

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

MINISTERE DE
L'ADMINISTRATION
TERRITORIALE

REGION DU NORD -OUEST

SERVICES DU GOUVERNEUR



REPUBLIC OF CAMEROON

Peace –Work-Fatherland

MINISTRY OF
TERRITORIAL ADMINISTRATION

NORTH WEST REGION

GOVERNOR'S OFFICE

NORTH WEST REGION TENDER'S BOARD

OPEN NATIONAL INVITATION TO TENDER

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER
 N° 011 /ONIT/GOV/NWRTB/PIB 2026
 OF 27 /04 /2026 FOR THE REHABILITATION OF THE REGIONAL
 DELEGATION OF THE MINISTRY OF ENVIRONMENT, PROTECTION OF
 NATURE AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST REGION.

DELEGATED CONTRACTING AUTHORITY: THE GOVERNOR OF THE NORTH WEST
REGION

PROJECT OWNER: THE REGIONAL DELEGATE OF MINEPDED NORTH WEST

FINANCING: MINEPDED Public Investment Budget of 2026

BUBGET HEADS: 60 28 304 1 441 600001 0133 523 112

RECORD N°: JB04407

TABLE OF CONTENT

Document No. 1: Tender notice

Document No. 2: General Regulations of the Invitation to Tender

Document No. 3: Special Regulations of the Invitation to Tender

Document No. 4: Special Administrative Conditions

Document No. 5: Special Technical Conditions

Document No. 6: Schedule of unit prices

Document No. 7: Bill of quantities and estimates

Document No. 8: The sub-detail of prices

Document No. 9: Model Contract

Document No. 10: Model documents to be used by bidders

Document No. 11: Justifications of preliminary studies

Document No. 12: List of banking establishments and financial bodies
authorised to issue bonds for Public Contracts

Document No. 1
Tender Notice

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

MINISTERE DE
L'ADMINISTRATION
TERRITORIALE

REGION DU NORD -OUEST

SERVICE DU GOUVERNEUR



REPUBLIC OF CAMEROON

Peace -Work-Fatherland

MINISTRY OF
TERRITORIAL ADMINISTRATION

NORTH WEST REGION

GOVERNOR'S OFFICE

TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER

N° 011 /ONIT/GOV/NWRTB/PIB 2026

OF 27 / 04 /2026 FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, PROTECTION OF NATURE AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST REGION.

Financing: MINEPDED Public Investment Budget of 2026

1. Subject of the Invitation to Tender:

Within the framework of 2026 Public Investment Budget, the GOVERNOR OF THE NORTH WEST REGION, the Delegated Contracting Authority, hereby launches an **OPEN NATIONAL INVITATION TO TENDER FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, PROTECTION OF NATURE AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST.**

2. Nature of work:

Work to be done consists as follows in the table below:

NO	DESCRIPTION
100	PRELIMINARY WORKS
200	MASONRY AND CONCRETE WORKS
300	ROOF, CEILING, WOOD, ALU WORKS
400	ELECTRICTY WORKS
500	PLUMBING WORKS
600	PAINTING WORKS

3. Execution deadline

The maximum deadline provided by the Delegated Contracting Authority for the execution of the works forming the subject of this Invitation to tender is **90 (Ninety) Days**

4. Lot

The works consist of a unique lot as follows:

REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, PROTECTION OF NATURE AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST.

5. Estimated cost

The estimated cost after preliminary studies is 15,000,000 (Fifteen million) FCFA.

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, PROTECTION OF NATURE AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST REGION.	15 000 000	300 000	26,000

6. Participation and origin

Participation to this Invitation to Tender is opened to Cameroonian enterprises that are in compliance with the fiscal laws and in force with categorisation.

7. Financing

This project shall be financed by the 2026 Public Investment Budget of the MINISTRY OF ENVIRONMENT, PROTECTION OF NATURE AND SUSTAINABLE DEVELOPMENT with budget heads N°60 28 304 1 441 600001 0133 523 112

8. Bid bond

Each bidder must include in his administrative documents, a bid bond in line with the prescription of Caisse des Depots et Consignations (CDEC) approved by the Ministry in charge of finance and whose list is found in this Consultation File, of an amount of Three Hundred Thousand (300,000)francs CFA and valid for thirty (30) days beyond the date of validity of bids.

8. Consultation of the Tender file:

The file may be consulted online in the MINMAP/COLEPS platform www.publiccontracts.com or ARMP WEBSITE, as soon as this notice is published.

9. Acquisition of consultation file:

The file will be obtained online in the MINMAP/COLEPS platform www.publiccontracts.com as soon as this tender notice is published against payment of a non-refundable sum of **Twenty Six Thousand (26,000)CFA francs** , payable at the Public Treasury, representing the cost of purchasing the tender file.

10. Presentation of consultation file:

The bids prepared in English or in French shall be sent in three (03) volumes as follows:

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

The three (03) volumes shall then be enclosed in a folder bearing only the reference of the quotation in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

11. Submission of Files:

Each offer drafted in English or French will be submitted online in the MINMAP/COLEPS platform www.publiccontracts.com not later than 29/05/2026 at **11 AM** local time. A backup copy of the Tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" within the time limit and should carry the inscription

OPEN NATIONAL INVITATION TO TENDER N° _____/ONIT/GOV/NWRTB/PIB 2026

OF/...../2026 FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE
MINISTRY OF ENVIRONMENT, PROTECTION OF NATURE AND SUSTAINABLE DEVELOPMENT IN THE
NORTH WEST.

To be opened only during the Tenders Board Opening session »).

File size and format

The maximum size of the document that will be uploaded on the COLEPS platform shall constituted of the bidders offer as:

- 5 MB for administrative offers
- 15 MB for Technical offers
- 5MB for financial

Supported format shall include

- PDF format for text document
- JPEG format for images

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

12. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place online in the MINMAP/COLEPS platform www.publiccontracts.com on the 29/05/2026 at 12noon local time, in the conference hall of the regional Tenders' Board, by its competent Members. Only bidders may attend or be represented by duly mandated persons of their choice. The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

13. Evaluation criteria

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

A. Eliminatory criteria

1. The absence of bid bond document in the administrative file;
2. Non respect of forty eight (48) hours given for absence or non-conformity of a document in the administrative file;
3. Deadline for delivery higher than prescribed;
4. False declaration or falsified documents;
5. Insufficient bid bond;
6. Incomplete financial file
7. change of quantity or unit of the Tender file in the financial bid
8. Omission of a unit price in the financial bid;
9. Suspended from public contracts by MINMAP in 2025
10. Failure to provide a backup copy of offers saved in a USB key or a CD/DVD on time;
11. Failure to comply with the format of file type and size for online submission;
12. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund (DGF).
13. Failure to prevent a certificate of categorisation or receipt of deposit of file for categorisation.
14. Score of less than 75% of essential criteria,
15. Financial capacity less than 2/3 of project cost.

B. Essential criteria

- 1- General presentation of the Tender;
- 2- Financial capacity;
- 3- References of the company in similar achievements;
- 4- Quality of the personnel;
- 5- Technical organization of the works;
- 6- Safety measures on the site;

- 7- Logistics;
- 8- Attestation and report of site visit ;
- 9- Special Technical Clauses initialed in all the pages and the last page signed ;
- 10-Special Administrative Clauses completed and initialed in all the pages and last page signed.

These essential criteria are subject to lower limits, the details of which are spelled out in the special Regulations of the invitation of tender.

15. Award

This evaluation will be done in a positive (**yes**) or negative (**no**) with an acceptable minimum of **75%** of the essential criteria taken into account.

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

16. Period of validity of the bids:

The bidder is bound by his bid for a period of ninety (**90**) days with effect from the deadline fixed for the submission of the bids.

17. Complementary Information:

Complementary technical information may be obtained during working hours from the Governor's Office for the North-West Region in Bamenda.

Done at Bamenda on 27 AVR 2026

The Governor North-West Region
-Delegated Contracting Authority-

FOR THE GOVERNOR
AND BY DELEGATION
THE SECRETARY GENERAL

Saidoua Ali
Administrateur Civil Principal
Classe Excepcio nelle

Copies:

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



REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

MINISTRE DE
L'ADMINISTRATION
TERRITORIALE

REGION DU NORD -OUEST

SERVICE DU GOUVERNEUR



REPUBLIC OF CAMEROON

Peace -Work-Fatherland

MINISTRY OF
TERRITORIAL ADMINISTRATION

NORTH WEST REGION

GOVERNOR'S OFFICE

AVIS D'APPEL D'OFFRE

APPEL D'OFFRE NATIONAL OUVERT N° 011 /AONO/GOV/CRPM-NO/PIB 2026 DU
27/04/2026 POUR LA REHABILITATION DE LA DELEGATION REGIONALE DU MINISTERE
DE L'ENVIRONNEMENT, DE LA PROTECTION DE LA NATURE ET DU DEVELOPPMENT DURABLE
DANS LA REGION DU NORD OUEST.

Financement : BUDGET D'INVESTISSEMENT PUBLIC (BIP MINEPDED) - EXERCICE 2026

1. Objet de l'Appel d'Offre :

Dans le cadre du budget d'investissement 2026, Monsieur le Gouverneur de la Région du Nord-Ouest; l'autorité contractante délégué lance par la présente un appel d'offre national ouvert **POUR LA REHABILITATION DE LA DELEGATION REGIONALE DU MINISTERE DE L'ENVIRONNEMENT, DE LA PROTECTION DE LA NATURE ET DU DEVELOPPMENT DURABLE DANS LA REGION DU NORD OUEST.**

2. Consistance des travaux

Les travaux comprennent notamment :

NO	DESCRIPTION
100	PRELIMINARY WORKS
200	MASONRY AND CONCRETE WORKS
300	ROOF, CEILING, WOOD, ALU WORKS
400	ELECTRICTY WORKS
500	PLUMBING WORKS
600	PAINTING WORKS

3. Délais d'exécution

Le délai maximum prévu par le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de quatre-vingt-dix (90) jours

4. Allotissement

Les travaux sont constitués en **un (01)** lot ci-après défini : REHABILITATION DE LA DELEGATION REGIONALE DU MINISTERE DE L'ENVIRONNEMENT, DE LA PROTECTION DE LA NATURE ET DU DEVELOPPMENT DURABLE DANS LA REGION DU NORD OUEST.

5. Coût estimé

Le coût estimé des travaux est de 15 000 000 (Quinze Millions) fcfa comme ci-dessous :

Lot	Projet	COUT PREVISIONNEL	Cautionnement provisoire	Frais d'achat D'offre
Single	POUR LA REHABILITATION DE LA DELEGATION REGIONALE DU MINISTERE DE L'ENVIRONNEMENT, DE LA PROTECTION DE LA NATURE ET DU DEVELOPPMENT DURABLE DANS LA REGION DU NORD OUEST.	15 000 000	300,000	26,000

6. Participation et origine

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

7. Financement :

Ce projet sera financé par le Budget d'Investissement Public 2026 du MINISTERE DE L'ENVIRONNEMENT, DE LA PROTECTION DE LA NATURE ET DU DEVELOPPMENT DURABLE avec des têtes budgétaires N°60 28 304 1 441 600001 0133 523 112

8. Cautionnement provisoire

Chaque soumissionnaire doit inclure dans ses documents administratifs, un cautionnement de soumission suivant la prescription de la CAISSE DES DEPOTS ET CONSIGNATIONS (CDEC) agréée par le Ministère en charge des finances et dont la liste se trouve dans le dossier de consultation, d'un montant de **300,000 francs CFA (Trois Cent Mille francs CFA)** et valable trente (30) jours au-delà de la date de validité des offres.

8. Consultation du Dossier:

Le dossier peut être consulté en ligne sur la Platform www.publiccontracts.com du MINMAP/COLEPS ou dans le site web de l'ARMP, dès la publication de cet avis.

9. Acquisition of consultation file:

Le dossier sera obtenu en ligne sur la platform www.publiccontracts.com du MINMAP/COLEPS dès la publication du présent avis de marché contre paiement d'une somme non remboursable de Vingt Six Mille (26,000)francs CFA payable au Trésor Public, représentant le coût d'achat du dossier d'appel d'offres.

10. Présentation du dossier de consultation:

L'offre préparée en Anglais ou en Français devra être envoyé en trois (03) volumes comme suit :

- ❖ A) contenant les documents administratifs (Volume 1);
- ❖ B) contenant les documents techniques et financiers (Volume 2);
- ❖ C) contenant les documents financiers (Volume 3);

Les trois (03) volumes seront alors enfermés dans une seule enveloppe scellée portant uniquement la référence du devis en question. Les différents documents de chaque offre seront numérotés comme indiqué dans l'offre et séparés par des intercalaires de même couleur.

11. Remise des offres:

La méthode de remise doit être en ligne et rédigée en français ou en anglais.

L'offre devra être déposée par le soumissionnaire sur la plateforme COLEPS au plus tard de le 29/05/2026 à 11h 00. Une copie de sauvegarde de l'offre sauvegardée sur une clé USB ou un CD/DVD devra être envoyée dans une enveloppe fermée avec la mention claire et lisible « copie de sauvegarde » portant le libellé dans le délai imparti

«Appel d'Offre National Ouvert N° _____/AONO/ GOV/CRPM-NO/PIB 2026 DU/...../2026 POUR LA REHABILITATION DE LA DELEGATION REGIONALE DU MINISTERE DE L'ENVIRONNEMENT, DE LA PROTECTION DE LA NATURE ET DU DEVELOPPMENT DURABLE DANS LA REGION DU NORD OUEST.»

“A ouvrir uniquement pendant la séance d'ouverture de la Commission des marchés”

Taille et Format

La taille maximum des documents qui seront soumis dans la plateforme COLEPS devra être constituée de

:

- 5 Mo pour l'offre administrative
- 15 Mo pour l'offre Technique
- 5 Mo for l'offre financière

Le format support devra inclure :

- Format PDF pour les documents saisis.
- Format JPEG pour les documents images

The soumissionnaire devra utiliser un logiciel de compression pour réduire la taille des documents à soumettre.

12. Ouverture des offres:

Les offres seront ouvertes en une seule phase. L'ouverture des documents administratifs, les offres techniques et financières auront lieu en ligne sur la platform www.publiccontracts.com du MINMAP/COLEPS le 29/05/2026 à 12 heures, heure locale, dans la salle des conférences du bureau désigné par le maître d'ouvrage, par la Commission Régionale des marchés de la région du Nord-Ouest. Seuls les soumissionnaires peuvent assister ou se faire représenter par des personnes dûment mandatées de leur choix.

13. Principaux critères d'évaluation :

Les offres seront évaluées selon les principaux critères suivants :

A. Critères éliminatoires

- 1- Absence d'une caution de soumission
- 2- Non-respect du de lai de 48 hrs pour non conformite ou absence de document dans le dossier administratif.
- 3- Non-conformité du model de soumission
- 4- Offres financière incomplète,
- 5- Délai de livraison supérieur à celui prescrit;
- 6- Fausse déclaration ou documents falsifiés;
- 7- Caution de soumission insuffisante;
- 8- Omission d'un prix unitaire dans l'offre financière ;
- 9- Défaut de fournir une copie de sauvegarde de l'offre sauvegardée sur une clé USB ou un CD/DVD à temps
- 10-Défaut de se conformer au format du type de fichier et de la taille pour la soumission en ligne ;
- 11-Défaut de présenter un reçu du CDEC ou une preuve de dépôt du montant de la caution de soumission exigée auprès du Fonds de dépôt et de garantie ;
- 12-Défaut de présenter un certificat de catégorisation ou un reçu de dépôt du dossier de catégorisation de l'entreprise dans le sous-secteur d'activité « Bâtiment et équipement général.
- 13-Suspendu par le MINMAP en 2025
- 14-Score inférieur à 75% des critères essentiels,
- 15-Situation financier moins au 2/3 du cout provisionnel

B. Critères essentiels

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

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

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

15. Attribution

Cette évaluation se fera de manière purement positive (oui) ou négative (non) avec un minimum acceptable d'au moins 75% de l'ensemble des critères pénale/essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre faisable la moins disant, conforme pour l'essentiel aux prescriptions du Dossier d'Appel d'Offres, ayant satisfait à 100% des critères éliminatoires et au moins 75% des critères essentiels.

16. Durée de validité des offres :

Les soumissionnaires restent engagés par leur offre pendant 60 jours à partir de la date limite fixée pour la remise des offres.

17. Renseignements complémentaires:

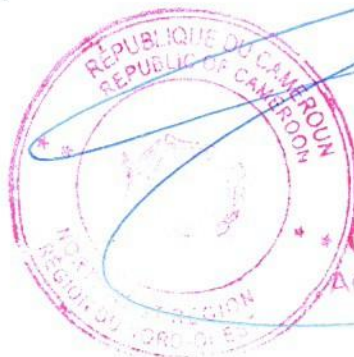
Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès des Services du Gouverneur du Nord-Ouest.

Fait à Bamenda, le 27 AVR 2026

**Le Gouverneur du Nord-Ouest
-Autorité Contractante Délégué-**

Copie :

- ARMP ;
- DR/MINMAP/MINEPDED/NW
- Présidents CPM ;
- Affichage.
- Chrono/archive



FOR THE GOVERNOR
AND BY DELEGATION
THE SECRETARY GENERAL

Saidouna Ali
Administrateur Civil Principal
Statut Spécial de l'Etat

**DOCUMENT NO. 2:
GENERAL REGULATIONS OF THE INVITATION TO TENDER**

Table of content

A. General

Article 1: Scope of the tender.....	
Article 2: Financing.....	
Article 3: Fraud and corruption.....	
Article 4: Candidates admitted to compete.....	
Article 5: Building materials, materials, supplies, equipment and authorised services...	
Article 6: Qualification of the bidder.....	
Article 7: Visit of the work site	

B. Tender File.....

Article 8: Content of Tender File.....	
Article 9: Clarifications on Tender File and complaints	
Article 10: Modification of the Tender File.....	

C. Preparation of Bids

Article 11: Tender fees.....	
Article 12: Language of bid.....	
Article 13: Constituent documents of the bid.....	
Article 14: Amount of bid.....	
Article 15: Currency of bid and payment.....	
Article 16: Validity of bids.....	
Article 17: Bid bond.....	
Article 18: Varying proposals by bidders.....	
Article 19: Preparatory meeting to the establishment of bids.....	
Article 20: Form and signature of bids.....	

D. Submission of bids.....

Article 21: Sealing and marking of bids.....	
Article 22: Date and time-limit for submission of bids.....	
Article 23: Out of time-limit bids.....	
Article 24: Modification, substitution and withdrawal of bids.....	

E. Opening and evaluation of bids

Article 25: Opening of bids.....	
Article 26: Confidential nature of the procedure.....	
Article 27: Clarifications on the bid and contact with Delegated Contracting Authority.....	
Article 28: Determination of their compliance.....	
Article 29: Qualification of the bidder.....	
Article 30: Correction of errors.....	
Article 31: Conversion into a single currency.....	
Article 32: Evaluation of financial bids.....	
Article 33: National preference.....	

F. Award of the Contract.....

Article 34: Award.....	
Article 35: Right of the Delegated Contracting Authority to declare an Invitation to Tender unsuccessful or to cancel a procedure.....	
Article 36: Notification of the award of the Contract.....	
Article 37: Signature of the Contract.....	
Article 38: Final bond.....	

GENERAL RULES OF THE INVITATION TO TENDER

A. General

Article 1: Scope of the tender

- 1.1 The Delegated Contracting Authority as defined in the Special Regulations of the Invitation to Tender hereby launches an Invitation to tender for the works described in the Tender File and briefly described in the Special Regulations.
- 1.2 The bidder retained or the preferred bidder must complete the works within the time-limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order.
- 1.3 In this Tender File, the term "day" means a calendar day.

Article 2: Financing

The source of financing of the works forming the subject of this Invitation to Tender shall be specified in the Special Regulations.

Article 3: Fraud and corruption

3.1 The Delegated Contracting Authority requires of bidders and Contractors the strict respect of rules of professional ethics during the award and execution of Public Contracts. By virtue of this principle:

- a) The following definitions shall be admitted:
 - i) Shall be guilty of "corruption" whoever offers, gives, requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a Contract;
 - ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a Contract;
 - iii) "Collusive practices" shall mean any form of agreement between two or among several bidders (whether the Delegated Contracting Authority is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding to those resulting from competition;
 - iv) "Coercive practices" shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a Contract.
 - b) Any proposed award shall be rejected if it is proved that the proposed preferred bidder is directly or through an intermediary, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this Contract.
- 3.2 The Minister Delegate at the Presidency in charge of Public Contracts may, as a precaution, take a decision of exclusion from bidding for a period not exceeding two (2) years against any bidder found guilty of influence peddling, of conflicts of interest, insider trading, fraud, corruption or production of non-genuine documents in the bid, without prejudice to criminal proceedings that may be brought against him

Article 4: Candidates allowed to compete

- 4.1 If the Invitation to Tender is restricted, consultation is addressed to all candidates retained after a pre-qualification procedure.
- 4.2 Generally, the Invitation to Tender is addressed to all entrepreneurs, subject to the following provisions:
 - (a) a bidder (including all members of a group of enterprises and all sub-Contractors to the bidder) must be from an eligible country, in accordance with the funding agreement.

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

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

- 5.1 Building materials, the Contractor's materials, supplies, equipment and services forming the subject of this Contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the Invitation to tender and all expenditure done within the context of the Contract shall be limited to the said building materials, materials, supplies, equipment and services.
- 5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

Article 6: Qualification of bidder

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

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

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

- (i) The production of certified balance sheets and recent turnovers;
- (ii) Access to a line of credit or availability of other financial resources;
- (iii) Orders acquired and Contracts awarded;
- (iv) Pending litigations;
- (v) Availability of indispensable equipment.

6.2 Bids presented by two or more associated undertakings (joint-Contracting) must satisfy the following conditions:

- (a) The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;

- (b) The bid and the Contract must be signed in a way that is binding on all members of the group;
- (c) The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form;
- (d) The member of the group designated as the representative will represent all the undertakings vis à vis the Project Owner and Delegated Contracting Authority with regard to the execution of the Contract;
- (e) In case of joint co-Contracting, the co-Contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-Contracting.

6.3 Bidders must equally present sufficiently detailed proposals to demonstrate that they comply with the technical specifications and execution time-limits set in the Special Regulations of the Invitation to Tender.

6.4 Bidders requesting to benefit from the margin of preference must furnish all the necessary information to prove that they satisfy the eligibility criteria set in article 33 of the General Regulations of the Invitation to Tender.

Article 7: Visit of works site

7.1 The bidder is advised to visit and inspect the site and its environs and obtain by himself and under his own responsibility, all the information which may be necessary for the preparation of the bid and the execution of the works. The related cost of the visit of the site shall be borne by the bidder.

7.2 The Project Owner shall 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 free the Project Owner, his employees and agents of any responsibility that may ensue and indemnify them if necessary and that they shall remain responsible for any deadly or corporal accident, loss or material damages, costs and fees incurred from this visit.

7.3 The Project Owner may organise a visit of the site of the works during the preparatory meeting to establishing the bids mentioned in article 19 of the General Regulations of the Invitation to Tender.

B. Tender File

Article 8: Content of Tender File

8.1 The Tender File describes the works forming the subject of the Contract, sets the consultation procedure of Contractors and specifies the terms of the Contract. Besides the addendum (addenda) published in accordance with article 10 of the General Regulations of the Invitation to Tender, it includes the following documents:

- Document No. 1. The tender notice;
- Document No. 2. The General Regulations of the Invitation to Tender;
- Document No. 3. The Special Regulations of the Invitation to Tender;
- Document No. 4. The Special Administrative Conditions;
- Document No. 5. The Special Technical Conditions;
- Document No. 6. The schedule of unit prices;
- Document No. 7. The bill of quantities and estimates;
- Document No. 8. The sub details of unit prices;
- Document No. 9. Model documents of the Contract:
 - a. The execution schedule;
 - b. Model of forms presenting the equipment, personnel and references;
 - c. Model bidding letter;
 - d. Model bid bond;
 - e. Model final bond;

- f. Model of bond of start-off advance;
- g. Model of guarantee in replacement of the retention fund;
- h. Model Contract;

Document No. 10. Models to be used by bidders;
a. Model Contract;

Document No. 11. Justifications of preliminary studies; to be filled by the Project Owner or Delegated Project Owner;

Document No. 12. List of first grade banking establishments or financial institutions approved by the Minister in charge of Finance authorised to issue bonds for Public Contracts to be inserted by the Delegated Contracting Authority.

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

Article 9: Clarifications on the Tender File and complaints

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

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

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

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

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

Article 10: Amendment of the Tender File

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

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

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

C Preparation of bids

Article 11: Tender costs

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

Article 12: Language of bid

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

Article 13: Constituent documents of the bid

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

a. *Volume 1: Administrative file*

It includes:

- i) all documents attesting that the bidder:
 - has subscribed to all declarations provided for by the laws and regulations in force;
 - paid all taxes, duties, contributions, fees or deductions of whatever nature;
 - is not winding up or bankrupt;
 - is not the subject of an exclusion order or forfeiture provided for by the law in force;
- ii) The bid bond established in accordance with the provisions of article 17 of the General Regulations of the Invitation to Tender;
- iii) the written confirmation empowering the signatory of the bid to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of Invitation to Tender.

b. *Volume 2: Technical bid*

b.1 *Information on qualifications*

The Special Regulations list the documents to be furnished by bidders to justify the qualification criteria mentioned in article 6(1) of the Special Regulations of the Invitation to Tender.

b.2 *Methodology*

The Special Conditions of the Invitation to Tender specifies the constituent elements of the technical bid of the bidders especially: a methodological statement on an analysis of the works and specifying the organisation and programme which the bidder intends to put in place or use to execute the works (installations, schedule, Quality Assurance Plan (QAP), sub-Contracting, attestation of visit of the site, where necessary, etc).

b.3 *Proof of acceptance of conditions of the Contract*

The bidder shall submit duly initialled copies of the administrative and technical documents relating to the Contract, namely:

1. The Special Administrative Conditions (SAC);
2. The Special Technical Conditions (STC).

b.4 *Commentaries (optional)*

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

c. **Volume 3: Financial bid**

The Special Regulations specify the elements that will help in justifying the cost of the works, namely:

1. The signed and dated original bid prepared according to the attached model, stamped at the prevailing rate;
2. The duly filled Unit Price Schedule;
3. The duly filled detailed estimates;
4. The sub-details of prices and/or breakdown of all-in prices;
5. The projected schedule of payments, where need be.

In this regard, the bidders will use the documents and models provided in the Tender File, subject to the provisions of article 17(2) of the General Regulations of the Invitation to Tender concerning the other possible forms of guarantees.

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

Article 14: Bid price

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

Article 15: Currency of bid and payment

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

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

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

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

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

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

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

15.4 The Delegated Contracting Authority may request the bidders to explain the needs in national and foreign currencies and to justify that the amounts included in the unit and total prices and indicated in annex to the bids are reasonable; to this end, a detailed statement of their needs in foreign currencies shall be furnished by the bidder.

15.5 During the execution of the works, most of the foreign currency to be paid as part of Contract may be revised by mutual agreement between the Delegated Contracting Authority and the entrepreneur in a way as take account of any modification in the foreign currency needs within the context of the Contract.

Article 16: Validity of bids

16.1 Bids must remain valid during the period stated in the Special Regulations from the date of submission of the bids fixed by the Delegated Contracting Authority, in application of article 22 of the Special Regulations. A bid valid for a shorter period shall be rejected by the Delegated Contracting Authority as not being in compliance.

16.2 Under exceptional circumstances, the Delegated Contracting Authority may seek the approval of bidders to extend the validity time-limit. The request and the responses that will be given shall be in writing (or by fax). The validity of the bid bond provided for in article 17 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his bid without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his bid nor shall he be authorised to do so.

16.3 Where the Contract does not include a price revision clause and that the period of validity of bids is extended by more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the related formula featuring in the request for extension that the Delegated Contracting Authority addressed to bidders.

The updating period shall run from the date of overrun of sixty (60) days to the date of notification of the Contract or the Administrative Order for start of execution of works by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation of bids.

Article 17: Bid bond

17.1 In application of article 13 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which bid bond shall be a full part of his bid.

17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Delegated Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Delegated Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.

- 17.3 Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and mention each member of the associated grouping.
- 17.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.
- 17.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the Contract and furnished the required final bond.
- 17.6 The bid bond may be seized:
- (a) if the bidder withdraws his bid during the period of validity;
 - (b) If the retained bidder:
 - i) fails in his obligation to register the Contract in application of article 38 of the General Regulations;
 - ii) fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;
 - iii) Refuses to receive notification of the Administrative Order to commence execution.

Article 18: Varying proposals of bidders

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

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

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

Article 19: Preparatory meeting to the establishment of bids

- 19.1 Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.
- 19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.
- 19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Delegated Contracting Authority at least one week before the meeting. The Delegated Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.
- 19.4 The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done

by the Delegated Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.

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

Article 20: Form and signature of bid

To submit online

20.1 The bidder must submit the offer via online in the MINMAP/COLEPS platform www.publiccontracts.com or any other electronic means of communication indicated by the Delegated Contracting Authority in the tender documents. A backup copy of the offer, saved on a USB drive or CD/DVD, must be submitted to the relevant Delegated Contracting Authority/Project Management Office or Delegated Contracting Authority in a sealed envelope clearly marked "backup copy" and including the tender reference number, within the specified deadlines.

20.2. Bids, along with the required supporting documents, are compiled into electronic files and grouped according to their administrative, technical, and financial nature. However, administrative documents are uploaded via online in the MINMAP/COLEPS platform www.publiccontracts.com by the issuing entities.

20.3 The file formats chosen for submitting bids via online in the MINMAP/COLEPS platform www.publiccontracts.com must be common formats widely used in the professional sector, including those of operators likely to be interested in the consultation, for optimal processing.

20.4. The documents and files transmitted via online in the MINMAP/COLEPS platform www.publiccontracts.com are given an electronic signature through the use of the certificate.

D. SUBMISSION OF BIDS

Article 21: Sealing and marking of bids

To submit online

21.1 Here, the bidder's offer must include three electronic files corresponding to the three volumes: administrative, technical, and financial. Each file must be explicitly named to reflect its content (Administrative Offer, Technical Offer, Financial Offer). In addition to the electronic submission, bidders must also send the Delegated Contracting Authority a backup copy of their offer on physical electronic media (CD, DVD, USB drive, etc.) within the same timeframe. This copy must be submitted in person to the Delegated Contracting Authority. The sealed envelope must be clearly and legibly marked "backup copy" and include the tender reference number.

Article 22: Date and time-limit for submission of bids

22.1 The bids must be received by the Delegated Contracting Authority at the address specified in article 21(2) of the Special Regulations not later than the date and time stated in the Special Regulations.

22.2 The date and time of receipt of online submissions are automatically recorded by the e-procurement platform through the times-tamping mechanism. Only the date and time of COLEPS or any other electronic means of communication indicated by the Project Owner are considered valid.

22.3 The Delegated Contracting Authority may, at his discretion, postpone the deadline set for the submission of the bids by publishing an addendum in accordance with the provisions of article 10 of the General Regulations. In this case, all the rights and obligations of the Delegated Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

NB: At the time of online submission, bidder's submissions are automatically encrypted, meaning that their content is rendered unreadable.

Article 23: Late bids

Any bid received by the Delegated Contracting Authority beyond the deadline for the submission of bids in accordance with article 22 of the General Regulations shall be declared late and consequently rejected.

Article 24: Modification, substitution and withdrawal of bids

To submit online.

24.1 Several bids may be validly submitted by the same bidder before the deadline for receipt of bids. In this case, only the last bid received and its corresponding backup copy, if applicable, will be considered for evaluation; any other backup copies must be returned unopened.

24.2 The modification, replacement, or withdrawal of the backup copy shall be carried out in accordance with the provisions of Article 24, paragraphs 1 to 4.

E. Opening of envelopes and evaluation of bids

Article 25: Opening of envelopes and petitions

25.1 The REGIONAL TENDERS BOARD shall open the envelopes in single phase and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.

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

- 25.3 All 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 [*in case of opening of financial bids*] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Delegated Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.
- 25.4 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.
- 25.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.
- 25.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of Public Contract an initialled copy of the bids presented by bidders.
- 25.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Minister Delegate in charge of Public Contracts with a copies to the body in charge of the regulation of Public Contracts, the head of structure to which is attached the Tenders Board concerned.

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

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

- 25.8. The opening of bids submitted electronically or via online in the MINMAP/COLEPS platform www.publiccontracts.com and those submitted on paper shall take place during the same session. The opening and examination of bids submitted electronically are subject to the rules applicable to the processing of physical bids.

Article 26: Confidential nature of the procedure

- 26.1 No information relating to the examination, clarification, evaluation and comparison of bids and verification of the qualification of the bidders and the recommendation for the award shall be given to bidders or to any person not concerned with the said procedure as long as the preferred bidder has not been made public, subject to the disqualification of the bid of the bidder and suspension of the authors from all activities in the domain of Public Contracts.
- 26.2 Any attempt by a bidder to influence the Tenders Board or the Evaluation sub-committee of bids or the Delegated Contracting Authority in its award decision may lead to the rejection of his bid.
- 26.3 Notwithstanding the provisions of paragraph 26.2 above, between the opening of bids and the award of the Contract, if a bidder wishes to enter into contact with the Delegated Contracting Authority for reasons having to do with his bid may do so in writing.

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

- 27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response

there to be formulated in writing or via online in the MINMAP/COLEPS platform www.publiccontracts.com but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.

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

Article 28: Determination of compliance of bids

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

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

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

- i) which substantially limits the scope, quality or realisation of the works;
- ii) which substantially limits, contrary to the Tender File, the rights of the Delegated Contracting Authority or his obligations in relation to the Contract;
- iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented bids that essentially complied with the Tender File.

28.4 If a bid is essentially not in compliance, it shall be rejected by the competent Tenders Board and shall not subsequently be rendered in compliance.

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

Article 29: Qualification of the bidder

The Evaluation sub-committee shall ensure that the successful bidder retained for having submitted a bid substantially in compliance with the provisions of the Tender File, fulfils the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

Article 30: Correction of errors

30.1 The Evaluation sub-committee shall verify bids considered essentially in compliance with the Tender File to correct the possible calculation errors. The Evaluation sub-committee shall correct the errors in the following manner:

- (a) where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.
- (b) if the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.

(c) where there is a difference between the price indicated in letters and in figures, the amount in letters shall be considered authentic, unless the amount is linked to an arithmetical error confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

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

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

Article 31: Conversion into a single currency

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

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

Article 32: Evaluation and comparison of financial bids

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

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

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

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

32.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this Contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are

not satisfactory, the Delegated Contracting Authority may reject the bid after the technical opinion of the Public Contracts Regulatory Agency.

Article 33: Preference granted national bidders

National Contractors shall benefit from a margin of national preference during the evaluation of bids as provided for in the Public Contracts Code.

Article 34: Award

- 34.1 The Delegated Contracting Authority shall award the Contract to the bidder whose bid was judged essentially in compliance with the Tender File and who has the required technical and financial capacities to execute the Contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates
- 34.2 If, according to article 13(2) of the General Regulations, the Invitation to Tender comprises several lots, the lowest bid shall be determined by evaluating this Contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot.
- 34.3 Any award of Contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest.
- 34.4 Any decision to award a public contract by the Delegated Contracting Authority shall be inserted, with an indication of price and time limit, in the public procurement journal published by the body responsible for regulating public procurement or via online in the MINMAP/COLEPS platform www.publiccontracts.com.

Article 35: The right by the Delegated Contracting Authority to declare an Invitation to Tender unsuccessful or cancel a procedure

The Delegated Contracting Authority reserves the right to cancel a procedure of Invitation to Tender after the authorisation of the Minister Delegate at the Presidency in charge of Public Contracts where the bids have been opened or to declare an Invitation to Tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

Article 36: Notification of award of the Contract

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

Article 37: Publication of results of award and petitions

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

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

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

37.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of Public Contracts, the Delegated Contracting Authority and the chairperson of the Tenders Board concerned.

It must take place within a maximum deadline of five (5) working days after the publication of the results.

Article 38: Signing of the Contract

- 38.1 After publication of the results, the draft Contract subscribed by the successful bidder is submitted to the Tenders Board for examination and where applicable, to the Minister in charge of Public Contracts for prior endorsement.
- 38.2 The Delegated Contracting Authority has a deadline of seven (7) days to sign the Contract from the date of acceptance of the draft Contract examined by the competent Tenders Board and subscribed by the successful bidder and where applicable, the endorsement of the Minister in charge of Public Contracts.
- 38.3 The Contract must be notified to the successful bidder within five (5) days of its date of signature.

Article 39: Final Bond

- 39.1 Within twenty (20) days of the notification by the Delegated Contracting Authority, the Contractor shall furnish the Project Owner with a final bond, to guarantee the complete execution of the works.
- 39.2 The bond whose rate varies between 2 and 5 percent of the amount of the Contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.
- 39.3 Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or first rate financial institution approved in accordance with the instruments in force.
- 39.4 Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the Contract under the terms laid down in the General Administrative Conditions.

**DOCUMENT No. 3: SPECIAL REGULATION OF THE
INVITATION TO TENDER (SRIT)**

Special regulations of the Invitation to Tender

References of the General regulations	General
1.1	<p>Definition of works: FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, PROTECTION OF NATURE AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST REGION.</p> <p>Name and address of the Delegated Contracting Authority: The GOVERNOR OF THE NORTH WEST REGION.</p> <p>Reference of Invitation to Tender: N° _____/ONIT/ GOV/NWRTB/PIB 2026 of _____/_____/2026</p>
1.2	Execution deadline: Ninety(90) calendar days
1.3	SUBMISSION METHOD
	The chosen submission method is exclusively online via the MINMAP/COLEPS platform www.publiccontracts.com not later than_____/_____/2026.
2.1	<p>Source of financing</p> <p>Works which form the subject of this Invitation to Tender is financed by the 2026 Public Investment Budget of MINEPDED</p>
4.1	List of pre-qualified candidates, not applicable
5.1	Origin of building materials, equipment, materials and supplies: The materials will generally be from natural sources in Cameroon.

6.1 Evaluation criteria

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

C. Eliminary criteria

1. The absence of bid bond document in the administrative file;
2. Non respect of forty eight (48) hours given for absence or non-conformity of a document in the administrative file;
3. Deadline for delivery higher than prescribed;
4. False declaration or falsified documents;
5. Insufficient bid bond;
6. Incomplete financial file
7. change of quantity or unit of the Tender file in the financial bid
8. Omission of a unit price in the financial bid;
9. Suspended from public contracts by MINMAP in 2025
10. Failure to provide a backup copy of offers saved in a USB key or a CD/DVD on time;
11. Failure to comply with the format of file type and size for online submission;
12. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund (DGF).
13. Failure to prevent a certificate of categorisation or receipt of deposit of file for categorisation
14. Score of less than 75% of essential criteria,
15. Financial capacity less than 2/3 of project cost

D. Essential criteria

1. General presentation of the Tender;
2. Financial capacity;
3. References of the company in similar achievements;

4. Quality of the personnel;
5. Technical organization of the works;
6. Safety measures on the site;
7. Logistics;
8. Attestation and report of site visit ;
9. Special Technical Clauses initialed in all the pages and and the last page signed ;
10. Special Administrative Clauses completed and initialed in all the pages and last page signed.

These essential criteria are subject to lower limits, the details of which are spelled out in the special Regulations of the invitation of tender.

This evaluation will be done in a purely binary way (yes) or (no) with an acceptable minimum from at least 75% of the essential criteria taken into account.

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

ARTICLE 6: Language of the bids

The offer like any correspondence and all documents concerning the tender, exchanged between the Tenderer and the Project Owner will be written in French or English. The complementary documents and the printed papers form provided by the Bidder can be written in another language in condition of being accompanied by a precise translation in French or English; in which case and for purposes of interpretation of the offer, the translation will be taken.

ARTICLE 7: PRESENTATION OF THE TENDER.

7.1. The bids prepared in English or in French shall be sent in three volumes as follows:

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

The three (03) volumes shall then be enclosed in a folder bearing only the reference of the quotation in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

7.2.

Each offer drafted in English or French will be submitted online in the MINMAP/COLEPS platform www.publiccontracts.com not later than ____/____/2026 at 11 AM local time. A backup copy of the Tender saved in a USB key or a CD/DVD must be sent in a sealed envelope with a clear and legible indication "backup copy" within the time limit and should carry the inscription;

**OPEN NATIONAL INVITATION TO TENDER N° _____/ONIT/GOV/NWRTB/PIB 2026
OF/...../2026 FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE
MINISTRY OF ENVIRONMENT, PROTECTION OF NATURE AND SUSTAINABLE DEVELOPMENT IN THE
NORTH WEST.**

To be opened only during the Tenders Board Opening session ».

<<ENVELOPE A: ADMINISTRATIVE DOCUMENTS>> and shall contain the administrative documents of the enterprise. These documents shall be original or copies certified by competent authorities not more than three months.

ADMINISTRATIVE DOCUMENTS.

DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder) with a fiscal stamp.

A.2	Certified Copy of the Business Registration, not more than three months old.
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.
A.5	A bid bond of 300,000 FCFA (Three hundred thousand FCFA) in line with CDEC prescription issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions
A.6	Purchase receipt of Tender File issued by Public treasury
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contracts Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation valid within the given time.
A.9	A Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; this certificate should be less than three months old.
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.11	Plan and attestation of location of the Company signed by the Chief of Taxation
A.12	A certified copy by MINMAP of the Certificate of categorization or receipt of deposit of file for categorization of the enterprise in the " Building and General Equipment " sub Sector of activities
A.13	An original of CDEC Receipt of payment and a proof of the bank transfer
A.14	Power of attorney if necessary
A.15	Special Technical Clauses initialed on all the pages, signed and stamped on the last page
A.16	Group Agreement where necessary
A.17	Special Administrative Clauses completed and initialed on all the pages, signed and stamped on the last page

The absence or the non-conformity of the one of these documents will result to the elimination of the offer either during the opening session of the bids (absence of bid bond) or during the evaluation

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

COMPANY NAME:

General presentation of bids	
- Presence of all documents	yes/no
- Properly bound.....	yes/no
- Table of content	yes/no
- Separators in colour apart from white.....	yes/no
- Order prescribed respected.....	yes/no
- Clearness of the documents.....	yes/no
TOTAL 1	/6
a. The company references	
References of the company in building construction works or similar works for the past five years:	
- 01 certified copy of similar contract visa and legalized by a competent administrative authority equal or above 10 million (1 st and last pages) and PV of final reception for works realized before 2025 and provisional reception for works realized in 2025.	yes/no

- 01 certified copy of similar contract visa and legalized by a competent administrative authority below 10 million and more than 05 million (1 st and last pages) and PV of final reception for works realized before 2025 and provisional reception for works realized in 2025.	yes/no
- 01 certified copy of similar contract visa and legalized by a competent administrative authority equal or below 05 million (1 st and last pages) and PV of final reception for works realized before 2025 and provisional reception for works realized in 2025.	yes/no
TOTAL 2	/3
b. Equipment	
- Proof of ownership or hired of a 4x4 pick-up vehicle in good operating condition	yes/no
- Proof of ownership of masonry tool kit.....	Yes/no
- Proof of ownership of carpentry tool kit	Yes/no
- Proof of ownership of electrical tool kit	Yes/no
- Proof of ownership of painting tool kit	Yes/no
TOTAL 3	/5
c. Qualification of site personnel	
- Organizational Chart of the enterprise.....	yes/no
- Organizational Chart of site with comments	yes/no
Works Director: Senior Civil or Rural Engineering Technician with at least 05 yrs experience	
- Diploma of work Director certified.....	yes/no
- CV signed and dated by works Director.....	yes/no
- Professional experience of works Director at least three years.....	yes/no
- Attestation of availability dully signed by the bearer	yes/no
- Attestation of presentation of originals	yes/no
Site foreman: Civil Engineering technician with at least 03 yrs experience	
- Certified copy of certificate of Foreman.....	yes/no
- CV signed and dated by site foreman.....	yes/no
- Professional experience of site foreman at least three years	yes/no
- Attestation of availability	yes/no
- Attestation of presentation of originals	yes/no
Chief technician; Civil Engineering technician with at least 03 yrs of experience	
- Certified copy of diploma	yes/no
- CV signed and dated	yes/no
- Attestation of availability	yes/no
- Attestation of presentation of originals	yes/no
- Professional experience of chief technician at least three years	yes/no
TOTAL 4	/17
d The methodology of intervention and execution of work	
- Site Visit report signed and dated by the bidder	yes/no
- Detailed technical note on the organization and execution of works.....	yes/no

- Coherence of synchronized Planning of execution of works.....	yes/no
- Coherence of individual protection plan (IPP) within the project site.....	yes/no
- Coherence of the General Security and Safety Plan (GSSP) within the project site...	yes/no
- Description of the socio - environment measures for the site protection.....	yes/no
- Attestation of site visit signed on honour by the bidder	yes/no
- Coherence in the planning of execution.....	yes/no
- Plan of supply of materials.....	yes/no
- Detailed manpower deployment plan.....	yes/no
-Technical note drawn from site observations and recommendations.....	yes/no
TOTAL 5	/11
e- Pre-financing	
Attestation of credibility shall be at least 85% of the bid price.....	yes/no
TOTAL	/1
TOTAL = TOTAL1 + TOTAL2+ TOTAL3+ TOTAL4+ TOTAL5 + TOTAL6	/46

ENVELOPE C- FINANCIAL FILE

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

- The bidders will use for this purpose the documents and models envisaged in the Tender Documents, subject to the provisions of Article 19.2 of the RGAO concerning the other possible forms of bid bond.
- The various parts of the same file must be separated with colour guides form as well in the original as in the copies, so as to facilitate its examination

ARTICLE 8: Currency of payment

This National Invitation to tender is awarded on total and Contractual price, inclusive of all taxes, firm and non-revisable for the whole of the works and the equipment defined in the present Invitation to Tender.

The corresponding amount will be calculated inclusive of all taxes and the prices will be obligatorily expressed in francs CFA.

The unit Schedule price expressed out in figures and letters and in six (06) copies will be joined to the offer. In the event of error between the prices in figures and letters, the latter will precede and be used as a basis of calculation of the amount of the offer.

The establishment of the prices will be done on the basis of economic condition into force in Republic of Cameroon at the handover date of the offers.

ARTICLE 9: Transport and delivery

The materials for work must be protected during transportation through packaging whether by air, railway or road according as the case may be. The conditions of storage must be of tropical type.

ARTICLE 10: Guarantee and retention guarantee

10.1 Provisional guarantee

The time of validity of this guarantee is (06) Months as from the date of depositing of the offers.

10.2 Final Bond

The final Bond is fixed at two percent (2%) of the initial amount of the services envisaged in the country.

It could be replaced by a guarantee personal and interdependent of a banking house approved by the Ministry of Finances following COBAC conditions.

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

10.3 Guarantee Retention

Guarantee Retention of ten percent (10%) will be operated on amount including all taxes of the Contract. The corresponding sum will be paid or released with the final acceptance of work and upon demand by the contractor.

ARTICLE 11: Period of validity of the offers

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

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

ARTICLE 12: Opening of the tenders

The opening of bids shall be carried out in the conference room of the Governor of North West Region on __/__/2026 as from **12: 00 noon**, by the Regional Tender Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

AWARD OF THE CONTRACT

ARTICLE 13: Award of the Contract

The Tenders Board will propose to the Delegated Contracting Authority to award the Contract to the bidder who will have presented the offer with the lowest offer, essentially conforming to the regulations the Tender File, having satisfied to 100% of all the eliminatory criteria and at least 75% of the essential criteria taken into account.

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

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

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

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

**DOCUMENT No. 4: SPECIAL ADMINISTRATIVE CONDITIONS
(SAC)**

Table of content

Chapter I: General

- Article 1 - Subject of the Contract
- Article 2 - Award procedure
- Article 3 - Definitions and duties (article 2 of GAC supplemented)
- Article 4 - Language, applicable law and regulations
- Article 5 - Constituent documents of the Contract (article 4 of GAC)
- Article 6 - General applicable instruments
- Article 7 - Communication (GAC articles 6 and 10 supplemented)
- Article 8 - Administrative Orders (article 8 of GAC supplemented)
- Article 9 - Contracts with conditional phases (article 15 of GAC)
- Article 10 - Contractor's personnel (article 15 of GAC supplemented)

Chapter II: Financial conditions

- Article 11 - Guarantees and bonds (articles 29 and 41 of GAC supplemented)
- Article 12 - Amount of Contract (articles 18 and 19 supplemented)
- Article 13 - Place and method of payment
- Article 14 - Price variation (article 20 of GAC)
- Article 15 - Price revision formulas
- Article 16 - Price updating formulas (article 21 of GAC)
- Article 17 - Work under State supervision (article 22 of GAC supplemented)
- Article 18 - Evaluation of works (article 23 supplemented)
- Article 19 - Evaluation of supplies (article 24 of GAC) supplemented)
- Article 20 - Advances (article 28 of GAC)
- Article 21 - Payments for the works (articles 26, 27 and 30 of GAC supplemented)
- Article 22 - Interests on overdue payments (article 31 of GAC supplemented)
- Article 23 - Penalties for delay (article 32 of GAC supplemented)
- Article 24 - Payment in case of a group of enterprises (article 33 of GAC)
- Article 25 - Final detailed account (article 35 of GAC)
- Article 26 - General detailed account (article 35 of GAC)
- Article 27 - Tax and customs schedule (article 36 of GAC)
- Article 28 - Stamp duty and registration (article 37 of GAC)

Chapter III: Execution of the works

- Article 29 - Nature of works
- Article 30 - Obligations of the Project Owner (GAC supplemented)
- Article 31 - Execution deadline of Contract (article 38 of GAC)
- Article 32 - Roles and responsibilities of the Contractor (article 40 of GAC)
- Article 33 - Making available documents and site (article 42 of GAC)
- Article 34 - Insurance of structures and civil responsibility (article 30 of GAC)
- Article 35 - Documents to be furnished by the Contractor (article 49 supplemented)
- Article 36 - Organisation and security of sites (article 50 of GAC)
- Article 37 - Implantation of structures (article 52 of GAC)
- Article 38 - Sub-Contracting (article 54 of GAC)
- Article 39 - Site laboratory and trials (article 55 of GAC)
- Article 40 - Site logbook (article 56 of GAC supplemented)
- Article 41 - Use of explosives (article 60 of GAC)

Chapter IV: Acceptance

- Article 42 - Provisional acceptance (article 67 of GAC)
- Article 43 - Documents to be furnished after execution (article 68 of GAC)
- Article 44 - Guarantee time-limit (article 70 of GAC)
- Article 45 - Final acceptance (article 72 of GAC)

Chapter V: Miscellaneous provisions

- Article 46 - Termination of the Contract (article 74 of GAC)
- Article 47 - Force majeure (article 75 of GAC)
- Article 48 - Differences and disputes (article 79 of GAC)
- Article 49 - Drafting and dissemination of this Contract
- Article 50 and last: Entry into force of the Contract

Chapter I: General

Article 1: Subject of JOBBING ORDER

The subject of this Jobbing Order is **FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, NATURE PROTECTION AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST.**

Article 2: Contract award procedure

This Jobbing Order shall be awarded by Open National Invitation to Tender N° _____/ONIT/GOV/NWRTB/2026

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

3.1 General definitions (cf. Code)2

- The Delegated Contracting Authority is the **GOVERNOR OF NORTH WEST REGION** He/she awards the Contract, ensures the preservation of originals of said Contract documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation.
- The contract Manager is the **RD MINEPDED/NW**. He ensures respect of the administrative, technical and financial conditions and contractual deadlines
- The Contract Engineer is the **RD MINDCAF/NW** hereinafter referred to as the Engineer.
- The Contractor shall be [to be specified].

3.2 Security

This Jobbing Order may use as security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment is *the* **RD MINEPDED/NW**
- The authority in charge of clearance of expenditure shall be the **Regional Finance Controller for North West.**
- The authority in charge of payment shall be the **Treasury Paymaster General Bamenda** The official competent to furnish information within the context of execution of this Contract is *the* **RD MINDCAF/NW** and **RD MINMAP/NW**

3.3 Duties of the Control Mission, Project Manager

3.3.1 Missions [to be completed, where need be]

3.3.2 Means put at the disposal of the Control Mission [to be completed where need be].

Article 4: Language, applicable law and regulation

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

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

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

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

The constituent Contractual documents of this Contract are in order of priority: (to be adapted to the nature of the works).

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

- 5) The particular elements necessary for the determination of the Contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) Plans, calculation notes, trial documents, geotechnical documents *[insert and indicate, where need be, names and references]*.
- 7) The General Administrative Conditions applicable on public works Contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the Contract *[insert and indicate, where need be, names and references]*.

Article 6: General instruments in force

This Jobbing Order shall be governed by the following general instruments *[to be adapted according to the case]*:

1. Law No. 2018/011 of 11 July, 2018 on the Code of Transparency and Good Governance in the management of Public Finances in Cameroon;
2. Law No. 2018/012 of July 11, 2018 on the financial regime of the state and other public entities;
3. Law No. 96/12 of 5th August 1996 on the management of the environment;
4. Law No. 2025/012 of 17 December, 2025 bearing on the Finance Law of the Republic of Cameroon for the 2026 Financial Year
5. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code and its texts of application;
6. Decree No. 2020/375 of 07 July, 2020 on the General Regulations of Public Accounting.
7. Instruments governing the various professional bodies;
8. Decree No. 2001/048 of 23rd February 2001 relating to the Setting up, Organization and Functioning of the Public Contracts Regulatory Agency
9. Decree No. 2003/651/PM of 16th April 2003 to lay down the Procedure for Implementing the Tax and Customs System applicable to Public Contracts;
10. Decree No. 2012/075 of 8th March 2012 to organise the Ministry in charge of Public Contracts;
11. Circular No. 0001877/C/MINFI of 31st December, 2025 bearing instructions on the implementation of Finance Laws, Monitoring and Control of the Execution of the Budget of the State and Other Public Entities for the 2026 fiscal year ;
12. Circular No. 0001/PR/MINMAP/CAB of 2th April, 2022 relating to the application of the Public Procurement Code
13. Press Release No. 000024/R/MINMAP/CAB/CT2 of 5th August 2025 announcing the presentation of the categorization certificate in the award process of Public Contract
14. The MINCOMMERCE Decree setting the Price List
15. Order No. 000333/O/MINMAP/CAB of 27th December 2024 to set the schedule of the migration to the exclusive award of Public Contracts` electronically
16. Circular letter No. 00000002/LC/MINMAP/CAB of 12th May 2022 relating to the continuity of the public procurement service in the event of a sanction by a Project Owner or Delegated Project Owner some members of a commission public procurement in accordance with the provision of articles 195 of the code of public contracts.
17. Circular No. 000014/C/MINMAP/CAB of 23rd July 2025 on the condition for constitution, guarantee, preservation, release, restitution, and realisation of guarantees in Public Contract
18. Unified Technical Documents (DTU) for building works;
19. Applicable standards;
20. Other instruments specific to the domain concerned with the Contract.

Article 7: Communication (Articles 6 and 10 supplemented)

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

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

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:

Sir/Madam _____ [to be specified] with a copy addressed to the Delegated Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.

c) In the case where the Delegated Contracting Authority is:

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

1.2 The Contractor shall address all written notifications or correspondences to the Project Manger with a copy to the Contract Manager.

Article 8: Administrative Orders (Article 8 of GAC)

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

- 8.1 The Administrative Order to start execution of works shall be signed by the Delegated Contracting Authority and notified to the Contractor by the Project Owner with a copy to the Delegated Contracting Authority, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.
- 8.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Delegated Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Delegated Contracting Authority, the Contract Manager, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the Contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Delegated Contracting Authority and Contract Manager.
- 8.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the Contractor by the Contract Manager with a copy to the Delegated Contracting Authority, the Contract Engineer and Project Manager.
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Delegated Contracting Authority and notified by his services to the Contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.
- 8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the Contractor by the Contract Engineer.
- 8.7 The Contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.
- 8.8 Concerning Administrative Order signed by the Delegated Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of 30 days** from the date of transmission by the Delegated Contracting Authority to the Project Manager. **Beyond this**

deadline, the Delegated Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.

Article 9: Contracts with conditional phases (Article 9 of GAC)

9.1 [Specify if the Contract has one or several phases]

At the end of a phase, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the Contractor. This attestation shall condition the start of the following conditional phase.

9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be five (5) days.

Article 10: Contractor's equipment and personnel (Article 15 of GAC supplemented)

10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the Contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).

10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **5 (five) days** to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.

10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the Contract as mentioned in article 30 below or the application of penalties [to be specified where need be].

Chapter II: Financial conditions

Article 11 Guarantees and bonds (Articles 29 and 41 of GAC)

11.1 Final bond

The final bond shall be set at 2 % of the amount of the Contract, inclusive of all taxes.

It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty (20) days of the notification of the Contract.

The bond shall be returned or the guarantee released within one month following the date of provisional acceptance of the works, following a release issued by the Delegated Contracting Authority upon request by the Contractor.

11.2 Performance bond

The retention fund shall be set at 10 % of the amount of the Contract, inclusive of all taxes.

The return or release of the retention fund or security shall be done within one month after final acceptance by release issued by the **Delegated Contracting Authority** upon request by the Contractor.

11.3 Guarantee of start-off advance

[Specify, if need be, the rates (20% maximum of the amount of the Contract inclusive of all taxes guaranteed at 100%) and conditions for the return of the guarantee]

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

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

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

Article 13: Place and method of payment

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

- a. For payments in CFA francs (*amount in figures and letters exclusive of taxes*) by credit to account No. _____ opened in the name of the Contractor in the _____ bank.
- b. For payments in foreign currencies (*amount in figures and letters exclusive of taxes*) by credit to account No. _____ opened in the name of the Contractor in _____ bank.

Article 14: Price variation (Article 20 of GAC)

20.1 Prices shall be firm.

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

20.2 Price updating modalities (not applicable)

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

(not applicable)

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

(not applicable)

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

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

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

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

Article 18: Evaluation of works (article 23 of the GAC)

This Contract is at [*unit price, all-in price or unit and all-in price*].

Article 19: Evaluation of supplies (article 24 of the GAC supplemented)

19.1 *[Indicate, where applicable, the modalities for payment of supplies].*

19.2 No security shall be requested for payments on account on supplies.

Article 20: Advances (article 28 of the GAC)

20.1 The Delegated Contracting Authority may grant a start-off advance equal to 20 % of the amount of the Contract.

20.2 This advance whose value cannot exceed twenty (20) percent of the initial amount inclusive of all taxes shall be guaranteed at one hundred (100) percent by a banking establishment governed by Cameroon law or a first-rate financial institution in accordance with the instruments in force and reimbursed by deduction of the payments on accounts to be paid to the Contractor during the execution of the Contract according to the modalities laid down in the Special Administrative Conditions.

20.3 The total amount of the advance must be reimbursed not later than when the value in basic price of the works reaches eighty (80) percent of the amount of the Contract.

20.4 As the reimbursement advances, the Project Owner shall issue the release of the corresponding part of the guarantee upon the express request by the Contractor.

20.5 The possibility of granting start-off advance or advance for supplies must be expressly stipulated in the Tender File.

Article 21: Payment for works (articles 26, 27 and 30 of the GAC supplemented)

21.1 Establishment of works executed

Before the 30th of each month, the Contractor and the Project Manager shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.

21.2 Monthly detailed account

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

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

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

- [100-1.1 and/or - (7.5 or 15%)] paid directly into the account of the Contractor;
- 2.5% or 5.5 % paid to the public treasury as AIR due by the Contractor.
- 7.5% or 15% paid into the Public Treasury as TSR due by the Contractor.

The Project Manager has a time-limit of seven (7) days to forward to the Contract Manager the detailed accounts he has approved.

The Contract Engineer has a maximum time-limit of twenty-one (21) days to forward the detailed accounts he approved such that they are in his possession not later than the twelfth of the month.

The Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

Payments shall be done by _____ within a maximum deadline of _____ calendar days from the date of submission of the approved detailed accounts.

21.3 **Detailed account of start-off account** *(if applicable).*

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

Possible interests on overdue payments are paid by statement of sums due in accordance with of Decree No. 2018 of 21 June 2018 to institute the Public Contracts Code.

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

A. Penalties for delay

23.1 The amount set for penalties for delays is as follows:

- One two thousandth (1/2000th) of the initial Contract amount all taxes inclusive per calendar day of delay from the first to the 30th day beyond the Contractual time-limit;
- One thousandth (1/1000th) of the initial amount of the Contract inclusive of all taxes per calendar day beyond the 30th day.

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

B. Specific penalties [amount to be indicated]

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

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

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

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

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

25.1 *[Indicate the time-limit available to the Contractor to forward the draft to the Project Manager, after the date of provisional acceptance of the works (maximum 1 month)].*

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

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

25.3 *The Contractor has up to thirty (30) days to return the signed final detailed account.*

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

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

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

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

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

26.2 The Contractor has up to thirty (30) days to return the signed final detailed account.

Article 27: Tax and customs regulations (article 36 of the GAC)

Decree No. 2003/651/PM of 16 April 2003 lays down the terms and conditions for implementing the tax regulations and customs procedures applicable to Public Contracts. The taxes applicable to this Contract include notably:

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

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

All taxes inclusive prices means VAT included.

Article 28: Stamp duty and registration of Contracts (article 37 of GAC)

Seven (08) original copies of the Contract shall be stamped by and at the cost of the Contractor, in accordance with the applicable regulations.

Chapter III: Execution of works

Article 29: Nature of the works (article 46 of GAC)

The works shall include especially: (position or volume of works)

(To be specified cf. Special Technical Conditions)

Article 30: Role and responsibilities of the Project Owner (GAC supplemented)

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

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

Article 31: Execution time-limit of the Contract (article 38 of the GAC)

31.1 The time-limit for the execution of the works forming the subject of this Contract shall be **Ninety (90) days**.

31.2 This time-limit shall run from the date of notification of the Administrative Order to commence execution of the works [*or that fixed in this Administrative Order- to be specified*].

Article 32: Role and responsibilities of the Contractor (article 40 of the CAG)

The detailed and general plan of progress of the works shall be communicated to the Project Manager in five (05) copies at the beginning of each.

Article 33: Provision of documents and site (article 42 of the GAC)

A reproducible copy of the plans featuring in the Tender File shall be submitted by the Contract Manager.

The Project Owner shall make available the site and access ways to the Contractor at the appropriate time as the works progress.

Article 34: Insurance of structures and civil liabilities (article 30 of GAC)

The following insurance policies are required within the scope of this Contract in the minimum amounts indicated hereafter within fifteen (15) days of the notification of the Contract (*to be adapted*):

- Liability insurance, business manager;
- Comprehensive insurance of the site;
- Insurance covering its ten-year obligation, where applicable.

Article 35: Documents to be furnished by the Contractor (Article 49 of the GAC supplemented)

[Specify the deadlines for the transmission of documents as well as those of approval by persons to be designated]

35.1 Programme of works, Quality Assurance Plan and others (to be specified).

a) Within a minimum deadline of [fifteen (15) days] from the date of notification of the Administrative Order to commence execution, the Contractor shall submit in [six (6)] copies for the approval of [Contract Manager after the endorsement of the Project Engineer] the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.

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

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

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

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

The approval given by the Contract Manager or Project Manager does not in any way release the Contractor of his responsibilities. Meanwhile, works executed before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the Contractual schedule.

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

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

c) The Contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.

d) The approval granted by the Contract Manager or Project Manager shall in no way diminish the responsibility of the Contractor with regard to the harmful consequences which their implementation may cause both towards third parties and the respect of clauses of the Contract.

35.2 Execution draft

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

b) The [Contract Manager or Project Manager] has a deadline of [five (05) days] to examine and make known his observations. The Contractor then has a deadline of [05] four days] to present a new file including the said observations.

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

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

36.1 Signboards at the beginning and end of each section must be placed within a maximum deadline of fifteen days after the notification of the Administrative Order to commence work.

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

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

Article 37: Implantation of structures

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

37.2 COMMENCEMENT OF WORK:

Before the commencement of work the Contractor must be installed on the site by the following commission member:

- ❖ The Delegated Contracting Authority or his representative Chairman
- ❖ The contract Engineer..... Secretary
- ❖ The RD MNEPDED/NW Member
- ❖ The RD MINMAP/NW or his representative Observer
- ❖ The RD MINEPAT/NW or his representative Member
- ❖ The Stores Accountant of RD MINEPDED.....Member
- ❖ The contractor Member

Article 38: Sub-Contracting (article 54 of the GAC)

The part of the works to be sub-Contracted shall be [specify] % of the initial amount of the Contract and its additional clauses (the ceiling is 30 %).

Article 39: Site laboratory and trials (article 55 of GAC)

39.1 Indicate if necessary the modalities for carrying out the trials and geotechnical studies provided for in the Special Technical Conditions.

39.2 The Contract Manager has a deadline of three days to approve the Contractor's personnel and laboratory as soon as the request is made.

Article 40: Site logbook (article 56 of the GAC supplemented)

40.1 The Site logbook must be systematically jointly signed by the Project Manager or Engineer, where need be and the Contractor's representative each day.

40.2 It is a joint document in a single copy. Its pages must be numbered and initialled. No page should be removed. The erased or cancelled parts must be mentioned on the margin for validation.

Article 41: Use of explosives (article 60 of the GAC)

[Specify the possible restrictions or bans]

Chapter IV: ACCEPTANCE

Article 42: PROVISIONAL ACCEPTANCE

42.1 PRE- ACCEPTANCE OPERATIONS

Before the acceptance of the works the Contractor shall ask in writing to the control Engineer, to organize a technical visit for pre-acceptance. This visit shall include the following operations.

- Qualitative and quantitative evaluations of the different works that have been executed.
- Findings and statement of the unexecuted task envisaged in the present Jobbing Order.
- Findings relative to the completion of the work
- Findings on the quantity of works that have been effectively realized

These operations shall be subject to a site report drawn up on the field, signed by the following.

- Contract Engineer,

- Contractor.
- RD MINMAP/NW or his representative

During this pre-acceptance, the engineer shall eventually specify the reserves to be lifted and the corresponding works to be effected before the acceptance. The Contract Engineer shall fix the acceptance date in collaboration with the chief of service for the Contract.

42.2 Acceptance

The acceptance commission shall comprise:

- ❖ The Delegated Contracting Authority or his representative Chairman
- ❖ The contract Engineer..... Secretary
- ❖ The RD MNEPDED/NW Member
- ❖ The RD MINMAP/NW or his representative Observer
- ❖ The Stores Accountant of RD MINEPDED.....Member
- ❖ The contractor Member

The commission shall examine the report of the pre-acceptance and shall proceed to the acceptance. An acceptance report (process - verbal) of the works shall be prepared by the Contract Engineer and sign by all the commission members.

Article 43: GUARANTEE PERIOD.

The guarantee period is one (01) year from the date of the provisional acceptance for the section of new civil Engineering works.

Article 44: Article 30: Final acceptance (article 72 of the GAC)

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

44.2 The Project Manager [shall [not] be member of the commission.

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

Chapter V: Sundry provisions

Article 30: Termination of the Contract (article 74 of the GAC)

The Jobbing Order may be terminated as provided for in Section II Paragraph I of Decree No. 2018/366 of 20 June 2018 and equally under the conditions laid down in articles 180, 181, 182 and 183 of the PCC especially in one of the following cases:

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

Article 46: Case of force majeure (article 75 of the GAC)

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

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

Article 47: Disagreements and disputes (article 79 of the GAC)

Disagreements and disputes resulting from the execution of this Contract may be settled amicably. Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction, subject to the following provisions: *[to be filled, where need be].*

Article 48: Production and dissemination of this Contract

08 copies of this Contract shall be produced at the cost of the Contractor and furnished to the Contract Manager.

Article 49 and last: Entry into force of the Contract

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

**Document No. 5:
Special Technical Conditions (STC)**

TECHNICAL SPECIFICATIONS

– **GENERALITIES:** This present special technical specification concerns **FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, NATURE PROTECTION AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST REGION.** It is the duty of the contractor to realize the structure as per the execution plans that shall be approved by the competent authority. Through the contract Engineer, the contractor shall furnish the owner of the project and other project team members within the shortest possible time with an execution plan showing clearly how he intends to run the work site. A fence in local materials shall enclose the whole work site to avoid trespassing.

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

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

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

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

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

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

- **PREPARATORY WORKS – SETTING OUT:** These works concern the clearing of the site and evacuation of the rubbles to the public discharge, the clearing and leveling of the site where necessary. The setting out will be in respect to the technical plans.

The setting out profile boards will be at least 1, 20 m from the outside axes, this to facilitate trenching and other earthworks and good circulation. The commencement of excavation will be accepted by the Project Engineer without checking the conformity of the setting.

The minimal depth of the excavation trenches shall be of 80cm, and depending on the soil bearing capacity. Where there is black cotton soil or soil with low bearing capacity at the bottom of the trench, the contractor shall continue excavation up to a depth as will be approved by the Project Engineer. The excavations will be done manually and no concrete or mortar shall be laid on the bottom of the trench without the acceptance of the trench bottom of excavation by the Project Engineer.

The descriptive notice completes or confirms the indications on the execution plans. In the case of contradictions between the plans and the descriptive notice, the project team shall be contacted for examination, elaboration and conclusion.

These technical specifications have as objective the definition of the consistence of works to be executed in accordance with the plans and according to technical norms for the construction of classroom buildings.

The foundation will be filled with earth of good quality in successive compacted layers of 20cm where the fill depth exceeds 30cm. An over-site concrete of thickness 12cm will be laid to cover the whole foundation area at a dosage of 350 kg/m³ over the entire compacted surface.

- ROOF TRUSS AND THE COVERING:

- **Trusses:** shall be of locally sawn and treated eucalyptus, shall compose of single frame rafters of 5cmx15cmx4m and spaced at 1.50m interval with a king-post of 175cm high. These rafters will be solidly attached to the wall plate with the help of standby beam iron rods also spaced at 1.50m spacing;

- **Purlins and noggins:** shall consist of 5x8cmx4m locally sawn timber from eucalyptus. All structural timber shall be treated with carbonyl. The timber for the roof work will be of good quality, with the straight grain and free of any defect.

- **Roofing sheets:** shall be in high rib aluminum sheets (Tôle Bac) of type 5/10mm. The sheets shall be fixed onto the purlins using twisted zinc nails equipped with bituminous rubbers caps.

- **Fascia;** it shall be 40cm wide and 3cm thick and shall be of hard wood. It shall be coated with aluminum sheets (Tôle Bac) of type 4/10mm on plank.

- **Ceiling-** shall be in cream-white 4mm plywood (Ayou), fastened to noggins of 4cm thick or 5x8 and treated with carbonyl. The noggins shall be spaced 60cm center to center and braced appropriately. Eaves shall be equipped with ventilated pre-cast blocks. An access shall be provided into the loft (ceiling of each classroom). The external ceiling shall be in smooth aluminum sheets (tôle lisse) nailed to noggins and fastened with wooden ceiling battens.

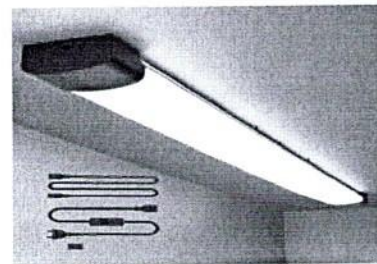
- ELECTRICAL INSTALLATION: The interior facilities (sheaths VGV cables, TH etc...) will be executed according to the norms and the rules concerning electrical installations at the time of the over-site concrete or as the agglomerated hollow blocks walls are being raised. Accessories and luminous elements (sockets, switches, douille decorative, chandelier light, fluorescent led etc...) will be of good model. The set of facilities will be joined to a general earth hold.



Douille decorative



Chandelier Light



Reglette led

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

- PAINTING: A layer of impression in ordinary paint will be applied previously on all the walls as priming layer. The interior walls will be painted in water paint (pantex 800). The external walls will be painted in water resistant paint (pantex 1300 type). Colour tinted tubes will be chosen to achieve the desired **magnolia** colour.

All metal and wood works shall be painted with oil paint - Glyptal resien lacquer, in two coats. A primary coat of antirust before final painting is done. Skirting shall be carried out oil paint at 90cm from the floor, externally and internally with coffee brown colours

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

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

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

1) CONCRETE :

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

- **Over-site concrete:** shall be 12cm thick laid on the entire floors and paved area between walls and gutters dosed at 350kg/m³ over the entire surface.

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

NB: All rods should preferably be imported

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

- **Aggregate:** shall consist of natural and homogeneous materials or crushed stones. Tiny layer of grave (dust) shall be removed by sieving, blowing or washing.

- **Water:** To be used for the mixture mortar, concrete and washing of aggregates. Shall be clean and free from impurities; meaning potable water.

- **Cement:** To be used mostly for cement mortar, all concrete mixtures shall satisfy the general conditions laid down by regulation in force. It will be type CPA325 Portland cement and shall not show any trace of uneven mixture. Storage on the building site shall be done on a dry and ventilated floor. Any stock presenting an unsatisfactory pulverulent condition will be discarded and cleared away within four (04) days.

- **Rods:** shall be mild steel reinforcement, Tor or Steel in accordance with the R/C & 3 rules. The steel shall be perfectly clean without any trace of rust, non-adhesive to paint or grease.

- **Shuttering:** hard wood, to bear without any noticeable distortion, the load and pressure of concrete, the effect of vibration and weight of workers involved in setting it up.

- MASONRY :

- **Blocks-** Load bearing wall shall be mounted in compressed cement blocks of (15x20x40) cm for load bearing walls of PC300 Kg/m³ (at most 32 blocks per bag of cement). Blocks should show an appreciable degree of resistance to violent pressure.

- **Tiling** of the floors of skirting with glazes ceramic tiles 60cmx60cm, normal tiles of 40cmx40cm and 10cmx10cm for the toilet.

- The **plumbing** system must be reviewed to ensure smooth drainage from the residence to the sanitation equipment and structures (inspection chamber, septic tank, soak away, etc.). It should be noted that the sanitation structures above listed must be rehabilitated in accordance with current standards and best practices. Similarly, a reliable and safe supply of potable water, according to best practices, must be ensured from the point of use.

Document No. 6: Schedule of unit prices

NO	DESCRIPTION	UNIT	QTY	U. PRICE IN FIGURES	U. PRICE IN WORDS
100	PRELIMINARY WORKS				
101	Site installation and unfolding of the work site.	LS	1		
102	Preparation of execution program and As built plan.	U	2		
103	Complete removal of part of ceiling.	M2	30		
	SUB-TOTAL 100:				
200	MASONRY AND CONCRETE WORKS				
201	Repairs of the cracks on the walls with cement mortar dosed at 300kg/m3	M2	10		
202	Concrete layer with slope dosed at 300kg/m3 at the window sills to fight against water infiltration during the rainy seasons with all necessities accessories of works	Ls	1		
203	Apply Smooth concrete to seal cracks on the roof terrace.	M2	30		
204	Supply and installation of paxalu on all the entire roof terrace.	M2	150		
205	Supply and installation of gutter guards (crapaudine in french) to prevent downspouts from being blocked by dead leaves or any other waste.	U	10		
206	Treat walls damaged by moisture with Cimencam hydro cement mortar dosed at 300kg/m3, skirting from the floor isoleted.	M2	100		
	SUB-TOTAL 200:				
300	ROOF, CEILING, WOOD, ALU WORKS				
301	Maintenance of metal roof by including treatment of leakages,	LS	1		
302	100 mm pipe to extend rainwater downpipes at the level of the existing gutters.	ML	20		
303	Provide and putting ceiling plywood treated with xylamon	M2	15		
304	Maintenance of spoiled doors including all necessary accessories	LS	1		
305	Dismantling, cutting, maintenance and reinstalation of windows.	LS	1		
306	Provide and installation of larg awnings on the window with all necessities accessories to track rain in the office.	U	20		
	SUB-TOTAL 300:				
400	ELECTRICTY WORKS				
401	Maitenance of electrical systems (bulbs, cables, switches, sockets.....)	LS	1		
	SUB-TOTAL 400:				
500	PLUMBING WORKS				
501	General maintenance of plumbing network and treatment of some pipe with leakages.	LS	1		
502	General maintenance of plumbing structures (septic tank, sockaware...).	LS	1		
503	General maintenance of sanitarian (WC, wash hand, showers...) which are damaged.	LS	1		

	SUB-TOTAL 500: PLUMBING WORKS				
600	PAINTING WORKS				
601	Two coats of pantex 1300 paint on external walls with colour tinted tubes	M2	450		
602	Two coats of pantex 800 paint on internal walls and ceiling with colour tinted tubes	M2	1 240		
603	Oil paint on metallic parts, metallics doors, windows protectors, skirting from the floor and 90cm for isolated pillars.	M2	76		
	SUB-TOTAL 600: PAINTING WORKS				

BILL OF QUANTITY AND COST ESTIMATE FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, NATURE PROTECTION AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST REGION.

NO	DESCRIPTION	UNIT	QTY	U. PRICE	AMOUNT
100	PRELIMINARY WORKS				
101	Site installation and unfolding of the work site.	LS	1		
102	Preparation of execution program and As built plan.	U	2		
103	Complete removal of part of ceiling.	M2	30		
	SUB-TOTAL 100:				
200	MASONRY AND CONCRETE WORKS				
201	Repairs of the cracks on the walls with cement mortar dosed at 300kg/m3	M2	10		
202	Concrete layer with slope dosed at 300kg/m3 at the window sills to fight against water infiltration during the rainy seasons with all necessaries accessories of works	Ls	1		
203	Apply Smooth concrete to seal cracks on the roof terrace.	M2	30		
204	Supply and installation of paxalu on all the entire roof terrace.	M2	150		
205	Supply and installation of gutter guards (crapaudine in french) to prevent downspouts from being blocked by dead leaves or any other waste.	U	10		
206	Treat walls damaged by moisture with Cimencam hydro cement mortar dosed at 300kg/m3, skirting from the floor isoleted.	M2	100		
	SUB-TOTAL 200:				
300	ROOF, CEILING, WOOD, ALU WORKS				
301	Maintenance of metal roof by including treatment of leakages,	LS	1		
302	100 mm pipe to extend rainwater downpipes at the level of the existing gutters.	ML	20		
303	Provide and putting ceiling plywood treated with xylamon	M2	15		
304	Maintenance of spoiled doors including all necessary accessories	LS	1		
305	Dismantling, cutting, maintenance and reinstalation of windows.	LS	1		
306	Provide and installation of larg awnings on the window with all necessaries accessories to track rain in the office.	U	20		
	SUB-TOTAL 300:				
400	ELECTRICTY WORKS				
401	Maintenance of electrical systems (bulbs, cables, switches, sockets.....)	LS	1		
	SUB-TOTAL 400:				
500	PLUMBING WORKS				
501	General maintenance of plumbing network and treatment of some pipe with leakages.	LS	1		
502	General maintenance of plumbing structures (septic tank, sockaware...).	LS	1		
503	General maintenance of sanitarian (WC, wash hand, showers...) which are damaged.	LS	1		
	SUB-TOTAL 500: PLUMBING WORKS				

600	PAINTING WORKS				
601	Two coats of pantex 1300 paint on external walls with colour tinted tubes	M2	450		
602	Two coats of pantex 800 paint on internal walls and ceiling with colour tinted tubes	M2	1 240		
603	Oil paint on metallic parts, metallics doors, windows protectors, skirting from the floor and 90cm for isolated pillars.	M2	76		
	SUB-TOTAL 600: PAINTING WORKS				
	SUMMARY				
	PRELIMINARY WORKS				
	MASONRY AND CONCRETE WORKS				
	ROOF, CEILING, WOOD, ALU WORKS				
	ELECTRICTY WORKS				
	PLUMBING WORKS				
	PAINTING WORKS				
	TOTAL WITHOUT TAXES				
	VAT= 19.25%				
	AIR = 5.5or 2.2%				
	TOTAL INCLUDING ALL TAXES				
	NET PAYABLE				

Closed the present estimate at the sum of (.....FCFA) All Taxes Inclusive.

Schedule of sub-detail of prices

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

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

MINISTERE DE
L'ADMINISTRATION
TERRITORIALE

REGION DU NORD -OUEST

SERVICE DU GOUVERNEUR



REPUBLIC OF CAMEROON

Peace -Work-Fatherland

MINISTRY OF
TERRITORIAL ADMINISTRATION

NORTH WEST REGION

GOVERNOR'S OFFICE

JOBING ORDER N° _____ JO/GOV/NWRTB/2026 OF2026

AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER N° ___/ONIT/GOV/NWRTB/2026 OF ___/___/2026 FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, NATURE PROTECTION AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST REGION.

Delegated Contracting Authority: THE GOVERNOR OF THE NORTH WEST REGION

HOLDER :

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

Business Registry N°. _____ at

Taxpayer's No. _____

SUBJECT : Execution of _____ works;

PLACE : _____

EXECUTION DEADLINE : Ninety (90) days

AMOUNT IN CFA F:

IAT	
EVAT	
VAT (19.25%)	
AIR (Income tax) (5.5 or 2.2%)	
Net to be paid	

FINANCING : [indicate the source of financing]

BUDGET HEAD : [to be completed]

SUBSCRIBED ON: _____

SIGNED ON: _____

NOTIFIED ON: _____

REGISTERED ON: _____

Between:

The Government of the Republic of Cameroon, represented by _____ hereinafter referred to the "Delegated Contracting Authority"

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:

Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

PAGE _____ AND LAST OF JOBBING ORDER N° _____ JO/GOV/NWRTB/2026 OF2026
 AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER N° ____/ONIT/GOV/NWRTB/2026 of
 __/__/2026 FOR THE REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF
 ENVIRONMENT, NATURE PROTECTION AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST REGION.

With _____,

For the execution of _____ works

EXECUTION DEADLINE: Ninety (90) days

Amount of Contract in CFA F:

IAT	
EVAT	
VAT (19.25%)	
AIR (5.5 or 2.2 %)	
Net to be paid	

Read and accepted by the Contractor

(place of signature) _____ (date)

Signature of Delegated Delegated Contracting Authority

(place of signature) _____ (date)

Registration

**Document No. 10:
Models to be used by bidders**

- Annex N° 1: Model of declaration to Tender
- Annex N° 2: Model Bid
- Annex N° 3: Model Bid Bond
- Annex N° 4: Model Final Bond
- Annex N° 5: Model Retention fund (Guarantee Retention)
- Annex N° 6: Schedule framework
- Annex N° 7: Model attestation of site visit
- Annex N° 8: Model site visit report
- Annex N° 9: Model table of reference
- Annex N° 10: Model table of equipment

Annex N° 1: MODEL OF DECLARATION TO TENDER

DECLARATION OF THE INTENTION TO TENDER

I the undersigned,(indicate the name and capacity of signatory),

Nationality

Representing the company or enterprise or group with head office at

..... registered in the trade register of Under the number

In my capacity asof

.....PO box....., hereby acknowledge receipt of the file for Open National Invitation to Tender N° for the

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

Done at

Signature of

In the capacity of

Duly authorized to sign the tenders on behalf of

Annex N° 2: MODEL BID

I the undersigned,(indicate the name and capacity of signatory)
Representing the company or enterprise or group with head office at
..... registered in the trade register of Under the number

Having taken cognizance of all the documents featured or mentioned in the Tender file: tender N°
___/ONIT/GOV/NWRTB/2026 of by emergency procedure for the
.....
after having personally taking account of the situation of the site and evaluated from my point of view
and under my responsibility, the nature and difficulty of the works to be carried out;

- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File;
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself establish for each type of structure which prices reveal the amount of the tender at (in figures and words) CFAF exclusive of VAT and at (in figures and in words) CFAF inclusive of all taxes.
- I pledge to execute the works within a deadline of months.
- I pledge to maintain my offer for a duration of **Ninety (90)** days from the deadline of submission of tenders;

The Delegated Delegated Contracting Authority shall pay the sums due for this Contract by crediting Account N°:..... opened in Bank Branch.
Prior to the signing of the Contract, this tender accepted by you shall constitute an agreement between us.

Done at

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

Annex N° 3: MODEL BID BOND

Bank:

Reference No.

Addressed to the Delegated Contracting Authority: The Governor of North West Region

Whereas the undertaking Hereinafter referred to as the "bidder" has submitted his tender on **for the REHABILITATION OF THE REGIONAL DELEGATION OF THE MINISTRY OF ENVIRONMENT, PROTECTION OF NATURE AND SUSTAINABLE DEVELOPMENT IN THE NORTH WEST REGION.**, hereinafter referred to as "the tender" and to which must be attached a bid bond equivalent toCFAF.

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

The conditions of this commitment are as follows:

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

If the Bidder, having been notified of the award of the contract by the Delegated Delegated Contracting Authority during the period of Bid validity:

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

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

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

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

Signed and authenticated by the bank

at, on

(Bank's signature

Annex N° 4: MODEL FINAL BOND

Bank:
Reference of the Bond N°:

Addressed to the Governor of the North-West Region "Delegated Contracting Authority"

Whereas (Name and address of Contractor) hereinafter referred to "the Contractor", pledge, in execution of the Contract, to carry out the complete change of the roof of the Regional Delegation of Public Contracts for the North West, glazing and sanitary systems.
Whereas it is stipulated in the Contract that the Contractor shall furnish the Delegated Contracting Authority a final bond of two percent (2%) of the amount of the Contract as security for compliance with the Contractor's performance obligations in accordance with the Contract.

Whereas we have agreed to provide the Contractor with this guarantee;
We, (name and address of bank),
Represented by (name of signatories)
hereinafter referred to as "the Bank", and we pledge to pay to the Delegated Contracting Authority within a maximum deadline of eight (8) weeks upon his simple written request declaring that the Contractor has not fulfilled his contractual obligations, without being able to defer the payment nor raise any contest for whatever reason, the sum of (in letters and in words).

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

This bond shall enter into force upon signature. It shall be released within thirty (30) days from the date of the Provisional Reception of the works.

After this date the caution shall no longer be valid and shall be returned to us without any request on our part.

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

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

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

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

Bank:
Reference of the Bond No:

Addressed to The Governor of the North-West Region
Hereinafter referred to as "The Delegated Contracting Authority"

Whereas (name and address of Contractor) hereinafter referred to "the Contractor", pledge , in execution of the Contract, to carry out the complete change of the roof of the Regional Delegation of Public Contracts for the North West, glazing and sanitary systems.

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

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

We, (name and address of bank),

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

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

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

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

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

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

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

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

ANNEX N° 6: SCHEDULE FRAMEWORK

Note on the presentation of schedules

The quantities, daily outputs, the duration of execution of works and the slowdowns or even the due interruptions must be clearly brought out in the schedules.

The financial schedules resulting from the schedules of works must indicate month by month, the estimated amounts of the detailed accounts of works by item and cumulatively by taking into account the incidence of rainy seasons for the basic solution and possibly variant solution.

Annex N° 7: MODEL ATTESTATION OF SITE VISIT

LETTER HEAD HERE

TO WHOM IT MAY CONCERN

ATTESTATION OF SITE VISIT

This is to testify that Mr

.....

Manager/Technical Director/Engineer of

.....

Has effectively visited the site for

.....

.....

..... in view to tender for the said project.

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

The Entrepreneur

Annex N° 8: MODEL SITE VISIT REPORT

I) INTRODUCTION

TENDER N°.....

NAME OF THE ENTERPRISE:

DATE:

II) COMMENTARY

1- Nature of the project site:

2- Accessibility to the project site:

3- Vegetation:

4- Topography of the site:

III) AVAILABILITY OF SERVICES

IV) AVAILABILITY OF MATERIALS

V) DIFFICULTIES

VI) RECOMMENDATIONS

VII) CONCLUSION

Signature of the contractors' engineer

Annex N° 9: MODEL TABLE OF REFERENCE

LIST OF BUILDING CONSTRUCTION PROJECTS EXECUTED BY THE COMPANY

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

DONE ONAT
Mr.....
SIGNATURE

Annex N° 10: MODEL TABLE OF EQUIPMENT

LIST OF EQUIPMENT AND MATERIALS AVAILABLE FOR THE
(project name).....

N°	DESIGNATION OF THE EQUIPMENT	DESCRIPTION, MARK	AGE AND STATE	NUMBER AVAILABLE	OWNER OR NOT

DONE ONAT
Mr.....
SIGNATURE

ANNEX No. 6: Framework of schedules

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

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

BANKS

1. Afriland First Bank (AFB)
2. Banque Atlantique Cameroun (BACM)
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank N.A. CAMEROON
5. Commercial Bank of Cameroon (CBC)
6. Ecobank Cameroon (EBC)
7. National Financial Credit Bank (NFC BANK)
8. Société Commercial de Banques Cameroun (CA-SCB)
9. Société Générale de Banque au Cameroun (SGBC)
10. Standard Chartered Bank Cameroon (SCBC)
11. Union Bank of Cameroon PLC (SCBC)
12. United Bank for Africa (UBA)
13. Financement International (BGFI Bank), B.P.600 Douala
14. Bank Of Africa Cameroun (BOA CAMEROUN), B.P. 4593 Douala
15. Credit Communautaire d'Afrique (CCA-Bank)
16. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), B.P. 12 962, Yaoundé

II- Insurance companies

1. Chanas Assurances S.A. BP 109/Douala;
2. Activa Assurances S.A. BP 12970/Douala ;
3. Zenithe Insurance S.A. BP 1540/Douala.
4. Area Assurance
5. Beneficial General Insurance
6. NSIA Assurance
7. PRO ASSUR SA
8. SAAR Insurance Saham Assurance
9. CPA SA
10. Atlantique Insurance SA

N.B: The above list is available on the web site :www.arpmp.cm

