

North West Development Authority  
MISSION DE DEVELOPPEMENT DU NORD OUEST

CONTRACT N°...../RNIT/MIDENO/MITB/13/84/2026 OF.....FOR THE  
CONSTRUCTION OF A BRIDGE OVER RIVER MEWUNGNE AND TWO (2) 1.5 X 20 BOX CULVERTS  
IN NGALIM AND SANTA SUBDIVISION BAMBOUTOS AND MEZAM DIVISION, NORTH WEST, AND  
WEST REGION TO DISENCLAVE FARMING BASINS THROUGH MUTUAL AGREEMENT  
PROCEDURE

Contracting Authority:

Holder: Post Box, Email, Telephone, Fax, Registration Number, Tax Payers Card No.

Subject of the Contract:

Place of Execution: Location, Subdivision, Division, Region

Duration of the Contract:

Amount of contract (FCFA)

- Total EVAT
- VAT (19.25%)
- AIR (...)%
- Total VAT inclusive
- Net Payable

Financing:

Budgetary Head/Line.....

Date of subscription.....

Date signed.....

Date Notified.....

BETWEEN

The Government of Cameroon, Represented by the .....

On the One hand

Hereinafter referred to as the Contracting Authority

AND

The Enterprise: Name, P.O. Box, Email, Telephone, Fax, Registration Number, Tax Payers Card No.

Represented by..... (Indicate name and position in the Enterprise)

On the Other hand

Hereinafter referred to as the Contractor

Having agreed upon and adopted the following;

Summary

Part 1: Special Administrative Clauses

Part 2: Special Technical clauses

Part 3: Unit Price Schedule

Part 4: Detail Estimates and Quantities

PAGE .....AND LAST OF CONTRACT NO..../RNIT/PPRD/MIDENO/13/84/2005 of.....

AFTER: Restricted National Invitation to tender No. .... /RNIT/PPRD/MIDENO/13/84 of.....

WITH THE COMPANY: .....

FOR THE CONSTRUCTION OF A BRIDGE OVER RIVER MEWUNGNE AND TWO (2) 1.5 X 20 BOX CULVERTS IN NGALIM AND SANTA SUBDIVISION BAMBOUTOS AND MEZAM DIVISION, NORTH WEST, AND WEST REGION TO DISENCLAVE FARMING BASINS THROUGH MUTUAL AGREEMENT PROCEDURE

AMOUNT OF THE CONTRACT:

- Total EVAT
- VAT (19.25%)
- AIR (...)%
- Total VAT inclusive
- Net Payable

EXECUTION TIME: Six (6) months

READ, ACCEPTED AND SIGNED

At.....on the.....

BY

THE DIRECTOR GENERAL  
MIDENO

THE DIRECTOR  
Successful Bidder

THE PROJECT OWNER

THE CONTRACTOR

Registration: Signature of competent Authority, Place & Date

**TABLE OF MODELS**

Annex 1: Model Bid letter

Annex 2: Model of bid security

Annex 3: Model Final Bond

Annex 4: Model of bank guarantee for start-of Advance payment

Annex 5: Model for Retention fund guarantee

Annex 6: Model for work planning

Annex 7: Model for presentation of References of bidders

Annex 8: Model for presentation of equipment of Bidder

Annex 9: Model for presentation of personnel

Annex 10: Model of Attestation of Site Visit

ANNEX1:MODEL BID LETTER

I, the undersigned.....[indicate the name and capacity of signatory]  
representing the.....enterprise or group of enterprises with head office  
at.....registered in the trade register of under the number No.....

- Having taken cognisance of all the documents featured or mentioned in the Tender File including the addenda of No.....[recall the subject of the invitation to tender]
- After having personally visited the site of the works and personally appreciated the situation, nature and difficulties in the realization of the works
- Submit with my signature the Unit price schedule and bill of estimates and quantities in conformity with the provisions of the Tender Document

Submit and engage myself to carry out the works in conformity with the tender File, in return for the prices which I myself establish on the basis of the each structure for which the bid price is:

- .....Francs CFA (In words & figure) without VAT and at
- ..... Francs CFA (In words & figure) all taxes inclusive
- Engage to execute the works within a deadline of.....months

In addition I pledge to maintain my bid valid for **ninety (90) days** from the deadline of submission of bids.

The rebates and modalities of application of the said rebates are as follows.....

The contracting Authority shall pay the sums due for this contract by crediting Account No.....opened in .....Bank.....Branch

Prior to the signing of the contract, this bid accepted by you shall constitute an agreement between us.

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

Signature of.....

In the capacity as.....

Duly authorized to sign bids for and on behalf of.....

## ANNEX 2: MODEL OF BID SECURITY

Addressed to [indicate the Contracting Authority and his address] "Contracting Authority"

Whereas the Enterprise.....hereinafter referred to as the "bidder" has submitted his bid on the .....for..... [recall the subject of the invitation to tender], hereinafter referred to as "the bid" and to which must be attached a bid bond equivalent to..... [indicate the amount]CFA francs.

We.....[name and address of the bank], represented by.....[names of signatories], hereinafter referred to as "the bank" hereby declare to guarantee payment to the Contracting Authority the maximum sum of.....[indicate the amount] CFA francs, that *the* bank pledge; to pay in full to the Contracting Authority, binding itself, its successors and assignees.

The conditions of this commitment are as follows:

If the bidder retrieves his bid during the validity period specified in the tender document;

or

If the bidder having been notified of the award of the contract by the Contracting Authority during the validity period:

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

We commit ourselves to pay to the Contracting Authority an amount up to the maximum of *the* sum referred to above upon reception of the his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above conditions 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 Contractor Authority for the submission of bids. It shall remain valid up till the thirtieth day inclusive following the *end* of the deadline for the validity of bids. Any request by the Contracting Authority to cause it to take effect should reach the bank by registered mail with an acknowledgement of receipt before the end of this validity period.

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 commitment and its consequences

**Signed and authenticated by the bank at \_\_\_\_\_, on \_\_\_\_\_**

**[Bank's signature]**

**ANNEX 3: MODEL FINAL BOND**

Bank.....

Reference of the bond: No.....

Addressed to [indicate the contracting Authority and his address] Cameroon, hereinafter referred to as the "Contracting Authority"

Whereas.....[name and address of Enterprise], hereafter referred to as "the Enterprise", has committed himself, in execution of the contract referred to as "the contract", to carry out..... [indicate the nature of the services].

Whereas it is stated in the contract that the Enterprise shall entrust to the Contracting Authority a final bond of an amount equal to.....[indicate the percentage between 2 and 5 %] of the amount of the corresponding portion of the contract, as guarantee of the execution of his full obligations in accordance with the terms of the contract.

Whereas we have agreed to give the Enterprise this guarantee,

We, .....[name and address of bank]

Represented by.....[name of signatories] hereinafter referred to as "the bank", commit ourselves to pay the Contracting Authority, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Enterprise has not satisfied his contractual commitments within the meaning of the contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of.....[in figures and words] .

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

This final bond shall enter into force as soon as it is signed and as soon as the Contracting Authority notifies the Supplier of the approval of the contract. It shall be released within a deadline of..... [indicate the Deadline] from the date of the provisional acceptance of the works.

After this date, the bond shall be baseless and should be returned to us automatically without the express request on our part.

Any request for payment formulated by the Contracting Authority by virtue of this guarantee 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, be subject 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 \_\_\_\_\_**

**[Signature of the bank]**

**ANNEX 4: MODEL OF BANK GUARANTEE FOR ADVANCE PAYMENTS**

**Bank**.....

We the undersigned.....(Bank and Address) declare by this guarantee on behalf of.....(Enterprise) to the benefit of the Contracting Authority.....(address of the contracting Authority) the beneficiary

The payment without notice from the reception of the first written request of the beneficiary declaring that.....(Enterprise) has not respected his obligations relating to the reimbursement of the Start-off Advance according to the conditions of contract No..... of..... relating to the works.....(Indicate the subject, references of the Call for tender), the total sum corresponding to the advance of.....(20% max) the amount all taxes inclusive of Contract No....., payable from the notification of the corresponding Service Order, of.....(francs CFA.

This guarantee shall enter in force and shall take effect of the respective parts of the virements of this advance into the account of the .....(Enterprise) opened in .....Bank in Account No.....

The guarantee shall remain in force up to the disbursement of the advance in conformity to the procedure fixed in the Special administrative Clauses (CCAP).However the amount of the cautionshallbe proportionately reduced for reimbursement of the advance as reimbursement is ongoing.

The law and jurisdiction applicable to this guarantee are those of the Republic of Cameroon

**Singed and authenticated for the bank at.....on the.....**

**[Signature and stamp of the bank]**

**ANNEX 5: MODEL FOR RETENTION FUND GUARANTEE**

Bank.....

Reference of the guarantee: No.....

To:.....(Address of Contracting Authority)

Hereinafter referred to as "the Contracting Authority"

Whereas \_\_\_\_\_ [name and address of Enterprise] hereinafter referred to "the Enterprise", pledged, in execution of the contract, to carry out the works of..... [indicate the subject of the works]

Whereas it is stipulated in the contract that the retention fund fixed at..... [10 % max] of the amount of the contract all taxes inclusive may be replaced by a joint guarantee,

Whereas we have agreed to provide the Enterprise with this guarantee,

We, \_\_\_\_\_ [name and address of the bank] represented by \_\_\_\_\_ [names of signatories] and hereinafter referred to as "the bank":

Hence, we hereby affirm that on behalf of the Enterprise, we guarantee and are responsible to the Contracting Authority for a maximum amount of \_\_\_\_\_ [in figures and words] corresponding to [percentage below 10 % to be specified] of the contract price.

And we pledge to pay to the Contracting Authority within a maximum deadline of eight (8) weeks upon his simple written request declaring that the Enterprise has not fulfilled his contractual obligations or indebted to the Contracting Authority within the framework 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 [percentage below 10 % to be specified] of the total amount of the work featuring in the final detailed account, without the Contracting Authority having to prove or give the reasons nor the reason 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 guarantee and we hereby incline to any amendment, addendum or change.

This guarantee 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 release by the Contracting Authority.

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

This guarantee 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 commitment and its consequences.

Signed and authenticated by the bank

At.....on.....

**[Signature of the bank,**

**ANNEX 6: MODEL OF PLANNING FRAMEWORK**

**Annex 6.1: CALENDAR OF WORKS & PERSONNEL WORK PLAN**

Works to be carried out	Personnel engaged	[Month from start of mission]						Total No of Months/Weeks	Unit cost	Total cost
		1st	2nd	3rd	4th	5th	6th			

Name and signature of Empowered Representative & Stamp of Enterprise

**ANNEX 6.2: CALENDAR OF MONTHLY DOWN PAYMENTS TO BE MADE**

Works to be carried out	Months/ Weeks	Unit Price/LS	Total Price Exclusive of Taxes	Expected deliverables
	Month 0			
	Month 0+ 1			
	Month 0+ 2			
	Month 0+3			
	Month 0+4			
	Month 0+5			
	Month 0+6			

Name and signature of Empowered Representative & Stamp of Enterprise

**ANNEX 7: MODEL FOR PRESENTATION OF REFERENCES OF BIDDERS**

SN	Name of Contract	Reference of contract	Contracting/ Delegated Contracting Authority (Name & Address)	Subject of Contract	Location of Contract	Contract Amount	Execution Deadline	Observations

Annex copies of Contract and Minutes of Reception

**ANNEX 8: MODEL FOR PRESENTATION OF EQUIPMENT OF BIDDER**

N°	Name of Equipment	Type/Mark	Capacity	State of Equipment	Ownership	Localisation
1						
2						
3						
4						
5						
Etc.						

Annex photocopies of Immatriculation

**ANNEX 9: MODEL FOR PRESENTATION OF QUALIFICATIONS AND EXPERIENCE OF THE KEY**

**PERSONNEL RESPONSIBLE FOR EXECUTION OF THE CONTRACT**

Post	Name	Qualification	Date Of Recruitment	Experience in The construction works	Observations
Works Director					
Site foreman					
Etc					

**Annex CVs of personnel according the format provided below**

**Model Curriculum Vitae (CV) of the proposed personnel**

Position.....

Name of bidder.....

Name of employee.....

Profession.....

Diplomas.....

Date of birth.....

Number of years of employment by bidder.....

Nationality.....

Membership of professional associations/groups.....

Specific duties.....

**Main qualifications:***(In about half a page, give a summary of aspects of the employee s training and experience most useful to the tasks within the scope of the assignment, indicate the level of responsibility exercised by the employee during previous missions by specifying the date and place).*

**Training:***(In about half a page, summarize the university and other specialized studies by the employee by indicating the names and addresses of the schools and universities attended, with the dates of attendance as well as the diplomas obtained).*

**Attached documents:**

- Certified true copy of the highest diploma and possibly an attestation from the professional corporation

**Professional Experience:**

*(In about two pages, draw up a list of employment exercised by the employee since the end of his studies in reverse chronological order, starting with the current position. For each position; indicate the dates, name of employer title of position occupied and place of work. **For the last ten years**, specify in addition the type of activity performed and where need be the names of clients likely to furnish references).*

Knowledge of information technology **(indicate the level of knowledge)**

**Attestation:**

I, the undersigned, hereby truthfully certify that the information furnished above is a true testimony of my situation, qualifications and experience.

**Date.....**

**Name & signature of employee**

**Name & signature of Employer/ representative**

ANNEX 10: MODEL OF ATTESTATION OF SITE VISIT

Mr./Mrs./Miss.....

Engineer of the Company.....

Declare on honor having visited.....,

Proposed for the invitation to tender No.....

At the end of this visit the following observations were noted:

Technical Comment:

Demographic inventory

DATE:.....

Signature and Name of the Engineer      Signature and Name of representative of  
Contracting Authority

**PART N° 12: LIST OF BANKING ESTABLISHMENTS AND FINANCIAL INSTITUTIONS  
AUTHORIZED BY THE MINISTRY OF FINANCE TO ISSUE CAUTIONS IN PUBLIC CONTRACTS**

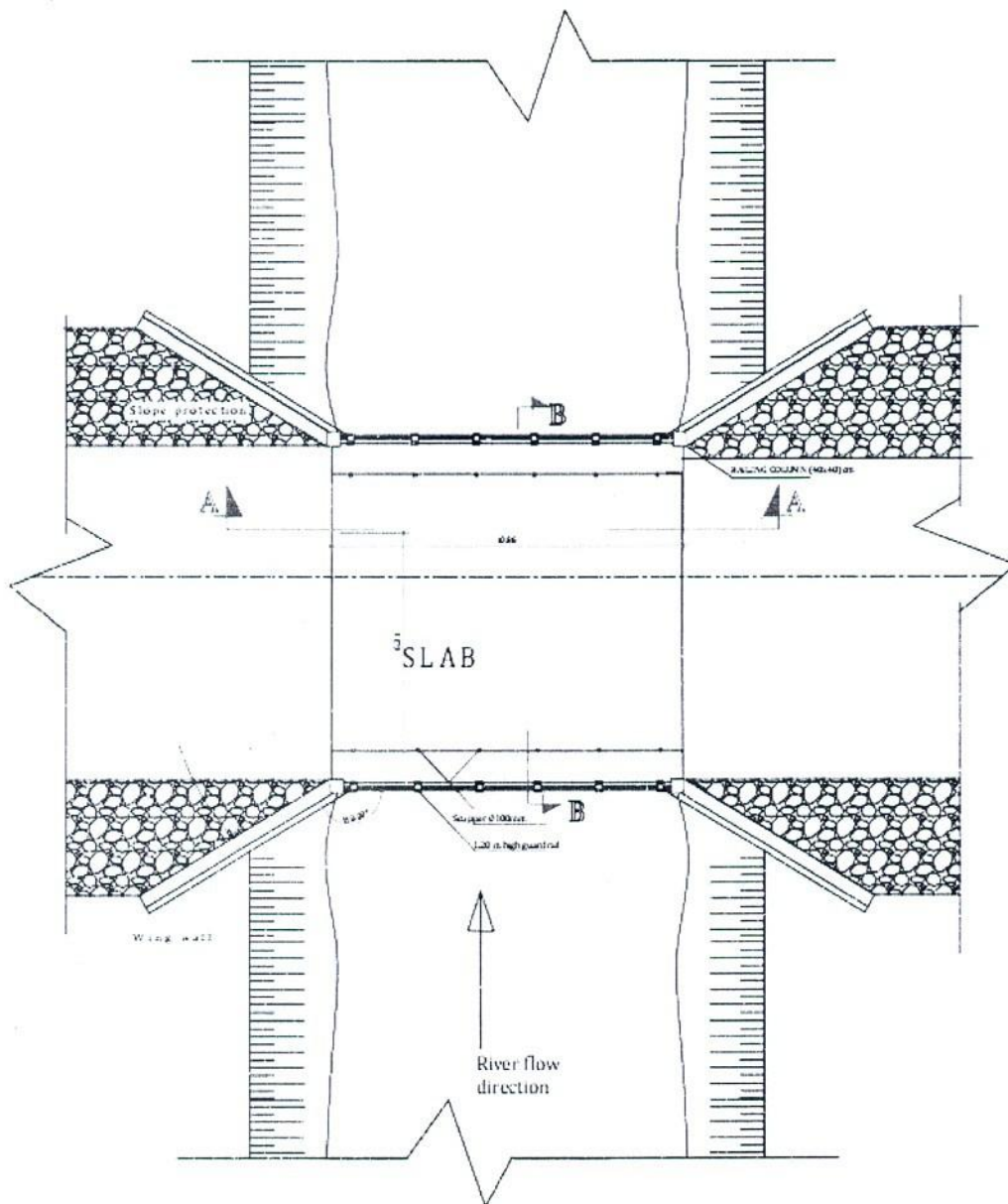
**1. LIST OF BANKS**

1. Société Générale Cameroun (SGC)
2. Banque Internationale du Cameroun pour l'épargne et le Credit (BICEC)
3. Société Commerciale de Banques-Cameroun (CA-SCB)
4. Standard Chartered Bank Cameroon (SCBC)
5. Afriland First Bank (AFB)
6. Banque Atlantique du Cameroun (BAC)
7. EcobankCameroon (EBC)
9. Citibank N.A. Cameroon
10. Commercial Bank of Cameroon (CBC)
11. Union Bank of Cameroon (UBC)
12. National Financial Credit Bank (NFC Bank)
13. United Bank of Africa (UBA)
14. BANQUES GABONNAISE POUR LE FINANCEMENT INTERNATIONAL (BGF! Bank)
15. LA REGIONALE BANK
16. CREDIT COMMUNAUTAIRE D'AFRIQUE (CCA BANK)
17. BANGE BANK CAMEROON (BANGE CMR)
18. ACCES BANK CAMEROON (ABC)

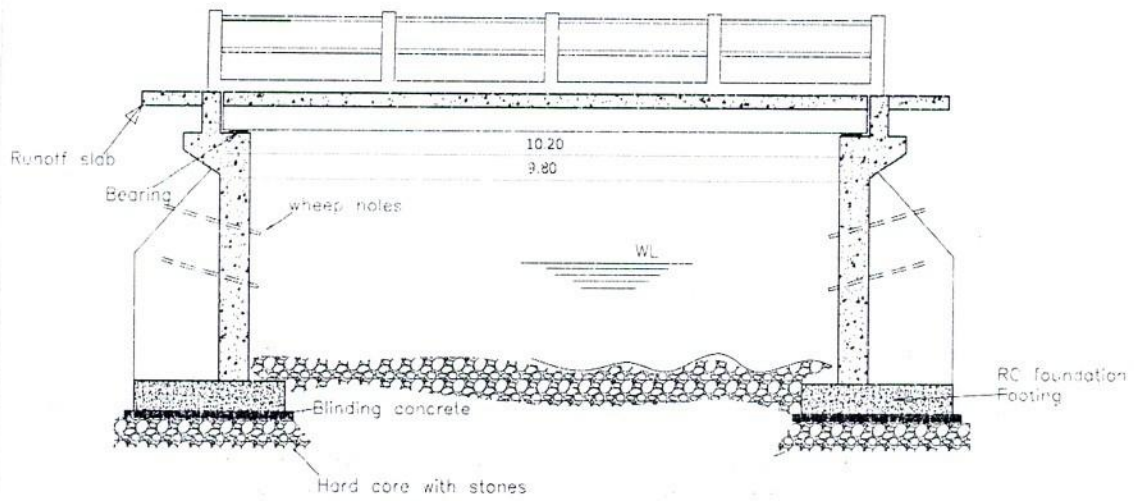
**II. LIST OF INSURANCE COMPANIES**

19. CHANAS Insurance Company
20. ACTIVA Insurance Company
21. Zenith Insurance
22. Compagnie Professionnelle d'Assurance du Cameroun (CPA)
23. AREA ASSURANCES
24. ATLANTIC ASSURANCE SA
25. PRUDENTIAL BENEFICIAL GENERAL INSURANCES
26. CPA SA
27. NSIA ASSURANCES
28. PRO ASSUR SA
29. ROYAL ONYX INSURANCE
30. SAAR SA
31. SAHAM
32. ASSURANCES  
CAMEROON

PART N° 13:  
TECHNICAL DRAWINGS AND DETAILS

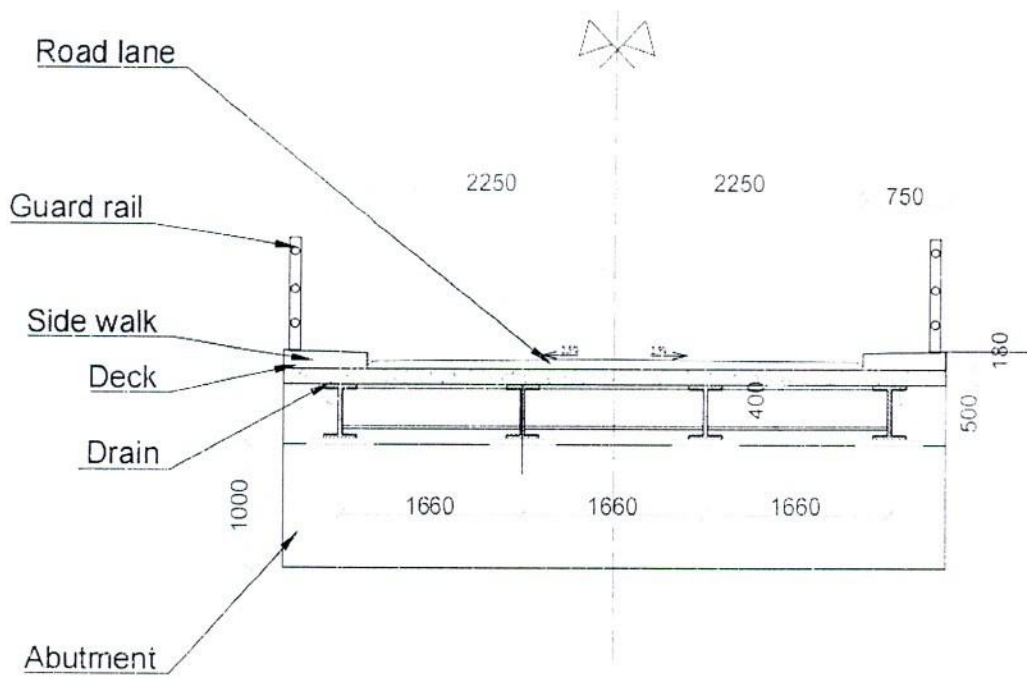


LAYOUT PLAN



LONGITUDINAL SECTION A-A





BRIDGE TRANSVESAL SECTION

**EVALUATION GUIDE**  
**(I) PRELIMINARY EXAMINATION OF BIDS USING ELIMINATORY CRITERIA**

DATE.....

SN	LOT NO/NAME:	Elimination Criteria	Sub Criteria	Bidder 1:		Bidder 2:		Bidder 3:	
				Yes/No	Observations	Yes/No	Observations	Yes/No	Observations
1.0	Presentation /submission of bid	Complete bid (Administrative, technical and financial offers)							
			The various parts of the same file separated by colour dividers both in the original and in the copies						
			Files spirally bounded						
2.0	Administrative Documents (Complete or incomplete)	Presentation of the declaration of the intention to tender, stamped with fiscal stamp and signed by bidder (according to the attached model) Certified copy of Certificate of Incorporation not more than 3 months old or a <b>Certified copy of Business registration (" Registre de Commerce") or attestation of registration as a Cooperative (for Cooperatives)</b>	Original Bid signed by Competent Authority of the firm						
			All bids typed with indelible ink						
			Bid submitted on time						
		Original copy of Attestation of Non-bankruptcy/Solvency obtainable from the Court not more than three (3) months preceding the date of submission of bids Current Tax Payer's card not more than 3 months old							

	Original attestation of Bank Account issued by a First Rated bank approved by the Ministry in charge of finance from amongst the list indicated in this tender document																								
	Original tax clearance certificate stating that the bidder has met all the statutory declarations in issues of taxes in the current financial year obtainable from the Taxation Department and not more than three months old																								
	A Valid location plan signed, stamped and dated by the firm not more than 3 months old																								
	Original CNPS clearance certificate not more than 3 months old and issued for the Assignment																								
	Original receipt of payment for bidding document																								
	Original Certificate of non-exclusion from Public Contracts by ARMP not more than 3 months old and issued for the Assignment																								
	Bid bond of an amount of : The stamped hand endorsed bid bond according to the attached model for the sum of; <b>two million one hundred thousand (2,100,000) fcfa</b> and with thirty (30) days validity period established by an organization or financial institution approved by the Ministry in charge of Finance to issue bonds in Public Procurement and listed in <b>Document 11</b> of the Tender Document. The said guarantee must be accompanied by a consignment receipt issued by the " <b>Caisse Dépôt et Cosignation (CDEC)</b> " in accordance with Circular letter N° 0000019/L/MinMap of 5 <sup>th</sup> June 2024 relating to the constitution of deposits, retention, restitution and deconsignment of bonds on public contracts, in case of group bidding/joint venture the bid bond is established on behalf of the group/joint venture.																								

	Group Agreement in case of Joint Venture								
	Power of Attorney in case of Joint Venture								

Evaluator No. 1..... Signature.....  
 Name of Evaluator No. 2.....Signature.....  
 Name of Evaluator No. 3.....Signature.....  
 Name of Independent Observer ..... Signature .....

**!!) EVALUATION OF TECHNICAL PROPOSAL**

DATE.....

SN	Lot No./ Title:	NAME OF BIDDERS Sub Criteria	BIDDER 1:		BIDDER 2:	
			Score (Yes/No)	Observations	Score (Yes/No)	Observations
<b>B1</b>	<b>General Presentation of bids</b>					
1	Bids spirally bounded					
2	Table of content					
3	Bidding document initiated on each page by the duly mandated representative of the company					
4	Bids separated by colour dividers both in the original and copies					
<b>B2</b>	<b>Presentation of the firm</b>					
5	Full presentation of the firm and organigram					
6	Specific Experience of supplier in same or similar services of more than 3 years with proofs					
7	Table of references of works of the same/similar nature					
<b>B3</b>	<b>Personnel</b>					
8	Table of personnel					
9	Works Director :Rural or Civil Engineer with at least five (5) years experience					
10	Works supervisor or foreman : Civil Engineering Technician with at least five (5) years experience					
11	Presence of certificates/diplomas of personnel (Works Director and works Supervisor)					
12	Presence of signed CVs of personnel					
<b>B4</b>	<b>Methodology and technical organisation of works</b>					
13	Proof of site visit					
14	Comprehensive technical report of site					
15	Organigramme of project execution					
16	Logical presentation of planning, methodology/organisation, outputs and reporting of works					
17	Special Technical Conditions (CCTP) duly initiated on each page, signed and dated on the last page					
18	Environmental and security mitigation measures					

<b>B5</b>	<b>Equipment for the execution of the project</b>		
19	List of equipment		
20	One concrete vibrator, hired or owned		
21	One concrete mixer, hired or owned		
22	One pickup vehicle, hired or owned		
23	One dump truck, hired or owned		
24	Small tools (buckets, hammer, wheelbarrow etc)		
<b>B6</b>	<b>Financial capacity</b>		
25	Proof of financial capacity of at least <b>Seventy eight million seven hundred and fifty thousand (78,750,000) fcfa</b>		
	<b>Total</b>		

NB: A score of less than 75% leads to technical elimination of the firm

GENERAL OBSERVATIONS:

RECOMMENDATIONS:

Name of Evaluator No. 1.....Signature.....

Name of Evaluator No. 2.....Signature.....

Name of Evaluator No. 3.....Signature.....

Name of Independent Observer ..... Signature .....

EVALUATION OF FINANCIAL OFFER

DATE.....

SN	TITLE:	NAME OF BIDDER	Read out Amount all taxes inclusive (FCFA)	Adjustments/Corrections (FCFA)	Corrected Amount all taxes inclusive (FCFA)	Technical Score	Ranking	Observations

PROPOSAL FOR AWARD:

Name of Evaluator No. 1.....Signature.....

Name of Evaluator No. 2.....Signature.....

Name of Evaluator No. 3.....Signature.....

Name of Independent Observer.....Signature.....



