank domiciliation, issued by a banking establishment or institution authorised by the Cameroon Minister in charge of Finance, unless otherwise provided for in the financing agreement;</p> <p>h) The Tender File purchase fee receipt for the payment of a non-refundable sum of <b>eighty thousand (80,000) CFA francs</b> payable to the municipal treasury of Andek Council</p> <p>i) A certificate of non-exclusion from public contracts issued by the body in charge of the regulation of public contracts;</p> <p>j) A clearance certificate issued by the National Social Insurance Fund testifying that the tenderer has met his social obligations towards the said Fund, dated less than three months from the date of signature of the said certificate;</p> <p>k) A valid attestation of categorisation;</p> <p><b>NB: In the event of categorisation, the Project Owner or Delegated Project Owner defines the additional requirements to be requested from categorised enterprises.</b></p> <p><i>In the case of a group of enterprises, each member of the group must submit a complete administrative file, documents a, b, g, h must only be presented by the group's representative.</i></p> <p><b>NB: The required administrative documents must be submitted in originals or true copies certified by the issuing department or the competent administrative authority, in accordance with the provisions of the Special Rules of the Invitation to Tender, failing which they will be rejected. They must be valid on the original deadline for the submission of tenders.</b></p> <p><b>B-Volume II: Technical offer</b></p> <p>It includes:</p> <p><b>b1 Information on qualification</b></p> <p>The list of documents to be provided by tenderers to justify their qualification, especially as regards references, equipment and personnel, includes:</p> <p><b>b.1.1</b> the letter of submission of the technical proposal</p> <p><b>b.1.2 Tenderer's references</b></p> <ul style="list-style-type: none"> <li>• <i>The list of contracts carried out (Project Owner, Subject, Amount, Date of acceptance). by the tenderer as main contractor (or subcontractor) during the last five years in the domain of water supply scheme construction.</i></li> </ul> <p><i>These references must be accompanied by supporting documents, in this case:</i></p> <ul style="list-style-type: none"> <li>• <i>Copies of the first, second and last pages of the contract;</i></li> <li>• <i>Final or provisional acceptance minutes or performance certificate;</i></li> <li>• <i>Other supporting documents, if any, to be specified.</i></li> </ul> <p>In the context of the award of contracts falling under the jobbing orders threshold, and when expressly provided for in the consultation file, the references of the promoter or a technical manager of a newly established national Small and Medium-sized Enterprise shall 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> <p><i>These references must be accompanied by supporting documents, in this case:</i></p>

References of the RGAO	Description of the provision of the RPAO
	<b>E. OPENING OF ENVELOPES AND EVALUATION OF OFFERS</b>
25.1	<ul style="list-style-type: none"> <li>• The offers shall be opened in a single phase on ___/___/2026 at 11:00am by the Tenders Board of the Andek Council in the Andek Council conference hall.</li> <li>• Only tenderers may attend this opening session or be represented by a person of their choice, duly authorised, even in the case of a group of enterprises.</li> <li>• Under pain of rejection, the documents in the administrative file required must be produced in originals or in copies certified as true by the issuing department or competent administrative authority, in accordance with the provisions of the Special Regulations for the Call for Tenders. They must be valid at the time of submission of the offer and must be less than three (3) months old from the original deadline for the opening of offers or have been issued after the date of signature of the invitation to tender.</li> <li>• In case of absence or non-compliance of a document in the administrative file at the opening of bids, the tenderers concerned shall be given forty-eight (48) hours to submit or replace the said document.</li> <li>• The Contracts Board shall declare inadmissible and reject: <ul style="list-style-type: none"> <li>• any tender produced in insufficient number or only in copies for submission in hard copy version,</li> <li>• any bid in black on white;</li> <li>• bids bearing indications as to the identity of the tenderers;</li> <li>• offers received after the date and time limit for submission;</li> <li>• offers without any indication of the identity of the tenderer;</li> <li>• offers that do not comply with the bidding method;</li> <li>• Any tender that does not comply with the indications of the TF,</li> <li>• The absence of a bid bond issued by a body or financial institution approved by the Minister in charge of finance to issue bonds for public contracts, or failure to comply with the model documents in the Tender File, will result in the outright rejection of the bid with no room to complain. A bid bond produced but having no connection with the consultation concerned is absent. A bid bond submitted by a tenderer during the tender opening session is inadmissible;</li> <li>• In the event of a restricted invitation to tender, failure to submit the seventh copy of the financial offer, in a sealed envelope marked "sample offer" to serve as a sample offer for the body responsible for regulating public contracts, shall cause the inadmissibility of the offer of the candidate concerned, as soon as the tenders have been opened by the Tenders Board.</li> <li>• The Tenders Board shall draw up minutes of the tender opening session, a copy of which shall be given to all the tenderers.</li> </ul> </li> </ul>
	<p><i>[The bid-opening session must take place no later than one hour after the deadline for the receipt of bids set in the Tender File].</i></p>
	<p><i>Tenders shall be evaluated on the basis of the following criteria for each lot selected by the tenderer:</i></p> <ul style="list-style-type: none"> <li>▪ <i>The <b>eliminary criteria</b> specifying the minimum requirements to be met to be admitted to evaluation according to the essential criteria. They must not be the subject of scoring. The non-respect of these criteria shall cause the rejection of the tenderer's offer.</i></li> </ul> <p>They are:</p> <ul style="list-style-type: none"> <li>▪ absence of a bid bond at the bid opening session;</li> <li>▪ failure to submit a document in the administrative file that is deemed to be non-compliant or missing after the deadline of 48 hours after the opening of bids;</li> <li>▪ false declarations, fraudulent schemes or forged documents;</li> <li>▪ failure to meet 30/40 essential criteria for qualification of technical offers;</li> </ul>

References  
of the  
RGAO

Description of the provision of the RPAO

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- absence of a sworn declaration that no worksite has been abandoned during the last three years;
- non-compliance with the file format of the offers;
- the absence of a quantified unit price in the financial offer;
- the absence of the Integrity charter;
- absence of the declaration statement to comply with social and environmental clauses.

NB: Depending on the specificity of the service, other relevant criteria may be added when preparing the TF.

- The **so-called essential** (primordial or key) criteria, which attest to the technical and financial capacity of the candidates to provide the services subject of the tender. These must be determined according to the nature and consistency of the services to be provided.

The essential criteria for the qualification of tenderers for information purpose shall focus on the following:

MARKING GRID				
N°	CRITERIA	CONFORMITY		OBSERVATIONS
		YES	NO	
<b>GENERAL PRESENTATION OF THE BIDS</b>				
1	Properly bind			
2	Page separators in colour apart from white			
3	Order prescribed respected			
<b>REFERENCES OF THE COMPANY IN THE DOMAIN OF POTABLE WATER SUPPLY</b>				
4	Photocopies of minimum two (02) registered contract (1 <sup>st</sup> , 2 <sup>nd</sup> and last pages) certified by a competent authority			
5	Photocopies of minimum two (02) Minutes of reception corresponding to the-joint contracts certified by a competent authority			
<b>PERMANENT OR MOBILIZABLE MATERIAL MEANS</b>				
6	Proof of a concrete vibrator in good operating condition			
7	Proof of a vehicle (Pick up 4 x 4 or van) (owned or hired)			
8	Proof of head pans, rubber buckets, spades, shovels, dig axes, hammers			
<b>QUALIFICATION OF SITE PERSONNEL</b>				
9	Organizational Chart of the company			
10	Organizational Chart of site with comments			
11	Works Director (Civil or Rural Engineer with at least 05 years of experience in similar works)			
12	Certified copy of National identity card not more than three months old			
13	Certified copy of the Diploma of Work Director not more than three months old and signed by an administrative authority			
14	CV signed and dated by the works Director			
15	Attestation of availability			
16	Site foreman (at least Higher Technician in Civil or Rural Engineering with at least 03 years of experience in similar works)			
17	Certified copy of certificate of Foreman			
18	Certified copy of National identity card signed not more than three months old			
19	CV signed and dated by the site foreman			
20	certificate of availability signed times by the owner			
21	Assistant site foreman (at least a technician in civil or Rural Engineering with at least three 03 years of experience)			

References of the RGAO	Description of the provision of the RPAO
	<p>instalments of the cost estimated by the Project Owner, including contingencies, for the duration of the contract).</p> <p>2 The period is normally three years.</p> <p>3 In the case of a group, it may be indicated that each member of the group must meet 25 or 30 % of the total amount required and that the representative of a group must meet 50 or 60 % of the total amount required.</p> <p>5 The amount of the turnover should not be set too high as to prevent companies with the required technical and financial capacities from meeting the qualification criteria].</p> <p style="text-align: center;">▪ <b><u>Proof of acceptance of the terms of the contract</u></b></p> <p>Bidders must submit duly initialled and signed copies, marked "read and approved", of the following administrative and technical documents governing the contract:</p> <ul style="list-style-type: none"> <li>➤ The Special Administrative Clauses (SAC);</li> <li>➤ The Special Technical Clauses (STC),</li> </ul> <p><b>NB: A detailed evaluation grid consistent with the requirements of the Special Regulations Governing the Invitation to Tender may be attached to these Special Regulations Governing the Invitation to Tender. The said grid and the criteria detailed below must formally specify the procedures for validating a criterion based on the number of sub-criteria met].</b></p> <p><b>In the event of a conflict between the contents of the Tender File, the elimination of a tender for non-compliance with the provisions of the Tender File must be based solely on the criteria contained in the RPAO, the provisions of which take precedence over those of the other documents.</b></p>
31.2	<p>The currency used for the conversion into a single currency is the CFA franc, the source of the exchange rate being the Bank of Central African States (BEAC).</p> <p>The exchange rate date is: [Select a date between zero and 14 days before the tender expiry date].</p> <p>The date of the exchange rate is: [Retain a date that will not be more than twenty-eight (28) days before the deadline for submission of tenders, nor later than the initial date of expiry of the period of validity of offers.</p> <p>the exchange rate for converting the bidder's offer into local currency and for converting future detailed accounts into foreign currency shall be that [to be specified, for example, that of the BEAC three working days before the deadline for submission of offers].</p>
32.2.(b)	<p>The method of evaluation for costing works to be executed under State supervision is defined as follows: [to be specified if applicable] and the percentage of such work should be specified</p>
32.2.(e)	<p>The execution deadline will be evaluated as follows:(to be specified if applicable) [If the execution deadline is a factor in the assessment, the method of assessment should be specified here, in the form of a specific amount per week of delay based on a 'standard' or minimum execution deadline, which amount is related to the estimated prejudice to the Project Owner or Delegated Project Owner. The amount shall not exceed the corresponding amount of penalties for delay set in the SAC].</p>
32.2(g)	<p>The method for assessing the technical variants is the following: [To be inserted, where appropriate, with reference to the provisions of the Technical Specifications].</p>
33.1	<p>This tender is opened to National bidders</p>
<b>F- AWARD</b>	
34.1	<p>The Project Owner or the Delegated Project Owner awards the contract to the bidder whose bid has</p>

**DOCUMENT No.4**  
**SPECIAL ADMINISTRATIVE CLAUSES**  
**(SAC)**

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## Chapter I: Generalities

### Article 1: Subject of the contract

The purpose of this contract is the rehabilitation of the Andek urban potable water supply scheme covering Abang, Akooh, Akutah, Akoabong and Ibah, Ngie Subdivision, Momo Division of the North-West Region.

- ✓ Lot No.1: rehabilitation of the Andek urban potable water supply scheme covering Abang, Akooh, Akutah, Akoabong and Ibah;

This jobbing order is awarded after an Open National Invitation to tender, following procedures laid down for the award of public contracts in Cameroon.

### Article 3: Duties and security

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

#### 3.1 Duties (see. Public Contracts Code)

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

- **The Project Owner shall be the Mayor of Andek Council:** He signs the contract, orders payment of services, ensures the preservation of originals of the documents relating thereto and the transmission of copies to the Authority in charge of Public Contracts and the Public Contracts Regulatory Body and to the Ministry in charge of Public Contracts or its relevant devolved service;
- **The Contract Manager shall be the Divisional Chief of Service for Water and Sanitation Momo.** He ensures compliance with administrative, technical and financial clauses and contractual time-limits. He is responsible for the general management of the execution of services, he makes all the technical and financial arrangements and represents the Project Owner or the Delegated Project Owner in the competent dispute arbitration bodies. He provides the Project Owner or Delegated Project Owner with general administrative, financial and technical assistance during the definition, development, execution and acceptance stages of the works covered by the contract.
- **The Contract Engineer shall be the Divisional Delegate of MINEE for Momo.** He is accredited by the Project Owner to monitor the contract execution under the supervision of the Contracts Manager to whom he reports;
- **The Project Manager** of this contract shall be the **CDO of Andek Council** Herein after referred to as the Project Manager; He is responsible for defending the interests of the Project Owner or the Delegated Project Owner at the definition, preparation, execution and acceptance stages of the services under the contract.
- **The body responsible for external control of public contracts** is the Ministry in charge of public contracts. The Ministry of Public Contracts or its relevant devolved service is responsible for checking that the contract has been properly executed, issuing the required prior approvals and approving the general and final detailed account.
- **The Administration's contracting partner or the contract holder** is [To be specified] and is responsible for executing the services under the contract.

#### 3.2. Security

For the purpose of applying the security regime provided for in Article 150 of Decree No. 2018/366 of June 20, 2018 on the Public Contracts Code, the duties are defined as follows:

- The authority in charge of ordering payment shall be the **Mayor of Andek Council.**
- The body or official in charge of payment shall be the **Municipal Treasury of Andek Council;**

1. Law No. 75/15 of 8 December 1975 on compulsory insurance of construction risks;
2. Law No. 92/007 of 14 August 1992 on the Labour Code;
3. Law No. 2015/018 of 21 December 2015 governing commercial activity in Cameroon;
4. Law No. 98/013 of 14 July 1998 on competition;
5. Law No. 096/12 of 5 August 1996 framework law on environmental management;
6. Law No. 2018/012 of 11 July 2018 on the financial regime of the State;
7. Law No. 2016/17 of 14 December 2016 on the Mining Code;
8. Law No. 2025/012 of 17<sup>th</sup> December 2025: Finance law of the Republic of Cameroon for the 2026 financial year;
9. financial year;
10. Framework Law No. 2011/012 of 6 May 2011 on Consumer Protection in Cameroon;
11. Law No. 2018/011 of 11 July 2018 on the code of transparency and good governance in the management of public finances in Cameroon;
12. Decree No. 77-318 of 17 August 1977 on the application of Law No. 75-15 of 8 December 1975 making compulsory construction risks insurance;
13. Decree No. 2012/075 of 8 March 2012 to organise the Ministry of Public Contracts in its provisions not contrary to the Public Contracts Code;
14. Decree No. 2001/048 of 23 February 2001 on the setting up, organisation and functioning of the Public Contracts Regulatory Agency and its subsequent amending instruments;
15. Decree No. 2005/577 of 23 February 2005 laying down the procedures for carrying out environmental impact studies;
16. Decree No. 2011/408 of 9 December 2011 to organise the Government, as amended and completed by Decree No. 2018/190 of 2 March 2018;
17. Decree No. 2014/0611/PM of 24 March 2014 to lay down the conditions for the use and application of the Labour-intensive Approach (HIMO);
18. Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code and its implementing instruments;
19. The order to put into force the General Administrative Clauses (GAC) applicable to public works contracts in force;
20. Order No. 212/A/MINMAP of 28<sup>th</sup> September 2021 organizing the functioning of SIGAMP;
21. Circular letter No. 000019/LC/MINMAP of 05<sup>th</sup> June 2024 concerning the modalities of constitution, deposit, conservation, restitution and withdrawal of guarantee on Public Contract;
22. Circular No. 0001877/C/MINFI of 31<sup>st</sup> December 2025 bearing instructions relating to the implementation of the Finance laws, the monitoring and control of the execution of the Budgets of the State and other entities for the 2026 fiscal year;
23. The Circular No. 0001879/C/MINFI of 31<sup>st</sup> December 2025 relating to the execution, the monitoring and control of the execution of the budgets of the Regional and Local Authorities for the financial year 2026;
24. Instruments governing other trades;
25. Other instruments specific to the field concerned by the contract;
26. The standards in force.

#### **Article 8: Communication**

Only communications in writing should be considered within the framework of this contract and the notifications sent to the following address:

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

a) In the case where the contractor is the addressee: Sir/Madam.....

Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the [to the specified] council, chief town of the region in which the work was done;

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

## Article 12: Administrative orders

The various administrative orders shall be prepared and notified under the following conditions:

12.1. Once the contract has been notified to the contract holder, the Project Owner or the Delegated Project Owner has fifteen (15) calendar days to sign the works start-up service order. This Service Order is notified to the contractor by the Contract Manager within seven (7) calendar days. A copy of the said Service Order is sent to the Ministry in charge Public Contracts or its relevant devolved service, to the Regulatory Body, to the Contract Manager, to the Contract Engineer, to the Paying Body and to the Project Manager, if applicable.

12.2 The administrative orders having an incidence on the amount and/or contract deadline, shall be signed by the Project Owner under the following conditions:

- a) where an administrative order is likely to cause contract amount overrun, its signature is subject to proof of funding from the Project Owner or the Delegated Project Owner;
- b) In case of contract amount overrun, changes can only be made through an amendment and additional services can be paid for only after the amendment has been signed by the Project Owner or the Delegated Project Owner;
- c) Administrative orders for additional services may be signed by the Project Owner or Delegated Project Owner and regularised later through an amendment, as long as their financial incidence is less than ten percent (10) of the contract amount.

A copy of the administrative orders referred to above will be sent to the Contract Manager, the Contract Engineer, the Paying Body and the Project Manager if applicable.

- d) The Paying Body's prior visa may possibly be required before the signature of those having an incidence on the amount;
- e) In any case, any modification affecting the technical specifications or the special technical clauses shall be subject of prior study on the scope, cost and contract deadlines.

12.3 Administrative Orders of technical nature linked to the normal progress of the work shall be signed directly by the Contract Manager and notified to the Contractor by the Engineer or the Project Manager (if applicable) with a copy to the Minister in charge of Public Contracts, to the Regulatory Body and the Paying Body.

12.4 Administrative orders serving as formal notice shall be signed by the Project Owner or the Delegated Project Owner and notified to the Contractor by the Contract Manager, with a copy to the Minister in charge of Public Contracts, the Regulatory Body, the Contract Engineer and the Project Manager if applicable.

12.5 Administrative orders for the suspension and resumption of works due to bad weather or other cases of force majeure shall be signed by the Project Owner or Delegated Project notified by the Contract Manager to the Contractor, with a copy to the Minister in charge of Public Contracts, the body in charge of regulation, the Contract Engineer and the Project Manager, if applicable.

12.6 Administrative orders prescribing the works necessary to remedy any disorders not arising from the normal use that appears in the works during the guarantee period shall be signed by the Contract Manager, on the proposal of the Engineer and notified to the Contractor by the Engineer.

12.7 The Contractor has a period of fifteen (15) days to express reservations on any administrative order received. The fact that reservations are made does not exempt the Contractor from implementing the administrative orders received.

12.8 In the event of a group of enterprises, the service orders are sent to the representative, who alone has the right to submit reservations on behalf of the group that he represents.

12.9 The contract may include conditional tranches, the execution of which is subject, for each of them, to the possible lifting of the denunciation clause and to the Contractor being notified, by administrative order, of the

representative in the Republic of Cameroon during the period of performance of the contract.

#### **Article 14- Conditional tranche contracts (not applicable)**

14.1. [Specify whether the contract comprises one or more tranches and the conditions for notification of each of the tranches].

At the end of a tranche, the Project Owner or the Delegated Project Owner shall take delivery of the services for the tranche in question and issue a performance certificate to the Contractor in the year in which the contract is executed. This acceptance shall be a condition for the start of the next conditional tranche.

14.2. The period from the date of provisional acceptance of the previous tranche for the signature and notification by the Project Owner or the Delegated Project Owner of the administrative order to commence a conditional tranche is: [number of days to be specified if applicable].

14.3. The deadline for notification of this administrative order by the Contract Manager shall be a maximum of fifteen (15) days. This period is the same as that for the firm tranche.

#### **Article 15- Contractor's personnel and equipment**

##### **15.1. Personnel of the enterprise**

The enterprise shall be required to use the personnel proposed in the offer, whose team is composed as follows:

Key personnel for the execution the works:

- ✓ Work Director
- ✓ Site foreman
- ✓ Site technician

In addition, indicate the personnel to be recruited in the case of the labour-intensive approach (HIMO), if any, and the method of their remuneration.

##### **15.2. Replacement of key personnel**

Any modification, even partial, to the proposals in the technical offer will only be made after written approval by the Project Owner or the Delegated Project Owner or the Contract Manager. In the event of a modification, the contractor will have him replaced by personnel of at least equal competence (qualifications and experience) or by equipment of similar performance and in good working order.

In any event, the lists of supervisory personnel to be put in place must be submitted for the prior written approval of the Project Owner or the Engineer, as appropriate, within \_\_\_\_\_ days following notification of the administrative order to commence service. After this deadline, the lists will be deemed to have been approved. The Project Owner or the Engineer, as appropriate, shall have ..... days to notify his opinion in writing to the Contract Manager. The Project Owner reserves the right to refuse approval to a person proposed by the contractor whose qualifications are insufficient.

Any unilateral change made to the proposals for supervisory staff in the technical offer, before and during the works, is grounds for termination of the contract as referred to in Article 41 below or for the application of penalties [To be specified].

Any changes made shall be notified to the Project Owner for prior approval.

##### **15.3 Withdrawal of personnel (if applicable)**

After written approval from the Project Owner or the Delegated Project Owner, the Contract Manager may, on the proposal of the Contract Engineer or the Project Manager, as appropriate, ask the contractor, after formal notice, to withdraw a member of his staff for serious misconduct duly established or for incompetence, giving the reasons for his request, the other party shall ensure that this person leaves the Site within fifteen (15) days and that he no longer has any connection with work under the Contract. In this case, the person shall be replaced in accordance with the provisions of Article 13.2 above.

##### **15.4 Representative of the contractor**

- Or the approval note, 'GOOD FOR EXECUTION.'
- Or the mention of their rejection together with the reasons for the rejection.

The administration's contracting partner shall then have [To be specified] to submit a new project. The Contract Manager or the Project Manager shall then have a period of [To be specified] to give his approval or make possible comments. The time limits for approval of the execution project are suspensive of the execution deadline.

The approval given by the Contract Manager or Project Manager shall in no way reduce the liability of the contractor. However, work carried out before the approval of the programme will not be recorded or remunerated unless it has been expressly ordered. The updated and approved schedule will become the contractual planning.

The Administration's contracting partner shall constantly update, on the worksite, a work planning that takes into account the actual progress of the works. Substantial changes to the contractual programme may only be made after approval by the Contract Manager. After the Contract Manager has approved the execution program, he shall forward it to the Project Owner or Delegated Project Owner within [To be specified], without suspending effect of its execution. However, if significant modifications which alter the objective of the contract or the consistency of the works are noted, the Project Owner or Delegated Project Owner shall return the execution programme together with the reservations to be lifted within fifteen (15) days from the date of receipt.

b. The Environmental and Social Management Plan shall highlight especially the conditions for the choice of technical sites and residential area, the conditions for borrowing extraction sites and the conditions for restoring the worksites and installation sites.

c. The contractor shall indicate in this programme the materials and methods he intends to use and the number of personnel he intends to employ.

## **16.2 Execution project**

a. Within a maximum period of fifteen (15) days from the date of notification of the administrative order to commence works, the Contractor shall submit to the Engineer or the Project Manager, as the case may be, for approval, an execution project in [to be specified] copies including especially:

- the minutes specifying the tasks to be carried out;
- a record of deteriorations, if any;
- the itinerary diagram or the linear of the works to be carried out, if applicable;
- a description of the processes and methods of execution of the works envisaged, with estimates of the use of personnel, equipment and materials;
- the execution plans for the works/structures and the related calculation notes;
- supply plans;
- the graphic planning of the works;
- the list of works that the contractor will have them carried out by subcontractors, if any.

The updated and approved planning will become the contractual schedule. It should show the critical tasks. The contractor shall constantly keep up-to-date on the worksite, a works updated planning which will take into account the actual progress of the works.

In case of failure to comply with the deadlines for approval of the above documents by the Administration, they shall be deemed to be approved.

Notwithstanding any recourse to a subsidiary order, the main company remains responsible for the execution of all obligations resulting from the contract. The sub-contracting contract must comply with the commitments of the main enterprise. They will carry out their part of the work under the sole and full responsibility of the contractor.

The amount of works that may be subcontracted is limited to thirty per cent (30%) of the amount of the contract and any amendments thereto.

The services subject of subsidiary order must be awarded in priority to national Small and Medium-sized Enterprises of which at least fifty-one (51%) of the capital is held by nationals, and in the event of insufficiency or deficiency, to SMEs and Large Enterprises of which at least thirty-three percent (33%) of the capital is held by nationals.

Payment of the subcontractor may be made by the Project Owner when the amount of the service subcontracted by a single company is greater than or equal to ten percent (10%) of the total amount of the contract and any amendments or when it is established that the main enterprise is engaging in unorthodox practices vis-à-vis the subcontractor. Where the subcontractor is to be paid directly, the main contractor is required, when requesting authorisation, to establish that the assignment or security of receivables resulting from the contract does not prevent direct payment to the subcontractor.

### **Article 20- Site laboratory and tests**

The contractor is bound to have his own laboratory on the site to enable him carry out all identification trials and/or studies on building materials defined in the STC. The personnel and the equipment in this laboratory must be approved by the Project Manager and the Contract Engineer within a period of [to be specified].

20.1 The trials, if applicable, provided for under this contract include: [to be specified].

20.2 The necessary laboratory equipment and materials are: [to be specified].

20.3 The modalities for the implementation of these trials are: [to be specified].

The costs of these trials and controls shall be borne by the Contractor.

### **Article 21: Site logbook and meetings**

#### **21.1 Site logbook.**

The contractor is bound to open a site logbook before the start of works. It is a single contradictory document. Its pages are numbered and initialled. No page should be removed. Parts that are crossed out or cancelled should be signalled in the margin for validation. Each day, the following information must be entered inside:

- the administrative operations relating to the execution and payment of the contract (notification, results of trials, job cost sheets);
- atmospheric conditions;
- reception of building materials and all types of approvals;
- incidents or details of all types which are of interest from the point of view of the future carriage structures or the actual duration of the works;
- Etc.

The contractor may enter incidents or observations likely to give rise to claims on his part.

This logbook shall be jointly signed by the Project Manager and the contractor's representative during each visit of the site.

For any possible claim by the contractor, he may not refer to other documents of the contract than the events or documents mentioned at the appropriate time in the site logbook.

#### **21.2 Site meetings**

Provisional acceptance shall be pronounced immediately at the end of the execution of the work covered by this contract and after the Pre-Acceptance Operations. After visiting the site, the Committee shall examine the minutes of the pre-acceptance operations and proceed to provisional acceptance of the works if necessary. For contracts comprising several tranches, the Project Owner or the Delegated Project Owner shall proceed with the provisional acceptance of the works for the tranche in question. This acceptance shall be a condition for the start of the next conditional tranche.

The acceptance visit is marked by the signing, on the spot, by all the participants, of an acceptance report mentioning whether acceptance is pronounced or not and, if applicable, the reservations to be lifted, together with deadlines, before pronouncing the said acceptance. If acceptance is not granted, the acceptance report shall specify the reservations to be lifted and the deadline before acceptance is granted.

To be valid, the acceptance report must be signed by at least two-thirds (2/3) of the members, including the Chairperson.

### **24.3 Composition of the acceptance committee**

The Acceptance Committee shall be made up of the following members [as indication]:

- **Chairperson:** The Project Owner or the Delegated Project Owner or his representative;
- **Rapporteur:** The Contract Engineer
- **Members:**
  - The Contract Manager or his representative;
  - The Project Manager;
  - The Project Owner's stores-accountant in accordance with the circular implementing the finance law for the year 2026.
  - the representative of beneficiaries;
- **Observer:** The MINMAP representative;
- **Guest:** The Contractor;

The members of the Acceptance Committee are convened at least ten (10) days before the date of acceptance. The Contractor or the Service Provider is invited to the acceptance exercise by post at least ten (10) days before the date of the acceptance exercise. He must attend (or be represented). The absence of the Contractor or Service Provider is equivalent to acceptance without reservations of the conclusions of the Acceptance Committee.

### **24.4. Partial acceptances.**

The contractor may, if the nature of the services so requires or in cases of force majeure, request partial acceptance. In this case, the committee responsible for partial acceptance shall be the same as that responsible for provisional acceptance. A report of partial acceptance shall be drawn up and signed by all the parties [Indicate if partial acceptance is planned].

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

### **24.6 Taking possession of the works**

Any possession taking of the structures must be preceded by a partial or provisional acceptance. However, if there is urgency, taking possession may occur before acceptance, subject to the establishment of a joint statement on the situation.

### **24.7- Rejection**

When the Committee deems that the work has such reservations that it does not seem possible to pronounce either partial acceptance or acceptance with a reduction, the Contract Manager shall notify a reasoned rejection decision.

To this end, he shall recruit an approved Technical Control Office (TCO) to assess the works with a view to obtaining a ten-year insurance.

## CHAPTER IV: FINANCIAL CLAUSES

### Article 29- Contract price

The amount of this contract, as shown in the [detailed estimates] is: \_\_\_\_\_(in figures)\_\_\_\_\_ (in words) CFA francs inclusive of all taxes (IAT); that is:

- Amount EVAT: \_\_\_\_\_(\_\_\_\_) CFA francs;
- Amount of VAT: \_\_\_\_\_(\_\_\_\_) CFA francs
- AIR amount: \_\_\_\_\_ (\_\_\_\_) CFA francs
- Net to be paid = Net amount with all taxes and duties deducted: \_\_\_\_ (\_\_\_\_) CFA francs.

### Article 30- Place and method of payment

Any payment relating to a public contract shall be made by transfer to an account held in a first-rate Cameroon credit institution approved by the Minister of Finance, in accordance with regulations in force, or by documentary credit.

The Project Owner shall pay the sums due by bank transfer in the name of the contractor in the following manner: [The bank domiciliation must be the same as that of the final bond].

- a) For payments in CFA francs, either (net amount to be paid in figures and words), by credit to account No. \_\_\_\_\_ opened in the name of the contractor at the \_\_\_\_\_ bank
- b) For payments in currencies (if applicable) either (net amount to be mandated in figures and words), by crediting account No. \_\_\_\_\_ opened in the name of the contractor at the \_\_\_\_\_ bank.

### Article 31- Guarantees and bonds

The contractor must provide guarantees from financial institutions approved by the Minister in charge of Finance or that have local correspondents approved by the said Minister.

The guarantees described below in favour of the Project Owner or Delegated Project Owner shall be required within the deadlines, for the amount and according to and under the model indicated below:

#### 31.1 Final Bond

- a) It shall be constituted by the contract holder and sent to the Contract Manager within a maximum of twenty (20) calendar days from the date of notification of the contract and, in any case, before the first payment.
- b) The amount is set at: **one million (1,000,000) for lot 1 and five hundred and thirty thousand (530,000) for lot 2.**
- c) The guarantee shall be expressed in the currency(ies) of the Contract, or in a freely convertible currency satisfactory to the Project Owner or Delegated Project Owner, and shall follow one of the models provided in the Tender File, as specified by the Project Owner or Delegated Project Owner in the SAC, or any other document satisfactory to the Project Owner or Delegated Project Owner.
- d) The substitution methods of the security are provided for in Article 140 of the Public Contracts Code.
- e) The final bond will be returned consecutively by the Project Owner or the Delegated Project Owner within a period of one month following the date of provisional acceptance of the works, following a release order issued by the Project Owner or the Delegated Project Owner at the request of the contractor.
- f) Small- and medium-size 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 body authorized in accordance with the instruments in force

subject of the contract.

The amount of the works executed under State supervision referred to in paragraph 1 above shall not exceed 2% (two percent) of the contract amount, inclusive of all taxes.

35.2 In the event of duly established default by the Administration's contracting partner, the Project Owner or Delegated Project Owner may, failing to terminate the contract, and after the written authorisation of the Authority in charge of Public Contracts, prescribe total or partial supervision at the cost and risks of the said contracting partner. *[Refer to the separate instrument of the Authority in charge of public contracts laying down the conditions for executing works under State supervision.]*

35.3 Works executed under State supervision shall be remunerated on the basis of the State supervision unit prices provided for in the contract, or, failing that, salaries, allowances, social security charges, sums spent on supplies and equipment, increased under the conditions laid down in the specific instrument of the Authority in charge of Public Contracts defining the conditions for executing works under State supervision to cover overheads, taxes, duties and profits.

### **Article 36 : Valuing the supplies**

36.1 Payments on account for supplies may be made in respect of expenditure incurred for the execution of works, supplies or services subject of a contract.

*The terms for the payment of these advances are laid down in the Public Contracts Code.*

36.2 A deposit is not required for payments on accounts for supplies.

36.3 In any case, the administration's contracting partner shall be responsible for the safekeeping of the materials which have given rise to an advance for supplies up to the acceptance of works.

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

### **Article 37- Advances**

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

37.2 The start-up advance can be obtained by the administration's contracting partner on simple request addressed to the Project Owner or the Delegated Project Owner without justification. This advance starts to be reimbursed by deducting 20% from each payment on account once the total amount of work reaches 40% of the contract amount. The payment on account for the start-up advance shall take place after the deposits due have been put in place, in accordance with the provisions of the Public Contracts Code.

37.3 The total advance must be completely reimbursed not later than when the value of the basic price of the services executed shall have reached eighty per cent (80%) of the contract price.

37.4 As the advances are reimbursed, the Project Owner or the Delegated Project Owner shall release the corresponding part of the guarantee, at the express request of the administration's contracting partner.

37.5. The administration's contracting partner shall use the start-up advance exclusively for the purchase of materials, equipment, materials and mobilisation expenses specially required for the execution of the Contract specified in his application.

### 38.4 General and Final detailed account

38.4.1 Within a deadline of one (01) month after the final acceptance, the Contract Engineer shall draw up the detailed final payment.

At the end of the guarantee period, which gives rise to the final acceptance of the works, the Contract Manager shall prepare the general and final detailed account of the contract and has it signed jointly by the contractor and the Project Owner or Delegated Project Owner. This detailed account includes:

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

**The signing of the general and final detailed account without reservation by the contractor binds the parties completely and puts an end to the contract, and releases the Project Owner and the Delegated Project Owner from any obligations, except as regards interests on overdue payments.**

35.8.2 The contractor then has one (01) month from the date of this notification to return this general detailed account, with or without reservations, to make known the reasons for his refusal to sign the general detailed account.

The transmission of the general and final detailed account to the paying body for payment is subject to MINMAP prior endorsement. For this purpose, a copy of the corresponding job cost sheet and all the provisional detailed accounts must be sent to him beforehand or handed to his representative on the site, as appropriate.

The deadlines and conditions for signing and handling disagreements are the same as for the final detailed account.

### Article 39- Interests on overdue payments

The possible interests on overdue payments shall be paid by statement of sums due and calculated in accordance with the provisions of Article 166 and 167 of Decree No.2018/366 of 20 June 2018 to institute the Public Contracts Code and using the formula below:

$L = M \times (n/360) \times (1)$  where:

M = Amount, inclusive of taxes, owed to the holder;

N = Number of calendar days of delay;

i = BEAC corporate lending rates increased by one (1) point or discount rate applied by the Bank issuing the currency involved, increased by at most one (1) point, as the case may be.

### Article 40- Penalties

#### A. Penalties for delay

40.1 In case of overrun of the contractual deadline attributable to the contract holder, he shall be liable to a delay penalty, the amount of which shall be fixed as follows:

- a. One two thousandths (1/2000<sup>th</sup>) of the initial contract price, all taxes inclusive per calendar day overrun from the first to the thirtieth day beyond the contractual time limit set by the contract;
- b. One thousandth (1/1000<sup>th</sup>) of the initial contract price, all taxes inclusive of tax per calendar day overrun beyond the thirtieth day.

40.2 For conditional tranche contracts, the deadlines and amounts to be taken into account are those of the tranche considered.

#### B. Specific penalties [amount and method of calculation to be specified].

and charges that are of his responsibility as well as of his subcontractors.

#### **Article 43- Stamp duty and registration of contracts**

Seven (7) original copies of the contract shall be stamped and registered by and at the cost of the administration's contracting partner, in accordance with the regulations in force.

### **CHAPTER V: MISCELLANEOUS PROVISIONS**

#### **Article 44- Termination of the contract**

44.1 The contract shall be automatically terminated in any of the following cases:

- a) death of the contract holder. In this case, the Project Owner or Delegated Project Owner may, if necessary, authorise that the proposals submitted by the rightful claimants be accepted for the continuation of the services;
- b) bankruptcy of the contract holder. In this case, the Project Owner may accept, if appropriate, the proposals that may be submitted by the creditors for the continuation of the services;
- c) judicial liquidation, if the Administration's contracting partner is not authorised by the court to continue running his enterprise;
- d) in case of subcontracting, co-contracting or subsidiary orders without the prior authorisation of the Project Owner or Delegated Project Owner;
- e) Default by the Administration's Contracting Partner duly established and notified by the Project Owner or the Delegated Project Owner by administrative order serving as formal notice after evaluation and the default established;
- f) Failure to comply with labour laws and regulations;
- g) significant price variation under the conditions laid down in the General Administrative Clauses, following the modification of the economic conditions or the initial quantities of the contract;
- h) Fraudulent schemes and corruption duly established.

44.2 The contract may also be terminated under the conditions stipulated in GAC, notably in the event of:

- Delay in the execution of works resulting in penalties beyond 10% of the amount of works;
- Adjournment or prolonged stoppage decided by the Project Owner or the Delegated Project Owner;
- Persistent non-payment of services;
- Refusal to repair poorly executed works;

Article 44.3 The contract may equally be terminated under the conditions stipulated in the GAC, notably in one of the following cases:

- In case of 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 45- Case of force majeure**

The contract holder shall not be held responsible for delays caused by a case of force majeure. In such a case, the contract holder shall inform the Project Owner or Delegated Project Owner in writing, within [Specify the number of days] of the existence of the force majeure and give the estimation of the resulting delays. Each time a case of force majeure will cause a delay, the contract holder shall be entitled to the extension of deadlines, if the Project Owner deems it is real.

Under this contract, "force majeure" refers to [Specify the GAC provisions and some special situations, as the case may be].

## **INTRODUCTION.**

This specification aims to define the mode of execution of work to be done following the norms and approved standards, according to the documents of the Contract.

The choice of technological options for achieving the proposed work has the sole concern to ensure a better functionality of facilities in compliance with safety rules for the protection of property and persons. It has been established as a guide to clarify and supplement the guidance of the estimate and drawings notwithstanding the terms of the Contract.

## **B-MODE OF EXECUTION OF WORK**

### **SPECIAL TECHNICAL CONDITIONS (STC)**

#### **CHAPTER I – GENERAL INFORMATION**

**Article 8: CEMENT**

They should be of CPA 325 class and be obtained from an approved factory.

**Article 9: CONCRETE WORKS**

Concrete Works shall be of 4 kinds:

- Lean concrete for foundation works where indicated shall be of PC 150kg/m<sup>3</sup> and 10cm thick.
- Mass concrete for foundations shall be PC 250kg/m<sup>3</sup> and thickness as shown on the plans
- Reinforced concrete for floor and roof slabs, covers foundations shall PC 350kg/m<sup>3</sup> and thickness as shown on the plans
- Mass concrete for catchment works: All concrete in catchment construction shall be PC400KG/m<sup>3</sup>.

**Article 10: PIPES AND FITTINGS**

Generally, pipes used in water supply must meet any of the standards mentioned below or their equivalence: the American Water Works Association (AWWA) or the American National Standards Institute (ANSI) or the American Society for Testing and Materials (ASTM) standards N°. D1785 and D 2241 or ISO standards N° 527 and 845.

**Table A: NFT 54 – 016 Physical Characteristics of Pipes**

External Diameter		Thickness		Service Pressure	Test Pressure 1h at 20°C MPa	Tensile test 10h at 60°C MPa	
0	Tolerance	Average	Nominal				Max.
25	0.5	0.3	1.9 2.8	2.3 3.3	1.6 2.5	6.5 10.3	13.7
32	0.5	0.3	2.4 3.6	2.9 4.2	1.6 2.5	6.5 10.3	13.7
40	0.5	0.3	3 4.5	3.5 5.2	1.6 2.5	6.5 10.3	13.7
50	0.5	0.3	3.7 5.6	4.3 6.4	1.6 2.5	6.5 10.3	13.7
63	0.8	0.3	3 4.7 7.1	3.5 5.4 8.1	10 6.3 4	4 6.5 10.3	13.7
75	0.9	0.3	3.6 5.5	4.2 6.3	10 6.3	4.1 6.5	13.7
90	1.1	0.3	4.3 6.6	5 7.5	10 6.3	4.1 6.5	13.7
110	1.4	0.4	3.2 5.3 8.1	3.8 6.1 9.2	16.7 10 6.3	0.6 1 1.6	13.7
125	1.5	0.4	3.7 6 9.2	4.3 6.8 10.4	16.7 10 6.3	0.6 1 1.6	13.7
140	1.7	0.5	3.7 6.1 9.3	4.3 7 10.5	0.6 1 1.6	2.57 3.75 5.86	13.7
160	2	0.5	3.8 6.2 9.5	4.4 7.1 10.7	0.6 1 1.6	1.95 3.3 5.2	13.7

**Tolerances**

Ovalization : ± 1 mm

Length of pipe : ± 1% ----- ± 6cm

Socket length : ± 0.6 mm

## **10.2 Fittings specifications**

Contractors are required to strictly respect standards and specifications.

All fittings for these constructions must resist a pressure of above 16 Bars

All fittings have to be approved by the supervisor before being used. All fittings not conforming to those standards and specifications shall be rejected. The performance guarantee of works shall cover all defects on fittings, their handling and workmanship.

## **CHAPTER III – METHOD OF EXECUTION**

### **Article 11 GENERAL INFORMATION**

#### **11.1 Safety Measures**

The Contractor shall be required to place at the entrance to the works site and in its vicinity, signboards indicating that works is underway and he shall be responsible for any accident that occurs on the works site and / or suffered by a third party, his staff and employees and officials of the Administration as a result of their presence on the works site. Organisation of work and security on the works site shall be the responsibility of the Contractor.

#### **11.2 Traffic**

The Contractor shall be responsible for ensuring that traffic is not obstructed on the entire stretch of his works site throughout the period of work up till provisional acceptance. No obstruction of traffic shall be allowed for more than two hours. Maintenance of traffic flow shall be the responsibility and at the expense of the Contractor and in case of any breach of contract by the latter, the Supervisor may bring in a third party to correct any faults. All related expenses shall be borne by the Contractor. Where interference with traffic is inevitable, the opinion of local administrative authorities shall be required for any obstruction for a given period.

### **Article 12 STONE MASONRY**

All stone masonry works must comply to the following standards DTU N° 20 – 12; NFP 13:304 and 14:301 The stone masonry required for the construction of structures should be aesthetical and according to structure type (shape, size of stones, joints etc...) in accordance with Engineering rules. Binding mortar shall contain 300 (three hundred) kg of cement per m<sup>3</sup> of sand with the biggest sand grain being 4mm. The visible sides of the stone masonry must be regular. The minimal sizes of the sides must not be less than 15 (fifteen) cm.

M 450 mortar shall be used for the finishing of the external joints.

### **Article 13 MORTARS AND CONCRETE**

#### **13.1 Mortar**

All mortar and plastering must meet the DTU standard N° 26 – 1. M450 mortar shall be a mixture of 450 (four hundred and fifty) kilogrammes of cement per cubic metre of dry sand.

If the M450 mortar is more than 20 (twenty) millimeters thick, micro-concrete mixed with 400 (four hundred) kilogrammes of cement whose composition shall first of all be submitted for the Supervisor's approval shall be used.

#### **13.2 Concrete**

Reinforced concrete in elevation shall contain 350 kilogrammes of cement per cubic metre and shall be vibrated during laying. The reinforcement rods must meet the BAEL standards of 1991 or the AFNOR 35 – 001 standards. C350 concrete for reinforced concrete structures should have a minimal compressive strength of 270 bars in 28 days. Depending on the volume of concrete to be made, the Supervisor may carry out quality control tests at his expense or, if he deems it necessary, ask an approved laboratory to collect samples and carry out compression tests to check the quality of the concrete.

If the required minimum strength is not attained, the Contractor shall bear the cost of tests and the Supervisor shall decide on the measure to take in respect of the structure concerned. The volume of average and big size aggregates in the C150 concrete should double that of the volume of sand.

### **Article 14 POINTING AND PLASTERING**

#### **14.1 Pointing**

The joints of all external walls of stone masonry, which are visible, shall be pointed carefully such that the works have an aesthetic look. M625 mortar shall be used for pointing, with a cement paste (1:0) finish.

#### **14.2 Plastering**

The excavations shall be protected against flooding, and any water entering them whether by any means.

### INVENTORY SHEET FOR WATER POINT

#### Identification of Inspector:

Name		Date of Collection	
Surname			
Address			

Structure Code:

If AEP code

#### PROJECT FINANCING

Project owner:

Funder:

Construction Year:  | Construction Year

Entreprise name:

**CHARACTERISTICS OF WATER POINT**

TYPE OF WATER POINT:

- 0 : Others
- 1 : Wells
- 2 : Borehole
- 3 : Tower AEP
- 4 : Standpipe
- 5 : Source

Other Information .....  NATURE WATER POINT

NATURE OF WATER POINT:

- 0 : Others
- 1 : Modern well
- 2 : Equipped well(PMH)
- 3 : Equipped borehole
- PMH 4 : AEPG
- 5 : AEPP
- 6 : AEP Mixte
- 7 : Source
- 8 : Source Rehab

Other Information .....

STATE OF STRUCTURE :

- 1 : Fonctional
- 2 : Partiaally functional
- 3 : Non fonctional

Observation: .....

NATURE OF BREAKDOWN

- 1 : no fuel for the pump
- 2 : pump damaged
- 3 : broken tab
- 4 : broken pipes
- 5 : no spare parts
- 6 : other information : .....

**EQUIPEMENT**

GRAVITY:  PMH

- 0 : Others
- 1 : Generator
- 2 : submerge Pump or surface (solar)
- 3 : submerge Pump or surface (wind)
- 4
- 3 other information

Pump mark :

- 0 : Other
- 1 : Vergnet
- 2 : Indian mark II
- ou III
- 3 : Rope
- 4 other information.....

**MANAGEMENT OF HYDRAULIC STRUCTURE /WATER POINT**

FUNDING MODE :

- 0 : others
- 1 : Comitee water point
- 2 : Private management
- 3 : Council
- 4 : None

FUNDING :

- 0 : others
- 1 : Payable (flat-rate/family)
- 2 : Volumetric
- 3 : none payable

Other information : .....

Other information:.....

**Pollutant indicators Parameter**

Ammonium  
 Nitrogen kjeldahl  
 Total Nitrogen  
 Nitrates

**Toxic Parameters**

Arsenic  
 Nickel  
 Cyanides  
 Lead  
 Chromium

**PHYSICAL CHARACTERISTICS:**

Water height:	<input type="text"/> ° <input type="text"/> ' <input type="text"/>	(m)	Drawdown :	<input type="text"/> , <input type="text"/>	(m)
Static level:	<input type="text"/> , <input type="text"/>	(m)	Exploitation flowrate:	<input type="text"/> , <input type="text"/>	(m <sup>3</sup> /h)
Top strainer level:	<input type="text"/> , <input type="text"/>	(m)	Specific flowrate :	<input type="text"/> , <input type="text"/>	(m <sup>3</sup> /h/m)
Diametre:	<input type="text"/> , <input type="text"/>	(mm)	Network length :	<input type="text"/> , <input type="text"/>	(m)
Depth:	<input type="text"/> , <input type="text"/>	(m)	Number of subscribers:	<input type="text"/>	
Storage capacity:	<input type="text"/> , <input type="text"/>	(m <sup>3</sup> /l)	Number standtaps:	<input type="text"/>	
Storage Coefficient:	<input type="text"/> , <input type="text"/>	(m)	Piping distribution:	<input type="text"/>	
Piping distance:	<input type="text"/> , <input type="text"/>	(m)	Number standtaps:	<input type="text"/>	

**ENVIRONNEMENT**

Less than 35 m :

- Non public sanitation available :  yes  no

Less than 50 m :

- . Available drainage network :  yes  no
- . Residence :  yes  no
- . Livestocks :  yes  no
- If yes, Nature livestock: .....
- . spreading plan :  yes  no
- . industrial activity, waste, etc ...

Less than 500 m:

- Proximity water source available  yes  no
- If yes, indicate the name:.....
- présence of wet zone or swamp  yes  no
- If yes, indicate the council area: .....

**DOCUMENT No. 6**  
**UNIT PRICE SCHEDULE FRAMEWORK**

<b>200</b>	<b>CONSTRUCTION WORKS</b>		
201	Construction of control valve chamber (80x80x100cm) in reinforced concrete	U	
203	Renovation of existing standpipe with soak-away pit	U	
204	Supply and installation of plumbing accessories	LS	
<b>400</b>	<b>CONSTRUCTION OF A NEW PIPELINE IBAH</b>		
401	Pipeline excavation and backfilling	LM	
408	Supply and laying of HDPE100 pipes Ø63 NP10	LM	
409	Supply and laying of HDPE100 pipes Ø50 NP10	LM	
410	Supply and laying of HDPE100 pipes Ø40 NP10	LM	
411	Supply and laying of HDPE100 pipes Ø32 NP10	LM	
412	Supply and laying of HDPE100 pipes Ø25 NP12.5	LM	
414	Production and implantation of pipeline indicators in reinforced concrete every 50m.	U	
415	Supply and installation of plumbing accessories	LS	
<b>500</b>	<b>ENVIRONMENTAL MITIGATION MEASURES</b>		
501	Water quality test after construction. These include physico-chemical and bacteriological analyses of the sampled water	U	
502	Cleaning and disinfection of pipeline	LS	
503	Protection of the catchment area by: - the demarcation of its zone of influence through the erection of a fence made of barbed wire mounted on 2.5m GI pipes implanted in mass concrete;- the erection of a metallic sign board prohibiting human activities in the area	U	
<b>600</b>	<b>PROJECT SUSTAINABILITY</b>		
601	Training and putting in place of a Water Management Committee [WMC] + Training of two (02) Caretakers. And the production of the Internal Rules and Regulations [I & R] governing the management of the Water Supply Scheme. The [I & R] should be co-signed by the D.O. of the Division, the Divisional Delegate MINEE of the Division, the Development Association President and the Chairman of the WMC. Indicators: Signed list of elected members WMC with ID Cards and Telephone contact numbers, Report on WMC Training, and six (06) signed copies of the [I & R].	session	
602	Supply of a complete tool box and spare parts (List of tools and spare parts to be obtained at the Divisional Delegation of MINEE MOMO). Equipment to be officially handed to the Chairman of the WMC by the Divisional Delegate of MINEE during the Provisional Reception.	U	

601	Rehabilitation of spring catchment intake with a 1m <sup>3</sup> reinforced concrete collection chamber	LS	1		
602	Construction of washout valve chamber (80x80x100cm) in reinforced concrete	U	0		
603	Construction of control valve chamber (80x80x100cm) in reinforced concrete	U	0		
604	Construction of air release valve chamber (80x80x100cm) in reinforced concrete	U	0		
605	Complete renovation of the existing storage tank	U	1		
606	Renovation of existing standpipe with soak-away pit	U	4		
608	Supply and installation of plumbing accessories	LS	1		
<b>SUB TOTAL 600</b>					
<b>400</b>	<b>CONSTRUCTION OF A NEW PIPELINE AKOABONG</b>				
401	Pipeline excavation and backfilling	LM	3,000		
408	Supply and laying of HDPE100 pipes Ø63 NP10	LM	2,000		
409	Supply and laying of HDPE100 pipes Ø50 NP10	LM	1,000		
415	Supply and installation of plumbing accessories	LS	1		
<b>SUB TOTAL 400</b>					
	<b>IBAH LINE</b>				
<b>200</b>	<b>CONSTRUCTION WORKS</b>				
201	Construction of control valve chamber (80x80x100cm) in reinforced concrete	U	3		
203	Renovation of existing standpipe with soak-away pit	U	1		
204	Supply and installation of plumbing accessories	LS	1		
<b>SUB TOTAL 200</b>					
<b>400</b>	<b>CONSTRUCTION OF A NEW PIPELINE IBAH</b>				
401	Pipeline excavation and backfilling	LM	3,100		
408	Supply and laying of HDPE100 pipes Ø63 NP10	LM	1,000		
409	Supply and laying of HDPE100 pipes Ø50 NP10	LM	700		
410	Supply and laying of HDPE100 pipes Ø40 NP10	LM	1,000		
411	Supply and laying of HDPE100 pipes Ø32 NP10	LM	200		
412	Supply and laying of HDPE100 pipes Ø25 NP12.5	LM	200		
414	Production and implantation of pipeline indicators in reinforced concrete every 50m.	U	62		
415	Supply and installation of plumbing accessories	LS	1		
<b>SUB TOTAL 400</b>					
<b>500</b>	<b>ENVIRONMENTAL MITIGATION MEASURES</b>				
501	Water quality test after construction. These include physico-chemical and bacteriological analyses of the sampled water	U	1		
502	Cleaning and disinfection of pipeline	LS	1		
503	Protection of the catchment area by: - the demarcation of its zone of influence through the erection of a fence made of barbed wire mounted on 2.5m GI pipes implanted in mass concrete;- the erection of a metallic sign board prohibiting human activities in the area	U	3		
<b>SUB TOTAL 500</b>					
<b>600</b>	<b>PROJECT SUSTAINABILITY</b>				
601	Training and putting in place of a Water Management Committee [WMC] + Training of two (02) Caretakers. And the production of the Internal Rules and Regulations [I & R] governing the management of the Water Supply Scheme. The [I & R] should be co-signed by the D.O. of the Division, the Divisional Delegate MINEE of the Division, the Development Association President and the Chairman of the WMC. Indicators: Signed list of elected members WMC with ID Cards and Telephone contact numbers, Report on WMC Training, and six (06) signed copies of the [I & R].	session	1		
602	Supply of a complete tool box and spare parts (List of tools and spare parts to be obtained at the Divisional Delegation of MINEE MOMO).	U	1		

**DOCUMENT No. 8**  
**FRAMEWORK OF SUB-DETAIL OF PRICES**

**DOCUMENT No. 9**  
**CONTRACT MODEL**

The Government of the Republic of Cameroon, represented by \_\_\_\_\_ hereinafter referred to the "Project owner"

**On the one hand,**

**And**

\_\_\_\_\_ (enterprise)  
P.O. Box \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Business Registry No. \_\_\_\_\_  
Taxpayer's No. \_\_\_\_\_

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

**On the other hand,**

Agree on the following:

**DOCUMENT No. 10**  
**MODEL OF FORMS TO BE USED BY BIDDERS**

## Appendix No. 1: Model of the declaration of the intention to tender

I, the undersigned,

Nationality:

Domicile:

Duty:

By virtue of my capacity as Managing Director, after taking cognisance of Tender File N° \_\_\_/ONIT/ANDEKCOUNCIL/ACITB/2026 OF \_\_\_/\_\_\_/2026 for the rehabilitation of the Andek urban potable water supply scheme Ngie subdivision, Momo Division of the North-West Region  
Hereby declare the intention to tender for this Call for Tenders.

Done at \_\_\_\_\_ on \_\_\_\_\_

Signature, name, and stamp of the bidder

## Appendix No. 2: Tender model

I, the undersigned ..... [indicate the name and the capacity of the signatory] representing the.....,enterprise or group of enterprises

### Appendix No. 3: Bid bond model

Financial body:

Bond reference: No.....

Addressed to [Mayor Andek Council and his address] Cameroon, hereinafter referred to as "the Project Owner"

Whereas the Service Provider ..... , hereinafter referred to as "the bidder", submitted his offer on .....for Tender File N° \_\_\_/ONIT/ANDEKCOUNCIL/ACITB/2026 of \_\_\_/\_\_\_/2026 for the rehabilitation of the Andek urban potable water supply scheme Ngie subdivision, Momo Division of the North-West Region, hereinafter referred to as "the offer", and to which shall be attached a provisional bond equivalent to [indicate the amount] in CFA francs.

We..... . [name and address of the financial body], represented by..... [names of signatories], hereinafter referred to as "the financial body", declare to guarantee payment to the Project Owner or Delegated Project Owner of the maximum sum of [indicate the amount] CFA Francs, that the financial body pledges to pay in full to the Project Owner or the Delegated Project Owner, binding himself, his successors and assignees.

The conditions of this commitment are as follows:

If the bidder withdraws his offer during the validity period specified for in the Tender File; or

If the bidder, having been notified of the award of the contract by the Project Owner or the Delegated Project Owner during the period of validity:

- fails to sign or refuses to sign the contract, even though required to do so;
- fails or refuses to provide the final bond for the contract, as provided therein.

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

This bond shall come into force from the date of signature and from the deadline set by the Project Owner or the Delegated Project Owner for the submission of offers. It shall remain valid up till the thirtieth day inclusive following the deadline for the validity of offers. Any request from the Project Owner or the Delegated Project Owner to cause it to take effect shall reach the bank by registered mail with acknowledgment of receipt before the end of this validity period.

This bond shall, for the purpose of its interpretation and execution be subject to Cameroon Law. Cameroon courts shall be the sole jurisdictions competent to rule on this commitment and its consequences.

*Signed and authenticated by the financial body*

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

*[signature of the financial body]*

Financial body: .....

Bond reference: No. ....

Addressed to the Mayor Andek Council,

[Address of the Project Owner or the Delegated Project Owner]

Hereinafter referred to as "the Project Owner or the Delegated Project Owner"

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

Project Owner or the Delegated Project Owner [Address of the Project Owner or the Delegated 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 supplies and ancillary services [indicate the invitation to tender subject and references and the lot, if possible], of the maximum total sum corresponding to the advance [forty (40%) and thirty (30%) (respectively for supply contracts and ancillary services)] of the amount all taxes inclusive of Contract No. ...., payable upon notification of the corresponding Administrative Order, that is:..... CFA francs

This bond 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]

## Appendix No. 7: Tender letter for technical proposal

[Place, date]

To: [Mayor Andek Council and address of the Project Owner]

Sir/Madam,

We, the undersigned, [function to be specified], are pleased, in accordance with your TF No. .... of ..... on ....., wish to submit here attached, our technical proposal for the supply subject of the said TF.

In case this proposal is selected, we are entirely ready, based on the personnel proposed, to begin negotiations for the smooth execution of the project.

We therefore commit ourselves to firmly comply with the content of the said technical proposal, subject to possible amendments that may stem from the negotiations of the contract.

Yours Faithfully,

Signature of the authorised representative

Name and function of the signatory:

Candidate's name:

Address:

## SPECIALISED STAFF CALENDAR

No	Name	Reports to be provided	Staff (in form of bars graph) <sup>2</sup>													Total staff/month			
			1	2	3	4	5	6	7	8	9	10	11	12	n	Head office	Field <sup>3</sup>	Total	
<b>Staff</b>																			
1			[Head office]																
			[Field.]																
2																			
n																			
													<b>Sub-total</b>						
													<b>Total</b>						

Reports to be provided: \_\_\_\_\_

Duration of activities: \_\_\_\_\_

Signature: (Authorized representative)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

<sup>2</sup> Months are counted from the start of the mission. For each personnel indicate separately if working at the head office or on the field.  
<sup>3</sup> Field work means works that are not executed in the consultant's head office.

APPENDIX No.11: CURRICULUM VITAE (CV) MODEL FOR  
PROPOSED SPECIALISED PERSONNEL

Position: .....  
..... Candidate's  
name: .....  
..... Employee's name: .....  
.....  
..... Profession: .....  
.....  
Certificates: .....  
..... Date of birth: .....  
.....  
..... Number of years of employment by the candidate  
:..... Nationality: ..... Affiliation to  
associations / professional groups : .....

.....  
.....

Specific duties: .....  
.....  
.....  
.....

**Main qualifications:**

*[In about half page, give an overview of the employee's training aspects and experience most useful to his duties within the framework of the mission. Indicate the level of responsibilities he/she executed during the previous missions, by specifying the date and place .]*

.....  
.....

**Training:**

**Attestation:**

I, the undersigned, faithfully certify that the information below clearly give account of my situation, qualifications and experience.

.....

..... Date : .....

*[Signature of the employee and of the consultant's authorised representative]*

*Day/month/year*

Name of employee: .....

.....

Name of the authorised representative: .....

.....

## APPENDIX No.13. DESCRIPTION OF THE PROPOSED METHODOLOGY AND WORK PLAN FOR ACCOMPLISHING THE MISSION

The technical design, the methodology and the work plan are key elements of the technical proposal. It is suggested to present the technical proposal (10 pages maximum, including tables and diagrams) divided into three chapters:

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

a) Technical design and methodology. In this chapter, it suggest that you should explain how you envisage the objectives of the mission, the design of the services, the methodology to carry out the activities and to obtain the results expected and the related detail. You should highlight the problems to be solved and their importance and explain the technical design you will adopt to this effect. In addition, you should explain the methodology you intend to adopt and its compatibility with the design proposed.

b) Work plan. In this chapter, you should propose the main activities that the mission includes, their nature and duration, spreading out and interrelations, the markers (including intermediary approvals of the contracting authority) and the dates for the presentation of reports. The work plan proposed should be compatible with the technical design and the methodology, show that the Terms of Reference were understood and can be materialised 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 personnel schedule (4G) should be compatible with the work programme (4H)

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

**APPENDIX No.15: MODEL OF SITE VISIT SWORN STATEMENT**

I, the undersigned Mr. \_\_\_\_\_

Representative of \_\_\_\_\_ Enterprise

Acknowledge that I visited this day \_\_\_\_\_ of the month of \_\_\_\_\_ of the year \_\_\_\_\_

Accompanied by Mr. \_\_\_\_\_

Acting in the name and on behalf of the User, the site of the Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For which my enterprise intends to bid.

Having been to the site, the following observations were recorded:

.....  
.....  
.....  
.....  
.....  
.....  
.....

***N.B: The service provider shall submit for each project site a statement of site visit.***

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

The bidder  
(Name, first name, signature and stamp)

# INTEGRITY CHARTER

TITLE OF THE INVITATION TO TENDER: \_\_\_\_\_

*[to be specified when preparing the TF]*

---

**THE "BIDDER" undertakes to respect the terms of this integrity charter**

**TO**

**THE "PROJECT OWNER"**

- 1 We acknowledge and testify that we are not, and that none of our group members and subcontractors are, in any of the following cases:
  - 1.1) be in a state of or have been the subject of bankruptcy, liquidation, judicial settlement, cessation of activity or any similar situation resulting from a procedure of the same nature;
  - 1.2) be included in the lists of financial sanctions adopted by the United Nations and any other Technical and Financial Partner, in connection with the award or execution of a contract;
  - 1.3) having produced false information or provided forged documents required in the context of this consultation.
  
- 2 We testify that we are not, and that none of the members of our consortium and our subcontractors are, in any of the following conflict of interest situations:
  - 2.1) Shareholder controlling the Project Owner or subsidiary controlled by the Project Owner, unless the resulting dispute has been brought to the attention of the Authority in charge of public contracts and resolved to his satisfaction;
  - 2.2) have a business or family relationship with a member of the Project Owner's services involved in the contract award process or in the control of the resulting contract, unless the resulting conflict has been brought to the attention of the Authority in charge of public contracts and resolved to his satisfaction;
  - 2.3) control or be controlled by another bidder, be under the control of the same company as another bidder, receive from another bidder or award to another bidder directly or indirectly any subsidies, have the same legal representative as another bidder, have direct or indirect contacts with another bidder that enable us to have and give access

- 5.4) We have not promised, offered or granted, and will not promise, offer or grant, directly or indirectly, to any person who manages a private sector entity or works for such entity, in any capacity, an undue advantage of any kind, for himself or herself or for another person or entity, in order that he or she may perform or refrain from performing any act in violation of his or her legal contractual or professional obligations.
- 5.5) We have not promised or given, and will not promise, to the Project Owner, his staff, the Chairpersons or the Actors in charge of the control of the execution of the contract that may result from the consultation, any undue advantage of any kind that might influence their objectivity.
- 5.6) We have not promised, offered or granted, and will not promise, to the Project Owner, his staff, or the Chairpersons and members of Tenders and Control Boards and bid evaluation sub-Committees, any undue advantage of any kind that might influence the contract award process.
- 5.7) We shall refrain from, and we promise to refrain from, any collusive and anti-competitive action or practice the object or effect of which is to prevent, restrict or distort competition, including by tending to maintain bid prices artificially at levels not corresponding to those which would result from competition, or to restrict access to the Contract or the free exercise of competition by other enterprises.
- 6     Ourselves, the members of our group and our subcontractors authorise the Project Owner and the Tenders and Control Boards to examine the documents and accounting documents relating to the award and execution of the Contract and to submit them for verification by ARMP or any other State control body.
- 7     If we fail to comply with the rules governing this charter, we acknowledge that we are liable to the sanctions provided for by the laws and regulations in force.

**Name:** \_\_\_\_\_

**Signature:**

Duly authorised to sign the offer for and on behalf of: \_\_\_\_\_

Dated \_\_\_\_\_

# Commitment statement to comply with environmental and social clauses

TITLE OF THE INVITATION TO TENDER: \_\_\_\_\_

[ to be specified when preparing the TF]

THE "BIDDER" undertakes to comply with the terms of this Environmental and Social Commitment Statement

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 of our subcontractors comply with the social standards applicable in Cameroon including ratified international conventions notably: (i) the respect of the minimum salary provided for by the Labour Code and various collective conventions, (ii) forbidding the recruitment of children of less than 14 years, (iii) respect the nature of works respectively prohibited to women and pregnant women, (iv) respect the compulsory weekly rest, (v) respect holidays entitlement, (vi) respect the working conditions in the night, (vii) hygiene and safety conditions at the working place, (viii) compulsory wearing of individual safety equipment.
- 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. In any case, we commit ourselves to respect and ensure that the members of our group, and all our subcontractors each time it is possible, the guidelines recommending the use of devices with low impact on the environment.
- 3) Ourselves, the members of our group and our subcontractors authorize the Project Owner and the Tenders/Control Boards to examine the documents and accounting documents relating to the award and execution of the Contract and to submit them for verification to ARMP or any other State control body.
- 4) Failure by us, by a member of our group and our subcontractors, to comply with the rules governing this charter, we acknowledge that we are liable to sanctions provided for by the laws and regulations in force.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorised to sign the offer for and on behalf of: \_\_\_\_\_

Dated \_\_\_\_\_

**Document No. 13**  
**Visa of maturity or**  
**proof of preliminary studies**

1. Attach the preliminary study:

2. 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 management carried them out;
- 2.4. interview, if any;
- 2.5. Description of the studies: (for the projects of less scope, an introductory statement may be presented in the form of prior studies on condition of clearly presenting the determination of costs and technical specifications).

- N.B. 1/ For the services of less scope, the Project Owner or the Delegated Project Owner can provide proof of calculation of quantities of the TF.
- 2/ The chairperson of the Tenders or Control Board may, before taking a decision, seek the opinion of an expert on the quality of the studies carried out.

# DOCUMENT No. 15

## ONLINE BIDDING PROCEDURE

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland  
PRESIDENCY OF THE REPUBLIC  
MINISTRY OF PUBLIC CONTRACTS



RÉPUBLIQUE DU CAMEROUN  
Paix – Travail – Patrie  
PRÉSIDENTE DE LA RÉPUBLIQUE  
MINISTÈRE DES MARCHÉS PUBLICS

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## ONLINE SUBMISSION PROCEDURE

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To submit an online tender, 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 complete the application form in detail;
- Print the completed 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 completed 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 Domiciliation;
  - 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 from MINMAP or download it from ANTIC website at <http://www.camgovca.cm> under the heading "Requesting Certificates (Company)" section;
- Complete the form and submit it to MINMAP together with the following documents:
  - i) Receipt for payment of the Electronic Certificate acquisition fees in the amount of 50,000 FCFA to be paid into the ANTIC account with SCB Cameroun under number 10002 00031 12493593150 94;
  - ii) A Photocopy of the certificate applicant's identity card.
- Register with the MINMAP operator and obtain the certificate application receipt;