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MINISTRY OF DECENTRALISATION & LOCAL DEVELOPMENT

BAMENDA CITY COUNCIL

DEPARTMENT OF TECHNICAL SERVICES

PROJECT OWNER: THE CITY MAYOR OF BAMENDA CITY COUNCIL

CONTRACTING AUTHORITY: THE CITY MAYOR OF BAMENDA CITY COUNCIL

TENDERS BOARD: BAMENDA CITY COUNCIL INTERNAL TENDERS BOARD

Open National Invitation to Tender File N°010/BCC/ITB/2026 of
07/05/2026 for the rehabilitation of the Ndzah Water Supply Scheme
in Bamenda III Sub Division (Relaunch under emergency procedure)

FINANCING: BAMENDA CITY COUNCIL 2026 BUDGET

BUDGET HEAD: 23411

FINANCIAL YEAR 2026

MAY 2026

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DOCUMENT NO. 0:
LETTER OF INVITATION TO TENDER

(NOT APPLICABLE)

DOCUMENT No. 1
TENDER NOTICE (TN)



MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT

BAMENDA CITY COUNCIL

INTERNAL TENDERS BOARD

TENDER NOTICE

Open National Invitation to Tender N°010/ONIT/BCC/ITB/2026 of 07/05/2026 for the rehabilitation of the Ndzah Water Supply Scheme in Bamenda III Sub Division (Relaunch under emergency procedure).

1. Subject of the tender

Within the framework of execution of the 2026 Investment Budget of the Bamenda City Council, the City Mayor hereby launches an Open National Invitation to Tender for the rehabilitation of the Ndzah Water Supply Scheme in Bamenda III Sub Division (Relaunch under emergency procedure).

2. Nature of works

The works to be executed comprise especially: site installation and mobilization of personnel, the construction of two spring intakes, two inspection chambers and one collection chamber, fencing of storage tank and pressure break tanks, the construction of distribution network, catchment area protection, training and equipping of management committee and all other works necessary for the good execution of the project.

3. Phases/Allotment

The works are in a single phase and regrouped in one lot.

4. Estimated cost

The estimated cost of the operation following preliminary studies is **two hundred and forty-nine million two hundred and forty-six thousand three hundred and thirty-three (249,246,333) Francs CFA** inclusive of all taxes.

5. Estimated execution deadline

The maximum time frame provided for by the Project Owner for the execution of works subject of this invitation to tender is **five (5) calendar months**. This time frame shall run from the date of notification of the administrative order to commence the services.

6. Participation and origin

Participation in this invitation to tender is open to all national enterprises specialized in works of water supply and public works.

7. Funding

The works under this invitation to tender shall be financed by the Bamenda City Council Investment Budget of 2026 financial year, budgetary head N° 23411.

8. Bidding method

The submission method selected for this consultation is online.

9. Bid bond

Each bidder must include in his administrative documents, a hand-endorsed bid bond, issued by a financial body or institution approved by the Minister in charge of finance to issue bonds for public contracts and whose list appears in document 14 of the Tender File (TF), of an amount of **four million nine hundred and eighty-four thousand nine hundred and twenty-five (4,984,925) CFA francs**, and valid up to thirty (30) days beyond the initial dateline of the validity of bids. The absence of the bid bond issued by a first-rate bank or financial body of first category authorized by the Minister in charge of Finance to issue bonds for public contracts shall cause the immediate rejection of the offer. A bid bond submitted but that does not have any relation with the consultation concerned shall be considered as absent. The bid bond presented by a tenderer at the bid opening session shall not be accepted. The bid bond should bear a fiscal stamp and be accompanied by a CDEC receipt.

10. Consultation of Tender File



MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT

BAMENDA CITY COUNCIL

INTERNAL TENDERS BOARD

AVIS D'APPEL D'OFFRES

Avis d'Appel d'Offres National Ouvert N°010/AONO/CUB/CIPM/2026 du 07/05/2026 pour la réhabilitation du système d'approvisionnement en eau de Ndzah dans l'arrondissement de Bamenda III (Relancé en procédure d'urgence).

1. Objet de l'Appel d'Offres

Dans le cadre de l'exécution du budget d'investissement de l'exercice 2026 de la Communauté Urbaine de Bamenda, le Maire de la ville lance un Appel d'Offres National Ouverte pour le projet susmentionné.

2. Consistance des travaux

Les travaux comprennent notamment: installation de chantier et mobilisation du personnel, construction de deux puisards de prise d'eau, deux puisards d'inspection et une chambre de collecte, clôture du réservoir de stockage et du réservoir de rupture de pression, construction du réseau de distribution, protection du bassin versant, formation et équipement du comité de gestion et toutes autres sujétions nécessaires à la bonne exécution des travaux.

3. Tranches/Allotissement

Les travaux sont en une tranche et regroupés à un lot unique.

4. Coût prévisionnel

Le coût prévisionnel de l'opération à l'issue des études préalables est de **deux cent quarante-neuf millions deux cent quarante-six mille trois cent trente-trois (249,246,333) francs CFA**

5. Délai prévisionnel d'exécution

Le délai maximum prévu par le Maître d'Ouvrage ou le Maître d'Ouvrage Délégué pour la réalisation des travaux, objet du présent appel d'offres est de cinq (5) mois calendaires. Ce délai court à compter de la date de notification de l'ordre de service de commencer les prestations.

6. Participation et origine

La participation à cet appel d'offres est ouverte à toutes les entreprises nationales spécialisées dans les travaux d'approvisionnement en eau et les travaux publics.

7. Financement

Les travaux objet du présent appel d'offres sont financés par le budget de la Communauté Urbaine de Bamenda de l'exercice 2026 sur la ligne d'imputation budgétaire n° 23411.

8. Mode de soumission

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

9. Cautionnement de soumission

Chaque soumissionnaire doit joindre à ses pièces administratives un cautionnement de soumission, acquitté à la main, délivrée par un organisme ou une institution financière agréée par le Ministre chargé des finances pour émettre les cautions dans le domaine des marchés publics dont la liste figure dans la pièce 14 du DAO dont le montant s'élève **quatre millions neuf cent quatre-vingt-quatre mille neuf cent vingt-cinq (4,984,925) francs CFA** et valable jusqu'à trente (30) jours au-delà de la date initiale de validité des offres. L'absence de la caution de soumission délivrée par une banque de premier ordre ou un organisme financier de première catégorie autorisé par le Ministère chargé des Finances à émettre des cautions dans le cadre des marchés publics, entraînera le rejet pur et simple de l'offre. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable. La caution de soumission doit porter un timbre fiscal et être accompagnée d'un reçu du CDEC.

10. Consultation du Dossier d'Appel d'Offres

Le dossier physique peut être consulté gratuitement dans les services du MO aux heures ouvrables *au services de SIGAMP de la Communautaire de Bamenda, Tel: 233 36 12 67 / 67785 03 32*, dès publication du présent avis.

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

11. Acquisition du Dossier d'Appel d'Offres

La version physique du dossier d'appel d'offres peut être obtenue au *services de SIGAMP de la Communautaire de Bamenda, Tel: 633 36 12 67 / 67785 03 32* dès publication du présent avis, contre versement d'une somme non remboursable *des frais d'achat du DAO de cent trente-sept mille cinq cent (137,500) Francs CFA*, payable à la trésorerie de la Communautaire de Bamenda sous la ligne budgétaire 712 101.

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

12. Remise des offres

Les offres doivent être téléchargées par le soumissionnaire sur la plateforme COLEPS *ou toute autre moyen de communication électronique* officiel à préciser par le maître d'ouvrage au plus tard le **05/06/2026 à 10h heures du serveur**. Une copie de sauvegarde de l'offre enregistrée sur clé USB ou CD/DVD devra être transmise sous pli scellé avec l'indication claire et lisible « copie de sauvegarde », en plus de la mention ci-dessus dans les délais impartis. L'original du dossier administratif doit être envoyé avec la copie de sauvegarde avec l'indication claire et lisible « l'original du dossier administratif ».

Taille et format des fichiers

Les tailles maximales des documents qui vont téléchargées sur la plateforme et constituant l'offre du soumissionnaire sont les suivantes :

- 5 MO pour l'Offre Administrative ;
- 15 MO pour l'Offre Technique ;
- 5 MO pour l'Offre Financière.

Les formats acceptés sont les suivants :

- Format PDF pour les documents textuels ;
- JPEG pour les images.

Le soumissionnaire veillera à utiliser des logiciels de compression afin de réduire éventuellement la taille des fichiers à transmettre.

13. Recevabilité des plis

L'offre devra être transmise par le soumissionnaire sur la plateforme COLEPS ;

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence, l'insuffisance ou non-conformité de la caution de soumission délivrée par un organisme ou une institution financière agréée par le Ministre en charge des finances pour émettre les cautions dans le domaine des marchés publics ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet pur et simple de l'offre sans aucun recours. Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

14. Ouverture des plis

Les offres seront ouvertes en une seule phase et auront lieu le **05/06/2026 à 11 heure** précise par la Commission de Passation Interne du maître d'ouvrage dans la salle de conférence du Commission de Passation Interne de la Communautaire Urbaine de Bamenda située à Mulang.

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

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

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

15. Critères d'évaluation

15.1 Critères éliminatoires

Il s'agit notamment :

- de l'absence, l'insuffisance ou non conformité de la caution de soumission accompagné d'un reçu du CDEC à l'ouverture des plis;
- de la non-production au-delà du délai de 48 h après l'ouverture des plis, d'une pièce du dossier administratif jugée non conforme ou absente lors de l'ouverture des plis. (excepté le cautionnement de soumission);
- des fausses déclarations, manœuvres frauduleuses ou des pièces falsifiées ;
- du non-respect de 4 critères essentiels sur 6 ;
- du non-respect du format de fichier des offres ;
- l'absence d'un prix unitaire quantifié dans l'Offre financière ;
- de l'absence d'un élément de l'offre financière (la soumission, les BPU, le DOE) ;
- de l'absence de la charte d'intégrité datée et signée ;
- de l'absence de la déclaration d'engagement au respect des clauses environnementales et sociales datée et signée;
- de le refus des conditions du contrat.

NB : En fonction de la spécificité de la prestation, d'autres critères pertinents pourront être ajouté lors de l'élaboration des DAO.

15.2. Critères essentiels

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

- la présentation de l'offre ;
- les références du soumissionnaire ;
- la capacité financière (l'accès à une ligne de crédit ou autres ressources financières, le chiffre d'affaires, attestation de solvabilité financière).
- la qualification et l'expérience du personnel
- les moyens logistiques
- la méthodologie

16. Attribution

Le Maître d'Ouvrage attribue le marché au soumissionnaire ayant présenté une offre remplissant les critères de qualification technique et financière requises et dont l'offre est évaluée la moins-disante en incluant le cas échéant les remises proposées.

(En cas d'allotissement, indiquer le nombre maximum de lots dont le candidat peut être attributaire)

17. Nombre maximum de lots :

Non applicable.

18. Durée de validité des offres

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

19. Renseignements complémentaires

Les renseignements complémentaires peuvent être obtenus aux heures ouvrables au services de SIGAMP de la Communauté de Bamenda. Tel: 233 36 12 67 / 67785 03 32 ou en ligne sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm>.

20. Lutte contre la corruption et les mauvaises pratiques

Pour toute dénonciation pour des pratiques, faits ou actes de corruption ou faits de mauvaises pratiques, bien vouloir appeler la CONAC au numéro 1517, l'Autorité chargée des Marchés Publics (MINMAP) (SMS ou appel) aux numéros : (+237) 673 20 57 25 et 699 37 07 48, l'ARMP au numéro ou le MO au numéro 233 36 12 67.

Copies:

- Autorité chargée des Marchés Publics (MINMAP) ;
- ARMP ;
- Président CIPM CU BDA ;
- Affichage chrono.

Bamenda, the _____
Le Maire de la ville, Communauté Urbaine de
Bamenda,
(Maître d'Ouvrage)



ACHOBONG TAMBENG PAUL

DOCUMENT No. 2

GENERAL REGULATIONS OF THE INVITATION TO TENDER (GRIT)

Note relating to the General Regulations of the Invitation to Tender

The purpose of document No. 2 is to provide bidders with the information they need to prepare offers in compliance with the conditions laid down by the regulation in force.

It also provides information on the submission of bids, the opening of tenders, the evaluation of bids and the award of the contract.

This document includes model articles that shall not be modified.

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A. Generalities

Article 1: Subject of the consultation

1.1. The Project Owner as defined in the Special Regulations Governing the Invitation to Tender (SRIT) hereby launches an invitation to tender for the execution of the works described in this Tender File and briefly defined in the SRIT.

The name, identification number and number of lots, subject of the invitation to tender feature in the SRIT.

1.2. The bidder retained or the successful bidder shall complete works within the provisional time limit indicated in the SRIT and which runs, except otherwise stipulated in the SAC, from the date of notification of the Administrative Order to commence works.

1.3. In this Tender File, the term '**day**' stands for a working day, except calendar days expressly specified in the Public Contracts Code.

Article 2: Financing

The source of financing for the works subject of this invitation to tender shall be specified in the SRIT.

Article 3: Ethical Principles

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

In this respect, they subscribe to the integrity charter, the model of which is attached to this Tender File (Document No.10)

By virtue of these principles, the Project Owner:

a. defines, for the purposes of this clause, the expressions as follows:

- i. Whoever offers, gives, solicits, or accepts any form of benefit to influence the action of a public employee during the award or execution of a contract shall be guilty of "corruption"
- ii. Whoever deforms or distorts facts to influence the award or execution of a contract shall be indulging in "fraudulent schemes".
- iii. Two or more bidders who connive to artificially keep bid prices at a level not commensurate with those which would result from competition shall be guilty of "collusive practices";
- iv. Whoever harms persons or damages their property or makes threats against them, directly or indirectly, to influence their actions during the award or execution of a contract shall be indulging in "coercive practices"
- v. "Conflict of interest" means any situation wherein the holder of a contract or the supervisor of public contracts award and/or execution procedures may derive direct or indirect benefits from a contract concluded by the Project Owner, any transfer, or any situation in which he has enough personal interests to compromise his impartiality in the discharge of his duties or which may adversely affect his judgement.
- vi. Complicity means:
 - The omission or negligence to carry out controls or to give the prescribed technical opinion;
 - Intentional omission to inform the Project Owner or the competent authority of irregularities noted in the discharge of his duties.
- vii. Whoever commits acts aimed at destroying, falsifying, altering or concealing evidence on which an investigation is based or any misrepresentation made to investigators, or any threat, harassment, or intimidation against a person for purposes of preventing him from revealing information relating to an investigation or the continuation thereof, shall be indulging in "obstructive practices".

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

3.2. The Authority in charge of Public Contracts may, as a precautionary measure, take a decision to ban any bidder or the Administration's contracting partner from bidding for a period not exceeding 2 (two) years for influence peddling, conflict of interest, insider trading, complicity, fraud, corruption, or production of fraudulent documents in his bid, without prejudice to the criminal proceedings that could be initiated against him.

3.3. The Authority in charge of Public Contracts may take a decision banning public sector actors found guilty of violating the provisions of the Public Contracts Code from participating in public contracts award and execution monitoring for a period not exceeding 2 (two) years.

Article 4: Candidates allowed to compete

4.1. Apart from the restricted invitation to tender, which is open to all candidates selected at the end of the pre-qualification procedure and/or those selected in accordance with the categorization indicated beforehand in the tender notice and recalled in the SRIT, as a general rule, the tender is open to all tenderers, provided that they meet the following eligibility requirements:

- a. A bidder (including all members of a group of enterprises and all subcontractors to the bidder) must be from an eligible country, in accordance with the Financing Agreement, if applicable;
- b. A bidder (including all members of a group of enterprises and all subcontractors to the bidder) must not be in a situation of conflict of interest under pain of being disqualified for all tenders in which he/she participated. A tenderer may be deemed to be in a situation of conflict of interest under the following conditions:
 - i. is associated or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the design, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender;
 - ii. is, in the context of the same tender, the legal representative of another tenderer;
 - iii. Participates in more than one tender in the same call for tenders, especially, either individually or as a member of a group of companies, or as a subcontractor in a tender while being an individual tenderer or member of a group of companies. A supplier may be listed as a subcontractor in several tenders, but only as a subcontractor.
 - iv. Is affiliated with a group or entity that the Project Owner has recruited or is about to recruit to participate in the control;
 - v. The Project Owner participates in the capital of the bidder in such a way as to compromise the transparency of public contracts award procedures;
- c. A public law corporate body if it demonstrates that it is (i) legally and financially autonomous (ii) managed according to the rules of private accounting and (iii) not under the supervisory authority of the Project Owner, unless expressly authorized by the Authority in charge of Public Contracts.
- d. Civil society organizations and public establishments, provided that the prices proposed are competitive, that is, they have been determined (i) by considering all the direct and indirect costs contributing to the formation of the price of the service covered by the contract and (ii) that they have not benefited, in the determination of this price, from advantages arising from the resources allocated to them by virtue of their public service missions.

4.2. The call for tenders is open or restricted according to the specifications of the SRIT to all candidates who meet the following conditions:

- a. not be in a state of judicial liquidation or bankruptcy;
- b. not be subject to any of the prohibitions or disqualifications (forfeitures) provided for by the laws and regulations in force, whether national or international;
- c- has subscribed to all declarations provided for by the laws and regulations in force.

4.3. To submit an electronic bid via COLEPS or any other electronic communication medium indicated by the Project Owner, the candidate or bidder must be registered on the said platform and possess a valid electronic certificate.

4.4. If the invitation to tender is restricted, the consultation is open to all candidates selected at the end of the pre-qualification procedure and/or to those selected within the framework of the categorisation previously indicated in the invitation to tender and reiterated in the SRIT.

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

5.1. The Contractor's building materials, materials, supplies, equipment and services to be supplied under the Contract must not come, as the case may be, from countries featuring on the list provided for in the SRIT.

5.2. Within the meaning of Article 5.1 above, the term "originate" shall designate the place where the goods and services grow, are extracted, cultivated, produced or manufactured, transformed, assembled or imported.

Article 6: Documents establishing bidder qualification

6.1. As an integral part of their offer, bidders must:

- a. submit a power of attorney making the signatory of the bid to commit the bidder;
- b. provide documents enabling to establish the qualification of the bidder according to the list provided for in Article 13 of the GRIT and including, especially, all the 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 from bidders in the SRIT.

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

- i. the production of an extract of balance sheets showing the turnover and the results;
 - ii. access to a credit line or availability of other financial resources;
 - iii. The executed contracts;
 - iv. List of key personnel;
 - v. Availability of indispensable equipment;
 - vi. The grading certificate for service providers of the building and public works sector, where applicable.
- 6.2. Bids presented by two or more associated enterprises (joint contracting) shall meet the following conditions:
- a. The offer must include for each of the enterprises, all the information listed in article 6.1. above. The Special Regulations shall specify the information to be provided by the group and the information to be provided by each member of the group;
 - b. The offer and the contract must be signed in a way that is binding on all members of the group;
 - c. The nature of the group (joint or several as required in the Special Regulations) must be specified and justified, with the production of a copy of the group agreement in due form;
 - d. The member of the group designated as representative shall represent all the group of enterprises vis-à-vis the Project Owner in the execution of the contract;
 - e. In case of a several group, the co-contractors shall share the sums which are paid by the Project Owner into a single account. In case of a joint group, the tasks for each member must be specified and each enterprise shall be paid by the Project Owner into his own account.
- 6.3. Bidders should equally present sufficiently detailed proposals to demonstrate that they conform to the technical specifications and execution time-limits referred to in the SRIT.
- 6.4. Bidders seeking to benefit from a preference margin must provide all the information required to prove that they meet the eligibility criteria described in Article 33 of the GRIT.

Article 7: Visit of works site

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

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

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

7.3. The Project Owner may organise a visit to the works site during the preparatory meeting to draft the bids mentioned in Article 19 of the General Regulations Governing the Invitation to Tender (GRIT).

B. TENDER FILE

Article 8: Content of Tender File

8.1. The Tender File shall describe the works subject of the contract, sets procedures for the consultation of enterprises and specifies the terms of the contract. Besides the addendum (addenda) published in accordance with Article 10 of the General Regulations Governing the Invitation to Tender, it shall also include the following documents:

<i>Document No.0</i>	<i>Letter of invitation to tender (in case of restricted invitations to tender)</i>
<i>Document No.1</i>	<i>Tender Notice (AAO)</i>
<i>Document No.2</i>	<i>General Regulations Governing the Invitation to Tender (GRIT)</i>
<i>Document No.3</i>	<i>Special Regulations Governing the Invitation to Tender (SRIT)</i>
<i>Document No.4</i>	<i>Special Administrative Clauses (SAC)</i>
<i>Document No.5</i>	<i>Special Technical Clauses (STC)</i>
<i>Document No.6</i>	<i>Unit Price Schedule</i>
<i>Document No.7</i>	<i>Detailed Quantity and Cost Estimate Schedule</i>
<i>Document No.8</i>	<i>Schedule of Sub-Details of Prices</i>
<i>Document No.9</i>	<i>Contract Model</i>
<i>Document No.10</i>	<i>Model of Forms to be Used by Bidders</i>

Appendix No. 1: Model of Declaration of Intention to Tender

Appendix No.2: Model of Bidding Letter;

Appendix No.3: Model of Bid Bond;

Appendix No.4: Model of Final Bond;

Appendix No.5: Model of Start-Up Advance Bond;

Appendix No.6: Model of Performance Bond (Retention Bond);

Appendix No. 7: Model of Technical Proposal Bidding Letter

Appendix No. 8: Model of planning framework

Appendix No.9: Model of list of staff to be mobilised

Appendix No.10: Model of Form of Services that may be Subcontracted;

Appendix No.11: Model of CV of staff to be mobilised

Document No.11 Integrity Charter Form

Document No.12 Declaration Statement to Comply with Social and Environmental Clauses

Document No.13 Visa of maturity or any proof of Preliminary Studies to be filled in by the Project Owner, the availability of funding or budgetary head

Document No.14 List of banking institutions and financial bodies authorised to issue bonds for Public Contracts.

8.2 The bidder must examine all the regulations, forms, conditions and specifications contained in the Tender File. It is up to him to provide 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 petitions

9.1. a) Any bidder who wants to obtain clarifications on the Tender File may make a request to the **Contracting Authority** in writing or by electronic mail (telecopy or e-mail) at the Project Owner's address indicated in the SRIT or **via COLEPS. However, the Contracting Authority shall reply in writing or by electronic mail or through COLEPS or any other mean of electronic communication indicated in the TF to any request for clarification received at least 14 (fourteen) days prior to the deadline for the submission of bids.**

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

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

In the event of restricted invitation to tender:

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

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

c) this petition shall not be suspensive.

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

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

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

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

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

e) the petition shall not be suspensive.

Article 10: Modification of the Tender File

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

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

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

C. PREPARATION OF OFFERS

Article 11: Tender fees

The candidate shall bear all costs related to the preparation and presentation of his bid. The Project Owner shall in no way, be responsible for these costs nor pay for them whatever the evolution or outcome of the invitation to tender procedure.

Article 12: Language of offer

The bid as well as any correspondence and document exchanged between the bidder and the Project Owner shall be drafted in English or French. Additional 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, done by a professional translator, concerning the bid is included; in which case for reasons of interpretation, the translation shall 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 Governing the Invitation to Tender, duly filled and put together in three volumes:

a. Volume 1: Administrative file

It includes:

- a. 1. 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, royalties or deductions of whatever nature;
 - is not winding up or bankrupt;
 - is not the subject of an exclusion order or disqualification (forfeiture) provided for by the law in force at the national and international level;
- a.2 The bid bond established in accordance with the provisions of Article 17 of the General Regulations Governing the Invitation to Tender (GRIT);
- a.3 the written document empowering the signatory of the bid to commit the bidding legal entity, in accordance with the provisions of Article 6(1) of the GRIT.

b. Volume 2: Technical bid

It includes:

b.1. Information on qualification

The Special Regulations specify the documents to be provided by bidders to justify the qualification criteria mentioned in Article 6(1) of the Special Regulations Governing the Invitation to Tender, especially the references of the company, the equipment and list of personnel.

b.2 Methodology

The Special Conditions of the invitation to tender specify the constituent elements of tenderers' technical proposal 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), subcontracting, HIMO approach, as the case may be, etc.).

b.3 Proof of acceptance of the conditions of the contract

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

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

b.4 Comments SAC and STC (optional)

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

b.5. the integrity charter

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

c. Volume 3: Financial bid

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

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

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

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

Article 14: Offer price

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

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

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

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

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

14.6. Tenderers shall indicate the rebates granted in their tenders. Furthermore, they shall specify the conditions for the application of this rebate.

Article 15: Offer and settlement currencies

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

15.2. Option A: The amount of the bid is entirely expressed in national currency.

The amount of the bid, the unit prices of the price schedule and the prices of the detailed quantities and estimates are entirely presented in CFA francs in the following manner:

a. Prices shall be entirely presented in national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the appendix 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 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 appendix to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment under the contract so that the retained bidder does not bear any exchange risk.

15.3. Option B: The amount of the bid is directly presented in national and foreign currency

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

a. The prices of inputs necessary for the works which the bidder intends to buy in the Project Owner's country shall be in CFA francs as specified in the Special Regulations and called "national currency"

b. The prices of inputs necessary for works which the bidder intends to buy out of the Project Owner's country shall be in the currency of the country of the bidder or of the currency of an eligible member country widely used in international trade.

15.4. The Project Owner 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 the appendix to the bids are reasonable; to this end, a detailed statement of their needs in foreign currencies shall be provided by the bidder.

15.5. During the execution of works, most of the foreign currencies to be paid as part of contract amount may be revised by mutual agreement between the Project Owner and the contractor so as to take into account any modification that occurred in foreign currency needs under the contract.

Article 16: Validity of offers

16.1. Bids must remain valid during the period stated in the Special Regulations from the date of submission of bids set by the Project Owner, in application of Article 22 of the Special Regulations. A bid valid for a shorter period shall be considered by the Tenders Board as not compliant, unless the validity period of the bid bond is compliant. In this case, the tenderer shall be given forty-eight (48) hours to submit a new tender letter.

16.2. Under exceptional circumstances, the Project Owner may seek the bidder's consent to extend the validity time limit. The request and the responses that will be given shall be in writing (or by telecopy). 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 offer without losing his bid bond. A bidder who consents to an extension shall not be required to modify his bid nor be authorised to do so.

16.3. Where the contract does not include a price revision clause and that the period of validity of offers 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 Project Owner shall address to bidder(s).

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

Article 17: Bid bond

17.1. In application of Article 13 of the General Regulations, the bidder shall provide a bid bond of the amount specified in the Special Regulations and which shall become a full part of his offer.

17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised by the Project Owner. 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 Project Owner and accepted by the bidder, in accordance with Article 16 (2) of the GRIT.

For services under Jobbing Orders, certified cheques and bank cheques shall be accepted as bid bond.

17.3. Any offer without an acceptable bid bond shall be rejected by the Tenders Board as incomplete. The bid bond of associated enterprises must be established in the name of the representative submitting the offer.

17.4. The offers of bidders who are not retained (with the exception of the copy meant for the public contracts regulatory body) shall be returned within fifteen (15) days after publication of the award result. Tenders not withdrawn within this period may be destroyed, without any claim being made.

17.5. The bid bond of the tenderers who are not retained shall be returned upon publication of the award results.

17.6. The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and provided the required final bond.

17.7. The bid bond may be seized:

- a. if the bidder withdraws his bid during the period of validity;
- b. if the bidder retained:
 - i. defaults in his obligation to subscribe the contract in application of Article 38 of the General Regulations;
 - ii. defaults in his obligation to provide the final bond in application of Article 39 of the General Regulations;
 - iii. refuses to receive notification of the contract.

Article 18: Variant bidders' proposals

18.1. Where the works can be executed within variable provisional execution 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 deadlines provided for. Offers that propose deadlines beyond those specified shall not 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 give figures on the basic solution of the Project Owner as described in the Tender File and provide in addition all the information which the Project Owner 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. Where necessary, the Project Owner will examine only the technical variants of the bidder whose bid compliant 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. The Tender File should clearly specify how the variants shall be taken into account for the evaluation of bids.

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 on the date and at the place indicated in the Special Regulations.

19.2. The subject of the preparatory meeting shall be to provide clarifications and answers to any questions that may be raised at this stage.

19.3. As much as possible, the bidder is requested to submit any question in writing to reach the Project Owner at least one week before that preparatory meeting. The Project Owner may not respond to questions received too late. In this case, the questions and answers shall be transmitted according to the modalities set in Article 19(4) below.

19.4. The minutes of the meeting, including the attendance sheet, the text of the questions asked, and the answers given, including answers prepared after the meeting, shall be forwarded immediately to all those who bought the Tender File. Any modification of documents of the Tender File listed in Article 8 of the GRIT which may prove to be necessary at the end of the preparatory meeting shall be done by the Project Owner by publishing an addendum in accordance with the provisions of Article 10 of the General Regulations, as the minutes of the preparatory meeting cannot serve this purpose.

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, format and signature of the offer

For offline submission,

20.1. The bidder shall prepare an original of the constituent documents described in Article 13 of the General Regulations in a volume clearly indicated 'ORIGINAL'. In addition, the bidder shall submit, for each volume, the number required for each in the General Regulations, bearing the indication "COPY". In case of discrepancy between the original and the copy, the original shall be authentic.

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

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

For electronic submission.

20.4 The offer should be submitted by the bidder on the COLEPS platform or on any other electronic means of communication specified by the Project Owner in the Tender File. A back-up copy of the tender recorded on a USB key or CD/DVD must be deposited in the offices of the relevant PO/DPO or CA in a sealed envelope clearly and legibly marked "back-up copy" and with the tender references within the specified time limit.

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

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

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

D. SUBMISSION OF OFFERS

Article 21: Sealing and marking of offers

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

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

21.2. The external and internal envelopes:

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

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

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

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

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

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

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

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

Article 22: Date and time limit for submission of offers and method of submission

22.1- Date and time limit for the submission of offers

a. The offers must be received by the Project Owner through their internal public contracts administrative management entity at the address specified in Article 21(2) of the Special Regulations no later than the date and time stated in the SRIT.

b. The date and time of receipt of online submissions are automatically recorded by the dematerialisation platform through a time-stamping mechanism. The date and time of COLEPS or any other electronic means of communication specified by the Project Owner shall be authentic.

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

- d. The Project Owner may, at his discretion, postpone the deadline set for the submission of 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 Project Owner and bidders previously governed by the initial date will henceforth be governed by the new deadline.
- e. Offers submitted electronically shall be acknowledged by a receipt stating the date and time of receipt and the reference of the consultation.

22.2: Submission method

There are three possible ways to submit a bid:

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

The method of submission chosen is specified in the SRIT.

NB: At the time of online submission, bidders' offers are automatically encrypted, that is. their content has become illegible.

Article 23: Late offers

Whatever the method of submission, any bid received by the Project Owner beyond the deadline for the submission of bids shall be inadmissible.

Article 24: Modification, substitution and withdrawal of bids

For offline submissions,

24.1 A bidder may modify, replace or withdraw his offer after submitting it, on condition that the written notification of the modification or withdrawal is received by the Project Owner prior to the end of the time limit prescribed for the submission of the offers. The said notification must be signed by an authorised representative in application of article 20(2) of the General Regulations. The modification or the corresponding replacement bid must be attached to the written notification. As the case may be, the envelopes must clearly bear the inscription 'WITHDRAWAL', and 'REPLACEMENT BID' or 'MODIFICATION'.

24.2 Notification of modification, replacement or withdrawal of the offer by the bidder should be prepared, sealed, marked and forwarded in accordance with the provisions of Article 21 of the General Regulations. Withdrawal may equally be notified by telex but should in this case be confirmed by a duly signed written notification whose date, post mark being authentic, shall not be posterior to the time-limit set for the submission of offers.

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

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

For online submissions,

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

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

E. OPENING OF ENVELOPES AND EVALUATION OF OFFERS

Article 25: Opening of envelopes and petitions

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

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

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

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

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

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

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. However, the information on the composition of the committee remains internal to the Board. An extract of the said minutes to which is attached the attendance sheet signed by all the participants is handed over to each bidder on his request. Finally, only the financial bids of those bidders who have achieved the minimum technical score required are opened in the presence of the bidders concerned

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 the regulation of public contracts a copy of the bids presented by each bidder and that the chairperson he initialled.

25.7. In case of petition, the bidder shall send it to the Petitions Review Committee, with copy to the Project Owner, as the case may be, to the chairperson of the Tenders Board concerned, to the body in charge of the regulation of public contracts and to the Authority in charge of Public Contracts.

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.

This petition, which shall relate only to the implementation of this stage, especially compliance with procedures and the regularity of the documents checked, shall not be suspensive.

If need be, the Independent Observer must attach to his report the sheet that was handed to him, including any related commentaries or observations.

25.8. The opening of the electronically transmitted bids and those submitted in hard copy version shall take place during the same session. The opening and examination of electronically transmitted tenders shall be subject to the rules applicable to the processing of the hard copy version of offer s.

Article 26: Confidential nature of the procedure

26.1. No information relating to the examination, evaluation and comparison of offers and verification of the qualification of the bidders and the contract award proposal shall be given to bidders or to any other person not concerned with the said procedure as long as the contract award has not been made public, under pain of disqualification of the tenderer's bid and suspension of the perpetrators from all activities in the domain of public contracts.

26.2. Any attempt by a bidder to influence the Bids Evaluation sub-committee in the evaluation of bids, the Tenders Board in the award proposal, the Project Owner in the award decision may cause the rejection of his offer.

26.3. Notwithstanding the provisions of Article 26.2 above, between the opening of bids and the award of the contract, if a bidder wishes to enter into contact with the Project Owner for reasons having to do with his offer, he should do so in writing.

Article 27: Clarifications on the offers and contact with the Project Owner

27.1. To ease the examination, evaluation and comparison of bids, the Chairperson of the Tenders Board may, on the proposal of the evaluation sub-committee, if it so desires, request any bidder, the competent services or bodies to give clarifications on the offers.

27.2 The request for clarification and the response shall be in writing or via COLEPS or such other electronic means of communication indicated by the Project Owner in the Tender File, with copy to the regulatory body, but no change on the amount or content of the bid to make it more competitive is sought, offered or authorised. The purpose of the request for clarification must be, in particular, to find information contained in the tender, to verify the accuracy of the information provided by a candidate, if necessary, with the issuing authorities, to ask a tenderer to confirm the correction of a calculation error or omission discovered, to provide clarification on technical aspects not understood by the evaluation sub-committee or on the content of the price sub-detail, or to justify the prices of offers deemed abnormally low.

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

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

Article 28: Determining the conformity of offers and technical evaluation

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

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

- review the offer to confirm that all the terms and conditions specified in the SRIT and SAC have been accepted by the Bidder without substantial discrepancy or reservation;
- evaluate the technical aspects of the tender submitted in accordance with clause 13.1.b of the GRIT to ensure that all the stipulations of the Price Schedule, the Methodology Note relating to the analysis of

the works and specifying the organisation and programme that the tenderer intends to put in place or implement to carry them out (installations, planning, QAP, subcontracting, certificate of site visit if applicable, etc.) are complied with without any substantial discrepancies or reservations.

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

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

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

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

Article 29: Evaluation criteria and qualification of the bidder

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

Article 30: Correction of errors

30.1. The Evaluation subcommittee shall verify bids considered essentially in conformity with the Tender File to correct the possible calculation errors. The Evaluation subcommittee shall correct the errors in the following manner:

- a. if there is a contradiction between the unit price and the total obtained by multiplying the unit price by the quantities, the unit price shall be authentic and the total price shall be corrected, unless, according to the Evaluation subcommittee, the decimal point of the unit price is manifestly badly placed, in which case the total price indicated shall prevail 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 authentic and the total corrected.
- c. if there is a discrepancy between the prices indicated in figures and in words, the amount in words shall be authentic

30.2. The amount featuring in the offer shall be corrected by the Evaluation subcommittee, in accordance with the error correction procedure referred to above and, with the confirmation of the bidder, the said amount shall be deemed to commit him.

30.3. If the bidder who presented the bid evaluated as being the lowest bid does not accept the corrections, his bid shall be rejected and his bid bond seized.

Article 31: Conversion into a single currency

31.1. To facilitate the evaluation and comparison of bids, the Evaluation subcommittee shall convert the prices of offers expressed in various currencies into an amount in which the bid is payable in CFA francs.

31.2. The conversion shall be done using the current exchange rate by the Bank of Central African States (BEAC) under the conditions set in the Special Regulations.

Article 32: Evaluation and comparison of financial bids

32.1. Only offers considered as being in compliance, as per the provisions of Articles 28, 29 of the General Regulations, shall be evaluated and compared by the Evaluation subcommittee.

32.2. When evaluating the bids, the Evaluation Subcommittee will determine for each offer the evaluated amount of the offer 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 provisional sums and, where necessary, provisions for unforeseen contingent accounts featuring in the summary of the detailed 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 conveniently 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 granted 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 authorised, shall be evaluated on their own merit and irrespective of the fact that the bidder offered or not a price for the technical solution specified by the Project Owner in the Special Regulations.

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

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

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

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

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

Article 33: Preference granted national bidders

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

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

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

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

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

F. AWARD

Article 34: Award

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

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

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

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

Article 35: Right of the Project Owner to declare an invitation to tender unsuccessful or cancel a procedure

35.1 The Project Owner reserves the right to cancel an invitation to tender or to declare a call for tenders unsuccessful after the advice of the competent Board, without any claims being entertained.

However, where tenders have already been opened, cancellation shall be subject to the authorization of the Authority in charge of Public Contracts.

35.2 The Project Owner shall notify the decision to cancel or declare the tender unsuccessful to the Chairperson of the Tenders Board, with copy to the public contracts regulatory body.

35.3 In case of allotment, the provisions of the above paragraphs shall be applicable to each of the lots.

Article 36: Notification of the award of the contract

36.1 The award of any contract shall be materialized by a decision of the Project Owner and notified to the successful tenderer within a maximum period of seventy-two (72) hours from its signature.

36.2. Before the expiry of the validity of the offers set in the Special Regulations, the Project Owner shall notify the successful bidder by telecopy confirmed by registered mail or by any other means that his bid was retained. This letter shall indicate the amount the Project Owner will pay the administration's contracting partner to execute the works and the execution time limit.

Article 37: Publication of contract award results and petitions

37.1. The Project Owner shall have five (5) working days to sign the award decision and publish the results from the date of receipt of the final award proposal from the relevant Board, unless the procedure is suspended.

37.2. Any decision to award a public contract by the Project Owner shall be published in the public contracts journal published by the body in charge of regulating public contracts, or in any other authorised newspaper, with indication of the amount of the successful tender's offer and the deadline.

Upon publication of the results of award, the Project Owner will send to each bidder who so requests, an excerpt of the bid evaluation report concerning him.

37.4. After publication of the award results, offers that are not withdrawn within fifteen (15) days shall be destroyed, without any claim for compensation being entertained. Only the copy intended for the body in charge of the regulation of public contracts shall be kept if it was not collected on the spot.

37.5. In case of petition, it should be addressed to the Petitions Review Committee, with copies to the Project

Owner, the Chairperson of the Tenders Board concerned, to the body in charge of regulating public contracts and to the Authority in charge of public contracts.

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

37.6 Such a petition may cause the suspension of the procedure following the appraisal of the public contracts regulatory body.

Article 38: Signing of the contract

38.1. After publication of the results, the Project Owner shall have five (5) working days to sign the contract from date of subscription of the draft contract by the successful bidder.

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

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

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

Article 39: Final Bond

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

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

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

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

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

DOCUMENT No.3
SPECIAL REGULATIONS GOVERNING
THE INVITATION
TO TENDER (SRIT)

Special Regulations Governing the Invitation to Tender

References of the GRIT regulations	Description of the provision of the SRIT
A. GENERALITIES	
1.1	<p>- Name and address of the Project Owner: The City Mayor of Bamenda City Council.</p> <p>- Reference of Invitation to tender: Open National Invitation to tender N°010/ONIT/BCC/ITB/2026 of 07/05/2026</p> <p>- Number of lots: one</p> <p>Definition of works: The works to be executed comprise: site installation and mobilization of personnel, the construction of two spring intakes, two inspection chambers and one collection chamber, fencing of storage tank and pressure break tank, the construction of distribution network, catchment area protection, training and equipping management committee and all other works necessary for the good execution of the <i>project</i>.</p> <p>NB: The information on the work to be carried out is detailed in the unit price schedule, the detailed quantity and cost estimate and the Special Technical Clauses.</p>
1.2.	<p>The provisional deadline for the execution of the works is five (05) calendar months.</p> <p>This period runs from the date of notification of the administrative order to commence the works.</p>
1.4	<p>Name, subject of the works: The rehabilitation of the Ndzah water supply scheme in Bamenda III Sub Division (Relaunch under emergency procedure)</p> <p>The work involves several phases: No</p> <p>Preparatory conference for the establishment of proposals: No</p>
2	<p>Source(s) of funding: The works subject of this invitation to tender shall be financed by:</p> <p>Budget: Bamenda City Council Budget for 2026 Financial year; Head</p>
4.2	<p>The invitation to tender is open to: The following candidates are eligible to participate in this call for tenders: All national enterprises specialized in water supply works and public works</p>
5.1	<p>Origin/ Source of building materials, materials, and supply of equipment and services. Materials, equipment for use in this project shall be obtained from the following locations: Locally and imported</p>
6.2	<p>In case of associated groups of enterprises, each member of the group must submit a complete administrative file, the documents " <i>Bank domiciliation certificate (except in the case of joint co-contracting), the purchase receipt for the TF and the bid bond</i>" provided for in point 13.1 of the SRIT being submitted only by the representative of the group.</p>
6.4	<p>Information necessary to prove that the eligibility criteria for national preference are met:</p> <ul style="list-style-type: none"> • <i>integrity charter;</i> • <i>Dated and signed commitment statement to comply with environmental and social clauses.</i>

References of the GRIT regulations	Description of the provision of the SRIT
7.3.	<p>For the purpose of the works site visit to be organized no later than _____ 2026 after publication of the tender notice, the Project Owner's service to be contacted is the Department of Technical Services:</p> <ul style="list-style-type: none"> - P.O Box 495 Mankon Bamenda - Tel: 233 36 12 67 - Fax: (+237)233 36 12 67 - Email: info@bamendacity.com <p>Each tenderer is advised to visit and inspect the works site and its surroundings and to obtain by himself, and under his own responsibility, all information that may be necessary for the preparation of the offer and the execution of the studies and works. The costs associated with the site visit shall be borne by the Tenderer.</p>
9	<p>Additional information may be obtained during working hours from the <i>SIGAMP Service of Bamenda City Council</i>, Telephone: 233 36 12 67 / 67785 03 32, or online on COLEPS platform via http://www.marchespublics.cm and http://www.publiccontracts.cm.</p> <p>Clarifications may be requested not later than fourteen (14) days before the offers submission date.</p> <p>Requests for clarification must state the full name and address of the applicant and be sent to the following address:</p> <ul style="list-style-type: none"> ➤ SIGAMP Service Bamenda City Council, ➤ Tel/Fax (+237) 233 36 12 67; P.O. Box 495 Mankon Bamenda; E-mail: info@bamendacity.com
C- PREPARATION OF BIDS	
12.	The language of offer is English or French
13.1	<p>The tenderer should produce a three-volume offer, presented as follows:</p> <p>A-Volume I: Administrative documents</p> <p>The documents shall include notably:</p> <ol style="list-style-type: none"> a) <i>The declaration of intention to tender signed by the legal representative or duly appointed agent bearing a fiscal stamp;</i> b) <i>The bid bond (following the model attached) of an amount of four million nine hundred and eighty-four thousand nine hundred and twenty-five (4,984,925) CFA francs and of a validity period of four (4) months, established by a first-rate bank or first category financial institution authorized by the Cameroon Minister in charge of Finance to issue bonds for public contracts or any other form provided for by the regulation in force (certified cheque, bank cheque, a legal mortgage), unless otherwise provided for in the financing agreement relating to the subject of the invitation to tender concerned. The validity period of the bid bond must exceed that of the bids by thirty (30) days. It should be hand endorsed , bearing a fiscal stamp and accompanied by a CDEC receipt.</i>

References of the GRIT regulations	Description of the provision of the SRIT
	<p>c) <i>The notarized group agreement and specifying the representative;</i></p> <p>d) <i>Power of attorney where necessary;</i></p> <p>e) <i>Attestation of fiscal conformity issued by the tax authorities and;</i></p> <p>f) <i>A certificate of non-bankruptcy issued by the Court of First Instance or Chamber of Commerce in the locality of the Head Office of the enterprise</i></p> <p>g) <i>A certificate of the tenderer's bank domiciliation, issued by a banking establishment or institution authorized by the Cameroon Minister in charge of Finance.</i></p> <p>h) <i>The Tender File purchase fee receipt for the payment of a non-refundable sum of one hundred and thirty-seven thousand five hundred (137,500) CFA Francs payable to the Bamenda City Council Treasury under the budgetary head 712 101.</i></p> <p>i) <i>A certificate of non-exclusion from public contracts issued by the body in charge of the regulation of public contracts;</i></p> <p>j) <i>A clearance certificate issued by the National Social Insurance Fund testifying that the tenderer has met his social obligations towards the said Fund, dated less than one month from the date of signature of the said certificate;</i></p> <p>k) <i>Certified recent Tax Payer's card</i></p> <p>NB: The required administrative documents must be submitted in scanned originals or true copies certified by the issuing department or the competent administrative authority, in accordance with the provisions of the Special Rules of the Invitation to Tender, failing which they will be rejected. They must be valid on the original deadline for the submission of tenders.</p> <p><i>B-Volume II: Technical offer</i></p> <p>It includes:</p> <p><i>b1 Information on qualification</i></p> <p>The list of documents to be provided by tenderers to justify their qualification, especially as regards references, equipment and personnel, includes:</p> <p><i>b.1.1</i> the letter of submission of the technical proposal bearing a fiscal stamp</p> <p><i>b.1.2 Tenderer's references</i></p> <ul style="list-style-type: none"> • <i>The list of contracts carried out (Project Owner, Subject, Amount, Date of acceptance) by the tenderer as main contractor (or subcontractor) during the last five (5) years.</i> <p><i>These references must be accompanied by supporting documents, in this case:</i></p> <ul style="list-style-type: none"> • <i>Copies of the first, second and last pages of the contract;</i> • <i>Final or provisional acceptance minutes or performance certificate;</i> <p><i>These references must be accompanied by supporting documents, in this case:</i></p> <ol style="list-style-type: none"> a) <i>CV;</i> b) <i>Labour contracts;</i> c) <i>Various acts of promotion during the career;</i> <p><i>b.1.3 Personnel</i></p> <ul style="list-style-type: none"> • <i>A list of key personnel qualified to carry out the work according to the model attached to the TF.</i>

References of the GRIT regulations	Description of the provision of the SRIT
	<p>NB: Attach a copy of the diploma and proof of experience for the proposed staff namely:</p> <ul style="list-style-type: none"> • certified true copy of diploma of less than three (3) months old; • certificate of registration with the national orders, if applicable; • signed and dated curriculum vitae of the expert; • signed and dated certificate of availability from the expert; • Labour certificate or contract, or site logbook justifying the experience, if applicable. <p>NB: <u>All the above documents must be true copies, signed and dated within three months of the original deadline for the submission of offers.</u></p> <p>b.1.4 Equipment to be used for the execution of the work</p> <p>The list of equipment and tools to be mobilised which should include at least:</p> <ol style="list-style-type: none"> a. Proof of ownership or hire of a liason vehicle (Pick up 4 x 4 or van) b. Proof of ownership or hire of a concrete vibrator c. Proof of ownership or hire of an optical level equipment d. Proof of ownership or hire of a concrete mixer e. Proof of ownership of a plumbing tools f. Proof of ownership of a masonry tools g. Proof of ownership of a carpentry tools h. Minimum laboratory tools (balance, Proctor mould, densitometer with membrane, set of sieve, sand machine, steam cup) i. Minimum survey equipment (Total Station or theodolite, staff, canes reflectors, distance meter) <p>NB: Attach copies, certified by the issuing authorities or any other authorised authority, of the vehicle registration documents for rolling stock and the purchase invoices for other equipment, if applicable, accompanied by a signed commitment to hire the equipment. Enterprises with categorization certificates of C and above shall be exempted from providing proof of required experience, personnel, equipment and turnover but shall be awarded the marks allocated.</p> <p>b.2 Organisation and Methodology</p> <p>The tenderer shall produce a descriptive or methodological note which presents in detail the elements of his technical proposal, including:</p> <p>The organisation and scheduling that he plans to be put in place to carry out the works efficiently, to which is attached the site visit report or the signed sworn certificate, if applicable should include;</p> <ol style="list-style-type: none"> a) Consistence site installation b) Consistence Description of post of work c) Consistence Organizational chart of the enterprise d) Consistence Organizational chart for the execution of the works e) Consistence Planning of execution of works f) Consistence Attestation of site visit g) Consistence Site visit report h) Consistence Internal control i) Consistence Means of communication j) Consistence Use of human intensive labour k) Consistence Environmental protection report l) Consistence hygiene and sanitation of the personnel m) Consistence security of the personnel n) Consistence protection against HIV/AIDS

References of the GRIT regulations	Description of the provision of the SRIT
	<p>o) Consistence maintaining of circulation during work and signalisation p) provisions for compliance with environmental measures, where applicable; q) the work that the tenderer intends to subcontract.</p> <p>b.3. The tenderer must fill in and sign the following forms:</p> <p>r) <i>the Integrity Charter</i> s) Declaration of commitment to respect social and environmental clauses</p> <p>b.4. Proofs of acceptance of the conditions of the contract The tenderer shall submit duly initialled copies of the following documents:</p> <p>t) The Special Administrative Conditions (SAC); u) The Special Technical Clauses (STC).</p> <p><u>NB:</u> Failure to accept the terms of the contract shall cause the elimination of the tenderer.</p> <p>b.5. Comments on SAC and STC</p> <p>The tenderer must attach the observation note on the SACs and/or the STCs, together with any proposals.</p> <p>b 6- Financial capacity Tenderers must submit in particular:</p> <ul style="list-style-type: none"> ▪ A certificate of financial capacity worth 190 million Francs CFA issued by a 1st rate approved bank; <p>C. Volume 3: Financial offer</p> <p>This envelope shall include the following documents:</p> <p>c.1 The offer proper, in original, prepared in accordance with the attached model, stamped at the current rate, signed and dated; c.2 The duly filled Unit Price Schedule and/or Fixed Price Schedule; c.3. The duly filled detailed quantity and cost estimates; c.4 The sub-detail of prices and/or the breakdown of all-in prices;</p> <p>To this effect, tenderers shall use the documents and models or standard forms provided for the Tender File.</p> <p><i>NB: The various parts of the same file shall be separated by dividers of a colour other than white, both in the original and in the copies, to facilitate evaluation.</i></p> <p><i>Tenderer must attach the digital version of the financial offer:</i> <i>Not applicable</i></p>
14.3.	Taxes and dues: Prices proposed should be inclusive of all taxes.
14.4.	The contract prices shall not be revisable.
	In the context of this consultation, the currency of the offer is defined according to option A.

References of the GRIT regulations	Description of the provision of the SRIT
15.1.	(local currency only).
15.2.	The exchange rate for converting the tenderer's offer into local currency as well as for converting future detailed accounts into foreign currency shall be that [to be specified, example, that of the BEAC three working days before the deadline for the submission of offers] (Not applicable)
16.1.	<p style="text-align: center;">Validity of bids:</p> The period of validity of offers is ninety (90) days from the deadline for the submission of offers.
17.1.	The amount of the bid bond is: <i>four million nine hundred and eighty-four thousand nine hundred and twenty-seven (4,984,927) CFA francs</i>
18.1.	Offers will be evaluated based on a minimum of _____ days (or months) and a maximum of _____ days (or months). The evaluation method is fixed in Article 32.2(e) of the GRIT. <i>Not applicable</i>
18.3.	Technical variants on the part(s) of the work specified below are permitted within the Technical Specifications: <i>Not applicable</i>
19.1.	The preparatory meeting ahead of the establishment of bids will be held at: There shall not be any preparatory meeting.
20.	<p style="text-align: center;">Online submission FORM, FORMAT AND SIGNATURE OF THE OFFER</p> <p style="text-align: center;">File size and format:</p> The maximum sizes of the documents that will be uploaded on the platform and constitute the tenderer's offer are as follows <ul style="list-style-type: none"> • 5 MB for the Administrative Offer; • 15 MB for the Technical Offer; • 5 MB for the Financial Offer. The following formats are accepted: <ul style="list-style-type: none"> • PDF format for text documents; • JPEG for images. The bidders shall ensure that compression software is used to reduce the size of the files to be transmitted]. The offer must be uploaded by the tenderer on the COLEPS platform or any other electronic means of communication indicated by the Project Owner in the Tender File. A back-up copy of the offer recorded on a USB key or CD/DVD must be deposited in the services of the PO or CA concerned in a sealed envelope clearly and legibly marked "back-up copy" and with the tender references within the specified time limit. The original copy of the administrative file should be sent alongside the back-up copy in a sealed envelope clearly and legibly marked "The original administrative file" with the tender references within the specified time limit. <i>They must be uploaded electronically via the COLEPS platform available at</i> Call for Tenders Number: Open National Invitation to tender N°010/ONIT/BCC/ITB/2026 of 07/05/2026

References of the GRIT regulations	Description of the provision of the SRIT
20.1.	<p>The closing date and time for submission of offers are as follows: Date: 05/06/2026 Time: 10am Server time the reference time zone is the local time (GMT/UTC + 1) visible on the submission page.</p>
	<p style="text-align: center;">D. SUBMISSION OF OFFERS</p> <p style="text-align: center;">SUBMISSION METHOD</p> <p>The method of submission for this consultation is Online.</p>
	<p style="text-align: center;">E. OPENING OF ENVELOPES AND EVALUATION OF OFFERS</p>
25.1	<p>The offers shall be opened in a single phase on 05/06/2026 at 11am in the Bamenda City Council Internal Tenders Board Conference hall located at Mulang.</p> <p>Only tenderers may attend this opening session or be represented by a person of their choice, duly authorised, even in the case of a group of enterprises.</p> <p>For fear of rejection, the documents in the administrative file required must be produced in originals or in copies certified as true by the issuing department or competent administrative authority, in accordance with the provisions of the Special Regulations for the Call for Tenders. They must be valid at the time of submission of the offer and must be less than three (3) months old from the original deadline for the opening of offers or have been issued after the date of signature of the invitation to tender except NSIF attestation has a validity of one (01) month.</p> <p>In case of absence or non-compliance of a document in the administrative file at the opening of bids, the tenderers concerned shall be given forty-eight (48) hours to submit or replace the said document except the bid bond.</p> <p>The Contracts Board shall declare inadmissible and reject:</p> <ul style="list-style-type: none"> • any bid in complete black on white; • offers that do not comply with the bidding method; • Any tender that does not comply with the indications of the TF, • The absence of a bid bond issued by a body or financial institution approved by the Minister in charge of finance to issue bonds for public contracts, or failure to comply with the model documents in the Tender File, will result in the outright rejection of the bid with no room to complain. A bid bond produced but having no connection with the consultation concerned is absent. A bid bond submitted by a tenderer during the tender opening session is inadmissible. It should be hand endorsed , bearing a fiscal stamp and accompanied by a CDEC receipt. • The Tenders Board shall draw up minutes of the tender opening session, a copy of which shall be given to all the tenderers.

References of the GRIT regulations	Description of the provision of the SRIT
	The bid-opening session shall take place no later than one hour after the deadline for the receipt of bids set in the Tender File.
29	<p><i>Tenders shall be evaluated on the basis of the following criteria:</i></p> <ul style="list-style-type: none"> ▪ <i>The eliminary criteria specifying the minimum requirements to be met to be admitted to evaluation according to the essential criteria. They must not be the subject of scoring. The non-respect of these criteria shall cause the rejection of the tenderer's offer.</i> <p>They are:</p> <ul style="list-style-type: none"> • <i>Absence, insufficient or non-compliant of bid bond at the opening of bids;</i> • <i>Failure to submit, beyond the 48 (forty-eight) hours deadline after the opening of bids, a document of the administrative file deemed non-compliant or absent (except the bid bond);</i> • <i>False declarations, fraudulent schemes or forged documents;</i> • <i>Failure to comply with four (4) essential criteria out of 6;</i> • <i>Failure to comply with bids submission method and recommended file format;</i> • <i>Absence of a quantified unit price in the financial offer;;</i> • <i>Absence of an element in the financial offer (submission, SUP, BQE);</i> • <i>Absence of integrity charter dated and signed;</i> • <i>Absence of the dated and signed commitment statement to comply with environmental and social clauses;</i> • <i>Non-acceptance of the conditions of the contract.</i> <p style="text-align: center;">15.3 Essential criteria</p> <p>NB: Depending on the specificity of the service, other relevant criteria may be added when preparing the TF.</p> <ul style="list-style-type: none"> ▪ <i>The so-called essential (primordial or key) criteria, which attest to the technical and financial capacity of the candidates to provide the services subject of the tender. These must be determined according to the nature and consistency of the services to be provided.</i> <p>The essential criteria for the qualification of tenderers for information purpose shall focus on the following:</p> <ul style="list-style-type: none"> ▪ presentation of the offer; ▪ tenderer's references; ▪ financial capacity (access to a credit line or other financial resources, turnover, proof of financial solvency); ▪ Qualification and experience of staff; ▪ Logistics means; ▪ Methodology; <p>[The system of grading tenders by awarding marks is banned in favour of the binary method: yes.</p> <p>Criteria and sub-criteria for the detailed evaluation of offers</p> <ul style="list-style-type: none"> ▪ Eliminary criteria <p>The eliminary criteria shall be evaluated based on the following sub-criteria:</p>

References of the GRIT regulations

Description of the provision of the SRIT

No.	Headings	Yes/No
I- Eliminary criteria related to the administrative file		
1	Absence, insufficient or non-compliant bid bond at the opening of bids, issued by a first-rate financial institution authorised by the Ministry of Finance to issue bonds for public contracts. A bid bond not hand endorsed, bearing a fiscal stamp and accompanied by a CDEC receipt be considered to be absent. NB: A bid bond produced but having no connection with the consultation concerned is considered to be absent. A bid bond presented by a bidder during the bid opening session is inadmissible.	Yes/No
2	Non-production after the 48-hour deadline of a document in the administrative file deemed to be non-compliant or absent at the bid opening, (except for the bid bond).	Yes/No
II- Eliminary criteria related to the technical file		
3	Absence of dated and signed integrity charter	Yes/No
4	Absence of the commitment statement to respect environmental clauses	Yes/No
III- Eliminary criteria related to the financial offer		
5	Absence of a quantified unit price in the financial offer.	Yes/No
6	Absence of an element in the financial offer (submission, SUP, BQE)	Yes/No
IV- General eliminary criteria		
7	False declarations, fraudulent schemes or falsification of documents	Yes/No
8	Non-compliance with at least 4 essential criteria out of 6;	Yes/No
9	Non-compliance with bids submission method and recommended file format;	Yes/No
10	Non-acceptance of the conditions of the contract	Yes/No

- **Essential criteria**

The evaluation of the essential criteria or those relating to the qualification of tenderers shall relate, by way of indication to the presentation of the offer.

- **Experience**

- **General experience in works**

Experience in works contracts: Two (02) contracts executed as contractor during the last *five* years preceding the deadline for the submission of offers with a minimum value of 150 million Francs.

References of the GRIT regulations

Description of the provision of the SRIT

- Specific experience in similar works (to those in the invitation to tender)

Having effectively executed satisfactorily and substantially completed, as a contractor or subcontractor, at least 2 number of contracts similar to the works of water supply or maintenance over the last five years with a minimum value of 100 million francs.

The similarity shall relate to the physical size, complexity, methods/technologies or other characteristics.

These references must be accompanied by supporting documents, in this case:

- a) *Copies of the first and last pages of the contract;*
- b) *Provisional or final acceptance report or performance certificate signed by the Project Owner;*

- Personnel:

The candidate must establish that he has the right personnel for the key positions required, including:

Name	Position proposed	Minimum qualification	Year of overall experience	Specific experience in terms of projects	Position occupied for each project

NB: Any public employee listed among the staff and who has not presented all the documents likely to justify his release from the Administration shall not be considered in the evaluation.

If the CV of the same expert appears in more than one tender or if there is a discrepancy between the CVs submitted for the same expert, a request for clarification shall be sent to the expert in order to establish the bidder's tender to be considered for evaluation. In this case the expert in question will not be evaluated in the competing bid and his CV shall be examined provided that the CV produced for the request for clarification is identical to that in the Bid under consideration.

- Equipment

The tenderer must prove that he has the following as own or hired equipment:

No.	Type and characteristics of the equipment	Age / condition	Minimum number required	Owner hired	Year of acquisition	Proof
1						
2						
3						
...						

References of the GRIT regulations	Description of the provision of the SRIT								
	<p style="text-align: center;">N</p> <p><i>[Insert in the table above: (i) the list of the most important equipment required for the execution of the work (ii) the minimum number of each type of equipment required (iii) it may be possible to provide this equipment on a hiring basis, in which case a hiring commitment of the equipment must be signed and legalised by the competent authorities. Where appropriate, provision could be made for the application of a reduction during the evaluation.</i></p> <p>NB: <i>Attach copies, certified by the issuing authorities or any other authorised authority, of the vehicle registration documents for rolling stock and the purchase invoices showing the taxpayer's number of each issuing official for the others, if applicable, accompanied by a signed commitment to hire the equipment.</i></p> <ul style="list-style-type: none"> ▪ <u>Financial capacity</u> <p>Tenderers must present, in particular:</p> <ul style="list-style-type: none"> ▪ A certificate of financial capacity of an amount \geq 190 million CFA Francs issued by an approved bank, ▪ Average annual turnover for the past three (03) of at least 300 million CFA francs. <p>1 <i>The amount entered (financial capacity), normally, should not be less than 30% of the annual turnover or cash flow of the proposed Works contract (based on a projection in equal monthly instalments of the cost estimated by the Project Owner, including contingencies, for the duration of the contract).</i></p> <p>2 <i>The period is normally three years.</i></p> <p>3 <i>In the case of a group, it may be indicated that each member of the group must meet 25 or 30 % of the total amount required and that the representative of a group must meet 50 or 60 % of the total amount required.</i></p> <p>5 <i>The amount of the turnover should not be set too high as to prevent companies with the required technical and financial capacities from meeting the qualification criteria].</i></p> <ul style="list-style-type: none"> ▪ <u>Proof of acceptance of the terms of the contract</u> <p><i>Bidders must submit duly initialled and signed copies, marked "read and approved", of the following administrative and technical documents governing the contract:</i></p> <ul style="list-style-type: none"> ➤ <i>The Special Administrative Clauses (SAC);</i> ➤ <i>The Special Technical Clauses (STC),</i> <p style="text-align: center;">Evaluation grid</p> <p>The number of points that shall be awarded to each criterion and sub-criterion shall be as follows:</p> <table border="1" data-bbox="295 1747 1324 1915"> <tr> <td colspan="2">1- Financial situation</td> </tr> <tr> <td>a. Financial capacity \geq 190 million</td> <td>Yes/No</td> </tr> <tr> <td>b. Average annual turnover for the past three (03) years \geq 175 million FCA francs.</td> <td>Yes/No</td> </tr> <tr> <td>Total A</td> <td>/2</td> </tr> </table> <p>2- Experience</p>	1- Financial situation		a. Financial capacity \geq 190 million	Yes/No	b. Average annual turnover for the past three (03) years \geq 175 million FCA francs.	Yes/No	Total A	/2
1- Financial situation									
a. Financial capacity \geq 190 million	Yes/No								
b. Average annual turnover for the past three (03) years \geq 175 million FCA francs.	Yes/No								
Total A	/2								

References of the GRIT regulations	Description of the provision of the SRIT	
a.	Certified first and last pages of 2 contracts in any domain \geq 150 million. realized within the past 3 years	Yes/No
b.	Certified copies of the reception minutes of the contracts in (a) above.	Yes/No
c.	Certified first and last pages of 2 similar contracts in the required domain \geq 100 million. realized within the past 3 years	Yes/No
d.	Certified copies of the reception minutes of the contracts (c) above	Yes/No
Total B		/4
3- Equipment		
a.	Proof of ownership or hire of a liason vehicle (Pick up 4 x 4 or van) (Hired or owned)	Yes/No
b.	Proof of ownership or hire of borehole driller truck	Yes/No
c.	Proof of ownership or hire of a concrete vibrator	Yes/No
d.	Proof of ownership or hire of an optical level equipment	Yes/No
e.	Proof of ownership or hire of a concrete mixer	Yes/No
f.	Proof of ownership of a plumbing tools	Yes/No
g.	Proof of ownership of a masonry tools	Yes/No
h.	Proof of ownership of a carpentry tools	Yes/No
i.	Minimum laboratory tools (balance, Proctor mould, densitometer with membrane, set of sieve, sand machine, steam cup)	Yes/No
j.	Minimum survey equipment (Total Station or theodolite, staff, canes reflectors, distance meter)	Yes/No
Justify with certified copies of carte grise or receipt of purchase or lease agreement in case of hire + carte grise or receipt of purchase		Yes/No
Total C		/10
4- Personnel		
Site Supervisor (Bac+3 minimum) in civil or hydraulic engineering registered with NOCE		
a.	Attestation of presentation of original of diploma	Yes/No
b.	Certified copy of diploma	Yes/No
c.	Attestation from the NOCE	Yes/No
d.	Experience in building construction and public works (\geq 5yrs)	Yes/No
e.	CV signed and dated	Yes/No
f.	Attestation of engagement with the enterprise	Yes/No
g.	National Identity card	Yes/No
Foreman for main works (HND) in civil or rural engineering*		
a.	attestation of presentation of original of diploma	Yes/No
b.	certified copy of diploma	Yes/No
c.	experience in building construction and public works (\geq 5yrs)	Yes/No
d.	CV signed and dated	Yes/No
e.	National Identity card	Yes/No
Foreman for secondary works (HND) in civil or engineering*		
a.	attestation of presentation of original of diploma	Yes/No
b.	certified copy of diploma	Yes/No
c.	experience in building construction and public works (\geq 3yrs)	Yes/No
d.	CV signed and dated	Yes/No
e.	National Identity card	Yes/No
Surveyor (holder of an HND in surveys)		

References of the GRIT regulations	Description of the provision of the SRIT
32.2(g)	The method for assessing the technical variants is the following: <i>[To be inserted, where appropriate, with reference to the provisions of the Technical Specifications]. (Not applicable)</i>
33.1	National bidders <i>[may or may not]</i> benefit from a margin of national preference during the evaluation. <i>(Not applicable)</i> <i>[If the application of preference to a national contractor plays a role in the award of the Contract, insert here possible additional criteria required by the Project Owner to benefit from this preference].</i>
F- AWARD	
34.1	<i>The Project Owner awards the contract to the bidder whose bid has been found to be substantially compliant with the Tender File and who has the technical and financial capacity to execute the contract satisfactorily and whose bid has been evaluated as the lowest bid after application of the rebates proposed, if any.</i>
34.2	<i>The combination to be applied in case of simultaneous award of several lots is as follows the Project Owner shall take into account the proposed rebates and shall base himself on the combination which is the most economically advantageous for it in order to draw up the list of successful bidders per lot: if not: <i>[specify, if applicable, a method other than the one most economically advantageous for the Project Owner].</i></i>
39.2	The final bond rate is 3% of the amount inclusive of all taxes of the contract. Within twenty (20) days from the date of notification of the contract by the Project Owner, the contracting partner shall provide a final bond in accordance with the model attached to the Tender File. Failure to provide the said bond within the time limits and under the conditions set in Article 28 of the SAC shall expose the bidder to the penalties fixed in Article 37 of the said SAC.
40	Ethical principles Tenders Board chairpersons and members, bidders and other persons involved in the procedure must always observe the strict rules of professional ethics. They must refrain in particular from corruption or any other form of fraudulent schemes. By virtue of these principles, the above expressions are defined as follows: <ul style="list-style-type: none"> (i) Whoever offers, gives, solicits or accepts any form of benefit in order to influence the action of a public employee during the award or execution of a contract shall be guilty of "corruption". (ii) Whoever solicits or accepts several tenders issued by the same bidder under different company names and/or different registration numbers shall be guilty of "corruption". <ul style="list-style-type: none"> ii. Whoever deforms or distorts facts in order to influence the award or execution of a contract or a jobbing order in a manner prejudicial to the Project Owner shall be indulging in "fraudulent schemes. Fraudulent schemes" include in particular any agreement or collusive manoeuvre by bidders (before or after submission of the offer) aimed at artificially maintaining offer prices at levels which do not correspond to those that would result from free and open competition, and thus depriving the Project Owner of related advantages" .

DOCUMENT No.4
SPECIAL ADMINISTRATIVE CLAUSES
(SAC)

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Chapter I: Generalities

Article 1: Subject of the contract

The purpose of this contract is the rehabilitation of the Ndzah water supply scheme in Bamenda III Sub Dub Division.

Article 2: Contract award procedure

This contract shall be awarded through Open National Invitation to Tender N°010/ONIT/BCC/ITB/2026 of 07/05/2026.

Article 3: Duties and security

3.1 Duties (see. Public Contracts Code)

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

- **The Project Owner shall be** the City Mayor of Bamenda City Council. He signs the contract, orders payment of services, ensures the preservation of originals of the documents relating thereto and the transmission of copies to the Authority in charge of Public Contracts and the Public Contracts Regulatory Body and to the Ministry in charge of Public Contracts or its relevant devolved service;
- **The Contract Manager shall be:** the Director of Technical Services in the Bamenda City. He ensures compliance with administrative, technical and financial clauses and contractual time-limits. He is responsible for the general management of the execution of services, he makes all the technical and financial arrangements and represents the Project Owner in the competent dispute arbitration bodies. He provides the Project Owner with general administrative, financial and technical assistance during the definition, development, execution and acceptance stages of the works covered by the contract.
- **The Contract Engineers shall be** a Senior Engineer in the Department of Technical Services and the Divisional Delegate Water and Energy Mezam. They are accredited by the Project Owner to monitor the contract execution under the supervision of the Contracts Manager to whom he reports;
- **The Project Manager** of this contract or the Control mission shall be a consulting firm recruited for the control and supervision of works. Herein after referred to as the Project Manager. He is responsible for defending the interests of the Project Owner at the definition, preparation, execution and acceptance stages of the services under the contract. (Not applicable)
- **The body responsible for external control of public contracts** is the Ministry in charge of public contracts. The Ministry of Public Contracts or its relevant devolved service is responsible for checking that the contract has been properly executed, issuing the required prior approvals and approving the general and final detailed account.
- **The Administration's contracting partner or the contract holder** is the Contractor and is responsible for executing the works under the contract.

3.2. Security

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

- The authority in charge of ordering payments shall be the City Mayor of Bamenda City Council;
- The authority in charge of the clearance of expenses shall be the Director of Technical Services in the Bamenda City;
- The body or official in charge of payment shall be the Municipal Revenue Collector in the Bamenda City Council;
- The official competent to provide information within the context of the execution of this contract shall be the Project Owner (his competent services).

Article 4: Language, applicable laws and regulations

4.1. The language to be used shall be *English or French*.

4.2 The contractor or contract holder undertakes to observe the laws and regulations in force in the Republic of Cameroon, both within his own organisation 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: Standards

5.1 The works under this contract shall comply with the standards laid down in the Special Technical Clauses, and where no applicable standard is mentioned, with the authoritative standard applicable in Cameroon, which standard shall be the most recently approved by the competent authority.

5.2. The contracting partner shall study, carry out and guarantee the work under this contract, taking into consideration the best practice in Cameroon for operations involving similar technology.

Article 6: Constituent documents of the contract

The constituent contractual documents of this contract are complementary and are in order of priority. [To be adapted according to the nature of the work].

1. The tender or commitment letter;
2. The offer of the contracting partner and its appendices in all the provisions not contrary to the Special Administrative Clauses (SAC), the Special Technical Clauses (STC), or the technical clauses of the works, where applicable;
3. The Special Administrative Clauses (SAC);
4. The Special Technical Clauses (STC);
5. The estimate or the Detailed Quantity and Estimates (DQE);
6. The Schedule of Unit Prices (BPU);
7. The sub-detail of prices (SDP);
8. The General Administrative Clauses (GAC) to which it is specifically subject;

9. The execution project/programme, etc. [Insert and indicate, where appropriate, names and references];
10. Any other useful documents (the Minutes of Negotiations, the Technical Specification, the Plans, the Management Strategies and the Environmental, Social, Health and Safety (ESHS) Implementation Plans, the ESHS Code of Conduct, the analysis of the value of the project, if applicable, the execution project/programme, etc.);
11. The integrity charter;
12. The declaration statement to comply with social and environmental clauses.

Article 7- General applicable instruments

This contract is subject to the following general instruments: [non-exhaustive list, to be adapted as appropriate].

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 2019/024 of December 24, 2019 on the General code of Regional and Local Authorities;
4. Law No. 096/12 of 5th August 1996 on the management of the environment;
5. Law No. 2025/012 of 17 December, 2025 on the Finance law of the Republic of Cameroon for the 2026 Financial Year;
6. Law No, 75/15 of 8 December 1975 on compulsory insurance of construction risks;
7. Law No. 2015/018 of 21 December 2015 governing commercial activity in Cameroon;
8. Law No. 92/007 of 14 August 1992 on the Labour Code;
9. Law No. 98/013 of 14th July 1998 on competition;
10. Law No. 2016 /17 of 14 December 2016 on the mining code;
11. Framework law No 2011/012 of 6 May 2011 on Consumer Protection in Cameroon;
12. Decree No. 2013/159 of 15 May, 2013 putting in place a special regime on Administrative Control of Public Finances
13. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code and its texts of application;
14. Decree No. 2018/4992/PM of 21 June, 2018 putting in place the General Rules regulating the maturation of Public Investment projects;
15. Decree No. 2020/375 of 07 July, 2020 on the General Regulations of Public Accounting.
16. Instruments governing the various professional bodies;
17. Decree No. 2001/048 of 23rd February 2001 relating to the Setting up, Organization and Functioning of the Public Contracts Regulatory Agency
18. 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;
19. Decree No. 2012/075 of 8th March 2012 to organise the Ministry in charge of Public Contracts;
20. Order No 212/A/MINMAP of September 28, 2021 organizing the operation of internal structures for the administrative management of Public contracts;
21. Order No. 000007/MINMAP of 01 January..... laying down the procedures for awarding and executing framework agreements

22. Order No. 168/A/MINMAP of August 11, 2021 setting the terms and conditions for the award and execution of design-build contracts;
23. Circular Letter No. 000010/LC/MINMAP/CAB of 22 September 2020, the clarifying the payment documents of the Administrative co-contractors to be submitted for visa prior to the Ministry in charge of Public Procurement
24. Order No. 001/CAB/PR of 19th June 2012 relating to the Award and Control of Execution of Public Contracts;
25. Letter No 00006/LC/PR/MINMAP/CAB of 17 August, 2021 clarifying the control of public procurement and specifying the procedures for its exercise to project owners and delegated project owner's circular.
26. Circular N^o 0001877/C/MINFI of 31/12/2025 on instructions relating to the execution of finance laws, the monitoring and control of the execution of the budget of the state and other public entities, for the 2026 financial year;
27. Circular No. 0001/PR/MINMAP/CAB of 25 April, 2022 relating to the application of the Public Procurement Code
28. The MINCOMMERCE Decree setting the Price List
29. Order No 402/A/MINMAP/CAP of 21 October 2019 setting the nature and threshold of markets reserved for craftsmen, small and medium-sized enterprises, grassroots communities and civil society organisations, and the modalities of their application;
30. Circular letter No. 00000002/LC/MINMAP/CAB of 12 May 2022 relating to the continuity of the public procurement service in the event of a sanction by a Project Owners or members of a commission public procurement in accordance with the provision of articles 195 of the code of public contracts.
31. Unified Technical Documents (DTU) for building works;
32. Applicable standards;
33. Other instruments specific to the domain concerned with the Contract;
34. Circular 000006/LC/MINMAP/CAB of 05/02/2025 guiding the obligation for categorization of enterprise in the building and construction and road works;
35. Decree No 2018/0002/PM of 05/01/2018 fixing the modalities and condition for awarding contracts electronically;
36. Decree No 333/A/MINMAP/CAB of 27/12/2024 outlining the calendar of migration toward the exclusive award of contracts electronically.

Article 8: Communication

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

a) If the contracting partner is the addressee: Dear Sir/Madam: [To be specified] _____

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

b) If the Project Owner is the addressee:

Dear Sir/Madam: [to be specified] _____

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

with a copy sent at the same time to the Contract Manager and to the Engineer.

CHAPTER II: EXECUTION OF WORKS

Article 9: Consistency of the services

The works to be executed under this contract shall include: site installation and mobilization of personnel, the construction of two spring intake and inspection chamber, fencing of storage tank and pressure break tank, the construction of distribution network, catchment area protection, training and equipping management committee and all other works necessary for the good execution of the project

Article 10: Contract execution deadline

10.1 The time limit for the execution of the works subject of this contract shall be five (05) calendar months.

10.2 This time limit shall run from the date of notification of the Administrative Order to commence execution of the works.

10.3 This contract has a single phase.

For contracts with conditional tranches, the period for each tranche, which runs from the date of notification of the administrative order to start work on the tranche considered is: (not applicable)

Article 11: Obligations of the Project Owner

11.1 The Project Owner is responsible for acquiring and making available the site as well as its access, possession, use and access to all other areas reasonably necessary for the proper execution of the Contract. He must provide the Co-contractor with the facilities for access to the project sites. For sites that are far from the Project Owner's head office, transportation costs for accessing them shall be borne by the Contractor.

11.2 The Project Owner shall obtain and at his cost, all permits, authorisations, approvals, and licences from the relevant local, regional or national authorities or government services necessary for the execution of the Contract and which are within the scope of his obligations.

11.3 If the administration's contracting partner so requests, the Project Owner shall do his utmost best, to help him obtain in time and with all due diligence from the local, regional or national administrations or public services, the permits, authorisations and licences required by these bodies for the contractor, his subcontractors or the contractor's or his subcontractors' personnel, as the case may be, to carry out the Contract.

11.4 The Project Owner will protect the contractor against any threats, outrage, violence, assaults, insults or defamation to which he may be victim as a result of or in connection with the performance of his duties.

Article 12: Administrative orders

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

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

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

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

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

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

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

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

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

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

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

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

12.9 The contract may include conditional tranches, the execution of which is subject, for each of them, to the possible lifting of the denunciation clause and to the Contractor being notified, by administrative order, of the Project Owner's decision to continue with the execution of the said tranches. If the Contractor has not been notified of this Administrative Order within the time limit set in Article 14 of this contract, the Project Owner and the Contractor shall be released from this obligation for this conditional phase on expiry of this time limit.

12.10 The administrative order to commence service on the conditional tranche can only be issued once the previous tranche has been completed and provisionally accepted. However, if the condition suspensive to the execution of the conditional tranche is the availability of funding, the notification of the administrative order to commence service shall be issued as soon as proof of the availability of funding is established.

Article 13- Roles and responsibilities of the administration's contracting partner

13.1 The contractor shall ensure the execution of the work under the supervision of the Engineer or the Project Manager (to be specified as appropriate) and fulfil his obligations diligently, efficiently and economically, as described in the Technical Specifications or Technical Clauses, under the supervision of the Engineer and in accordance with this contract, the rules and standards in force in Cameroon and the techniques and practices generally accepted in the field of activity

concerned by the contract. In particular, he is required to carry out (if necessary) the calculations, tests, and analyses, and to determine, select, purchase and supply all the tools, materials and supplies required to carry out the work. The contractor is bound to employ all useful personnel, whether specialised or not.

13.2 The contractor is responsible to the Project Owner for the quality of the materials and supplies used, for their perfect adaptation to the needs of the site, for the convenient execution of the work and for the services and work carried out by the approved sub-contractors. He must comply with the regulation in force in Cameroon concerning compliance with the environment. He must execute all the work specified in the Special Technical Clauses (STC) and the texts and directives mentioned in the said document. In particular, he shall be obliged to produce a worksite plate in accordance with the regulations and to post internal company rules, taking into account environmental and social issues.

13.3 During the term of the contract, the contractor shall not engage directly or indirectly in any professional or contractual activities likely to compromise his independence in relation to the tasks he is assigned.

13.4 In the event of a conflict of interest on the part of a member of the mission team, the contractor must notify the Project Owner in writing and must replace the expert in question who is involved in the project or the contract.

Conflict of interest shall refer to any situation in which the contractor could make direct or indirect profits from a contract awarded by the Project Owner to whom he is consulted or any situation in which he has sufficient personal or financial interests to compromise his impartiality in the discharge of his duties or of such a nature as to adversely affect his judgement.

13.5 The contracting partner is bound by professional secrecy with regard to third parties, concerning information, intelligence and documents gathered or brought to his knowledge during the execution of the contract.

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

When submitting the final report, the contracting partner must return all documents borrowed from the Project Owner.

13.6 The other party and its associates or subcontractors shall refrain during the term of the contract, and at the end of the contract for [six (6) months], from supplying goods, services or utilities to the Project Owner arising from or closely related to the services (with the exception of the execution or continuation of the services).

The contractor must bear all professional expenses and to cover all risks of illness and accident in the context of his mission.

The contractor may not modify the composition of the team proposed in his technical offer without the Project Owner's written approval.

In the case of foreign enterprises, if the Contractor is not resident, he must maintain a duly authorised permanent representative in the Republic of Cameroon during the period of performance of the contract.

Article 14- Conditional tranche contracts *(Not applicable)*

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

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

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

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

Article 15- Contractor's personnel and equipment

15.1. Personnel of the enterprise

The enterprise shall be required to use the personnel proposed in the offer, whose team is composed as follows: *[To be specified]*.

Key personnel for the execution the works:

Project Manager:.....[give name].....

Clerk of the works:.....[give name].....

Other key personnel:.....[give names].....

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

15.2. Replacement of key personnel

Any modification, even partial, to the proposals in the technical offer will only be made after written approval by the Project Owner or the Contract Manager. In the event of a modification, the contractor will have him replaced by personnel of at least equal competence (qualifications and experience) or by equipment of similar performance and in good working order. In any event, the lists of supervisory personnel to be put in place must be submitted for the prior written approval of the Project Owner or the Engineer, as appropriate, within fifteen (15) days following notification of the administrative order to commence service. After this deadline, the lists will be deemed to have been approved.

The Project Owner or the Engineer, as appropriate, shall have five (5) days to notify his opinion in writing to the Contract Manager. The Project Owner reserves the right to refuse approval to a person proposed by the contractor whose qualifications are insufficient.

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

15.3 Withdrawal of personnel (if applicable)

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

15.4 Representative of the contractor

Upon notification of the contract, the contractor designates a natural person to represent him vis-à-vis the Administration in all matters relating to the execution of the project.

The person in charge of the works must have sufficient powers to take the necessary decisions without delay to ensure the smooth running of the project.

15.5 Labour legislation

The Contracting partner shall comply with labour legislation in force in Cameroon including legislation on recruitment, health, security, social protection, Labour intensive approach (HIMO), the quota of local resources to be mobilised.

The Contractor shall provide accommodation, medical assistance, food and sanitary facilities for the personnel living in the contractor's residential area, in compliance with the requirements of the Specifications relating to the Social and Sanitary Conditions of the workforce.

In his relations with his personnel and the personnel of his subcontractors, who will be employed or involved in the performance of the Contract, the Contractor shall observe national holidays, public holidays, holidays for religious events or other customs, and all applicable local laws and regulations relating to labour law.

Except otherwise provided for in the Contract, if the Contractor deems it necessary to carry out work at night or on public holidays in order to meet the Service Levels and Contract completion deadline, and if the Contractor seeks the consent of the Project Owner to do so (if such consent is required), the Project Owner shall not unreasonably refuse such consent.

The Contractor shall be responsible for obtaining all necessary permits and/or visas from the relevant authorities so that all labour and personnel to be employed on the Site may enter and stay legally in Cameroon.

The Contractor shall, at his cost, provide the necessary means for the repatriation of all his personnel and the personnel of his subcontractors working on the Site to the countries where they were respectively recruited for the execution of the Contract, and shall take in charge, at his own cost, their temporary stay there between the date on which they cease to be employed for the execution of the Contract and the date scheduled for their repatriation.

15.6 Material proposed in the offer.

The contractor shall use the appropriate equipment of a standard comparable to the specifications of the TF, in the execution project for the proper execution of the services in compliance with standards.

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

Article 16: Documents to be provided by the contractor

16.1 Work programme, Quality Assurance Plan and others [To be specified].

a) Within a maximum period of fifteen (15) days from the notification of the administrative order to start the works, the administration's contracting partner shall submit, in five (05) copies, for approval *by the Contract Manager after the opinion of the Project Manager (or Engineer)* the works execution schedule, his supply schedule, his draft Quality Assurance Plan (QAP) and his Environmental Management Plan, if applicable.

This programme shall be presented exclusively according to the models provided and shall include:

- The minutes specifying the tasks to be carried out, if applicable;
- The list of works to be subcontracted;
- The description of the modalities to keep traffic, if necessary
- Etc.

Two (2) copies of these documents shall be returned to him/her within ten (10) days of their receipt with:

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

The administration's contracting partner shall then have seven (07) days to submit a new project. The Contract Manager or the Project Manager shall then have a period of five (05) days to give his approval or make possible comments. The time limits for approval of the execution project are suspensive of the execution deadline.

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

The Administration's contracting partner shall constantly update, on the work site, a work planning that takes into account the actual progress of the works. Substantial changes to the contractual programme may only be made after approval by the Contract Manager. After the Contract Manager has approved the execution program, he shall forward it to the Project Owner within five (05) days, without suspending the effect of its execution. However, if significant modifications which alter the objective of the contract or the consistency of the works are noted, the Project Owner shall return the execution programme together with the reservations to be lifted within fifteen (15) days from the date of receipt.

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

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

16.2 Execution project

a. Within a maximum period of twenty-one (21) days from the date of notification of the administrative order to commence works, the Contractor shall submit to the Engineer or the Project Manager, as the case may be, for approval, an execution project in four (04) copies including especially:

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

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

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

Article 17: Provision of documents and site

The Project Owner shall make the works site and its access roads available to the Contractor in due course and as and when the works progress, in accordance with the execution programme.

The reproducible copy of the plans included in the Tender File will be provided by: [the Contract Manager or the Project Manager].

Article 18: Transport, insurance of structures and civil liability

18.1 Packaging for the transportation of equipment and materials

The supplier must take all necessary measures to ensure that the equipment or materials are protected by careful packaging suitable for transport by sea, air, rail or road. The supplier must make every effort to repair any damage caused during transport to the place of delivery.

18.2 Insurance

- a) As soon as the contract is notified, the contractor must take out an insurance policy with one or more approved insurance companies to cover the risks associated with the execution of the services covered by the contract.
- b) The following insurance policies are required under this Contract for the minimum amounts, deductibles, and other minimum conditions within fifteen (15) days of notification of the contract (To be specified according to the list below):

- Third-party liability insurance covering the risk of bodily injury caused to third parties or the risk of death of third parties (including the Project Owner's personnel), the risk of loss or damage occurring during the execution of the work to property during supply or assembly or installations; if applicable;
 - Site all risks Insurance covering loss or damage to the facilities on site, occurring prior to completion of the facilities, with an extended warranty covering the Contractor's liability for loss or damage occurring during the warranty period, for so long as the Contractor remains on site to discharge his obligations during the warranty period.
 - Ten-year liability insurance, where applicable.
 - Other insurance. Any other insurance that may be specifically agreed between the parties to the contract.
- c) In any case, the policy must cover all bodily injury, material and immaterial damage caused to third parties or to the works from the day after it is taken out until final acceptance of the services or ten-year liability, as appropriate.
- d) If the contractor fails to take out and/or maintain the insurances referred to above, the Project Owner may take out such insurances and maintain them in force, and deduct from time to time, from any sums due to the contractor under the contract, any premium paid by the Project Owner to the insurer, or otherwise recover the amount of the premium so paid shall be deemed to be a debt owed by the contractor.
- e) The contractor shall ensure that his sub-contractor(s) take out and maintain in force, to the fullest extent necessary, appropriate insurance policies covering their personnel, their vehicles and the services performed by them under the contract, unless these sub-contractors are covered by the policies taken out by the contractor.

Article 19- Subcontracting

This contract may give rise to subsidiary orders or to have part of the works executed by subcontractors in accordance with the procedures laid down by the Code and the General Administrative Clauses applicable to works, after prior authorisation by the Project Owner.

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

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

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

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

Article 20- Site laboratory and tests

The contractor is bound to have his own laboratory on the site to enable him carry out all identification trials and/or studies on building materials defined in the STC. The personnel and the equipment in this laboratory must be approved by the Project Manager and the Contract Engineer within a period of fourteen (14) days on reception.

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

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

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

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

Article 21: Site logbook and meetings

21.1 Site logbook.

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

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

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

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

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

21.2 Site meetings

In addition to regular site meetings at the behest of the Project Manager, periodic meetings shall hold in the presence of the Contract Manager and the Contract Engineer or their representative. *[Specify frequency]*.

Site meetings shall be marked by minutes and signed by all participants.

Article 22: Use of explosives

The use of explosives is forbidden

Article 23- Documents to be provided prior to technical acceptance

At least ten (10) days before the provisional acceptance of the subsequent contract, the contractor must provide the Project Owner with the following documents *[Specify specific provisions as appropriate]*:

1. Copy of the invoice or detailed account describing the work, indicating its quantities, price and total amount;
2. Notification of acceptance;
3. Copy of the final bond;
4. Copy of insurance, if applicable;
5. Other to be specified.

Article 24: Provisional acceptance

24.1 Preliminary operations to provisional acceptance

Before provisional acceptance, the contractor shall ask the Project Owner in writing, with a copy to the Engineer, to organise a technical inspection prior to acceptance.

This visit includes, among other operations: [List operations].

- a) **The acceptance committee** or a technician appointed for this purpose, carries out quality and quantity checks, (to be specified for contracts with equipment included, as appropriate, either in the manufacturing plants and procedures, test workshops, shops or places where the contractor's services are carried out, test workshops of the State's public structures, or on the Project Owner's or Delegated Project Owner's sites).

These operations are the subject of a report drawn up on the spot and signed by the Project Manager, if applicable, the Engineer and the Contractor.

- b) When these operations are carried out by a technician, he draws up a report proposing acceptance, repair, improvement or rejection, which is sent to the committee for its decision.
- c) **The technical acceptance committee** or the technician assigned to this task must check the qualitative, technical and quantitative conformity of the work.

Regarding technical acceptance, the committee shall take one of the following decisions concerning all or part of the work:

- It accepts the quality and quantity of the work and, in this case, its decision is immediately enforceable;
- It finds that the work does not comply and rejects it. However, in this case, it may accept either that the work be put into conformity or that it should be the subject of a reduction. The Contractor shall be notified of the rejection of the service by registered mail or simple letter against receipt if it has not signed the report reaching this decision.

24.2 Preliminary operations to acceptance

The Contractor must inform the Contract Manager of the date on which he wishes the work to be accepted, no later than fifteen (15) days before the end of the contractual period.

Provisional acceptance shall be pronounced immediately at the end of the execution of the work covered by this contract and after the Pre-Acceptance Operations. After visiting the site, the Committee shall examine the minutes of the pre-acceptance operations and proceed to provisional acceptance of the works if necessary.

For contracts comprising several tranches, the Project Owner shall proceed with the provisional acceptance of the works for the tranche in question. This acceptance shall be a condition for the start of the next conditional tranche.

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

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

24.3 Composition of the acceptance committee

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

- **Chairperson:** The Project Owner or his representative;
- **Rapporteur:** The Contract Engineer from the Bamenda City Council or DD/MINEE - Mezam;
- **Members:**
 - The Secretary General of Bamenda City Council;
 - The Contract Manager or his representative;
 - The Contract Engineer from MINH DU Mezam ;
 - The stores-accountant in Bamenda City Council ;
- **Observer:** The RD MINMAP – NWR or his representative;
- **Guest:** The Contractor;

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

24.4. Partial acceptances *[Indicate if partial acceptances are provided].*

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

24.5. Start of the guarantee period: The guarantee period shall start from the date of provisional reception.

24.6 Taking possession of the works

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

24.7- Rejection

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

The Contractor has fifteen (15) days to submit his observations; after this period, he is deemed to have accepted the decision of the Contract Manager. If the Contractor submits observations, the Contract Manager then has fifteen (15) days to notify a new decision, after receiving the opinion of the Acceptance Committee, if applicable; failing such notification, the Contract Manager is deemed to have accepted the observations of the Contractor.

In the event of rejection, the Contractor is obliged to reimburse the advances and down payments already received.

Article 25- Documents to be provided after execution

The Contractor shall submit to the Contract Manager if applicable or to the Contract Engineer within the thirty days following the date of the provisional acceptance of all the works, the as-built plan.

25.1 Within 30 days after the provisional reception of all the work, the Contractor will submit a dossier of verification with a plan to 1/100e and a report describing the work done.

25.2. The bond of the good execution of works will be released only after the submission of the dossier of verification.

Article 26- Contractual guarantee / maintenance during the guarantee period

26.1 Guarantee period

The duration of the guarantee is one (01) year from the date of provisional acceptance of the works or partial acceptance where applicable (to be specified).

The Contractor guarantees that the equipment delivered (if applicable) in execution of the contract is new and that the work has been carried out conveniently and in accordance with the required standards.

26.2 Maintenance during the guarantee period

During the guarantee period, the contractor shall be bound to carry out, at his own costs and in due time, all the works and repairs necessary to maintain in good condition the structure, that is, ensure within the ten (10) days following the notification of the default by the administration and on the location of employment, the restoration of the structure for the consecutive defaults and repairs to remedy all the disorders caused by poor workmanship that may appear on the structures and equipment as the case may be, and pointed out by the Contract Manager or the Project Manager, as appropriate.

If, after provisional acceptance, the contractor has not complied within fifteen (15) days with the prescriptions of an administrative order concerning possible repairs and refurbishments, the Contract Manager shall have the right to have the repairs executed by his own workers or by another contractor and to collect the amount thereof at the expense of the contractor through deduction on any sums due or to be owed to the latter under the contract.

Article 27- Final acceptance

27.1 Final acceptance shall take place within a maximum period of *[fifteen (15) days]* from the expiry of the guarantee period.

27.2 The Project Manager *[may or may not]* be a member of the committee.

27.3 The composition and procedure for final acceptance are the same as for provisional acceptance.

27.4- The contract is definitively closed under the conditions set out in Article 38 paragraph 4 of these SAC concerning the General and Final detailed Accounts.

Article 28- Legal guarantee

The contractor shall be automatically liable to the Project Owner for ten (10) years from provisional acceptance for damage that undermines the solidity of the structure or affects the structure in one of its constituent parts or one of its equipment elements, making it inadequate for its purpose.

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

CHAPTER IV: FINANCIAL CLAUSES

Article 29- Contract price

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

- Amount EVAT: _____ (___) CFA francs;
- Amount of VAT: _____ (___) CFA francs
- AIR amount: ____ (___) CFA francs
- TSR amount, if any: ----- (___) CFA francs *[Only applicable for contracts with contractors based abroad]*;
- Net to be paid = Net amount with all taxes and duties deducted: ____ (___) CFA francs.

Article 30- Place and method of payment

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

The Project Owner shall pay the sums due by bank transfer in the name of the contractor in the following manner:

[The bank domiciliation must be the same as that of the final bond].

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

Article 31- Guarantees and bonds

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

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

31.1 Final Bond

- a) It shall be constituted by the contract holder and sent to the Contract Manager within a maximum of twenty (20) calendar days from the date of notification of the contract and, in any case, before the first payment.
- b) The amount is set at 3% of the amount of the contract including VAT, increased, where applicable, by the amount of any amendments.
- c) The guarantee shall be expressed in the currency(ies) of the Contract, or in a freely convertible currency satisfactory to the Project Owner, and shall follow one of the models provided in the Tender File, as specified by the Project Owner in
- d) the SAC, or any other document satisfactory to the Project Owner.
- e) The substitution methods of the security are provided for in Article 140 of the Public Contracts Code.
- f) The final bond will be returned consecutively by the Project Owner within a period of one month following the date of provisional acceptance of the works, following a release order issued by the Project Owner at the request of the contractor.
- g) Small- and medium-size enterprises with national share capital and managed by nationals, as well as civil society organizations may, in lieu of security, provide a certified cheque, bank cheque, a legal mortgage or a bond issued by a banking institution or financial body authorized in accordance with the instruments in force

31.2 Start-up advance bond

The Start-up advance is set at a maximum 20% of the amount inclusive of all taxes of the contract guaranteed at 100% by a bank under Cameroonian law or a first-rate approved financial institution in accordance with the regulations in force and the modalities to refund the guarantee.]

31.3 Performance bond (in replacement of retention bond)

[Where the contract has a guarantee or maintenance period, the retention bond shall be set at [10%maximum] of the amount of the contract inclusive of all taxes (IAT), increased, as appropriate, by the amount of the contract amendments].

The retention bond shall be released or the performance bond refunded with effect from the final acceptance of the works after a release order issued by the Project Owner after the expiry of the guarantee period.

Upon expiry of 30 (thirty) calendar days, the bonds shall cease to have any effect; the competent body shall be bound to refund the bonds or release the retention or performance bond upon simple request of the administration's contracting partner; unless the Project Owner has duly notified the contracting partner's guarantor that he has not fulfilled all his obligations.

In this case, the bond commitment may cease to have effect only following a release order issued by the Project Owner

Article 32- Price variation

32.1 The prices are fixed and not revisable

Down payments made to the contractor as advances are not revisable.

32.2 Price updating conditions (not applicable).

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

[Price revision or updating pursuant to the contractual clauses shall not give rise to the signing of a contract amendment].

Article 33- Price revision formulae (Not applicable)

The prices in the unit price schedule are revisable by applying the following formula: [To be specified] *[if yes, Insert the formula and define the parameters and indexes to be applied if applicable].*

For each of the parameters, the index "0" indicates the 'basic value' at the date of the month preceding the month of the opening of the bids. *[To comply with the Public Contracts Code].*

Article 34- Price updating formulae (Not applicable)

The prices in the unit price schedule are revisable by applying the following formula: *[Insert as the case may be, the formula and define the parameters and indexes to be applied if applicable].*

The indexes are, where applicable, those defined for the price revision formulae.

Article 35- Works executed under State supervision

35.1 The contractor shall be bound to make available to the Project Owner, the labour, materials, tools and all the necessary means that may be required to carry out some works under State supervision, provided that the request is made at least eight (8) days in advance and that it is related to the subject of the contract.

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

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

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

Article 36 : Valuing the supplies

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

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

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

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

Article 37- Advances

37.1 The Project Owner *[will or will not]* grant a start-off advance *[not exceeding 20% of the contract amount inclusive of all taxes (IAT)].*

37.2 The start-up advance can be obtained by the administration's contracting partner on simple request addressed to the Project Owner without justification. This advance starts to be reimbursed by deducting a percentage: 20% from each

payment on account once the total amount of work reaches 40% of the contract amount. The payment on account for the start-up advance shall take place after the deposits due have been put in place, in accordance with the provisions of the Public Contracts Code.

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

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

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

Article 38- Payment of works

38.1 Ascertainment of works executed

Before the end of each month, the administration's contracting partner and the Engineer [or the Project Manager, if applicable] shall jointly establish a job cost sheet summarising and fixing the quantities realised and recorded for each item in the list during the month and that may give entitlement to payment.

38.2 Provisional detailed accounts

Provisional detailed accounts must be prepared in seven copies at a frequency of one (01) month.

The Project Manager or the Engineer has a period of five (05) days to transmit to the Contract Manager, the draft detailed account that he has approved.

The Contract Manager on his part has a period of ten (10) days to proceed with the liquidation and its transmission to the accounting officer in charge of payment with a copy to the body in charge of external control.

Copies of the provisional detailed accounts must be sent to the Ministry in charge of Public Contracts and to the body in charge of the regulation of Public Contracts.

The maximum period allowed to the relevant accounting officer for the payment of the advance payments is ninety (90) days from the date of receipt of the detailed accounts transmitted by the Contract Manager.

The amount of the down payment to be paid to the administration's contracting partner, exclusive of VAT, shall be mandated as follows:

- Exclusive of VAT- AIR or TSR] paid directly into the account of the administration's contracting partner;
- VAT at the rate in force;
- [AIR or TSR] paid to the Treasury for AIR or TSR owed by the contractor;

38.3 Final detailed account

After completion of the works and within a maximum of thirty (30) days after the date of provisional acceptance, the contractor shall prepare, on the basis of joint statements the draft final detailed account of the works actually carried out, which shall summarise the total amount of the sums to which he may be entitled as a result of the execution of the contract in full.

This draft final detailed account, once rectified by the Project Manager or the Engineer and accepted by the Contract Manager becomes final. It is used to prepare the down payment for the balance of the contract, established under the same conditions as those defined for preparing the monthly detailed accounts.

38.3.1 *The Contract Manager has a maximum of ten (10) days to notify to the Project Manager the corrected and accepted draft.*

38.3.2 The administration's contracting partner must, within a maximum period of fourteen (14) days following the date of this notification, return the final detailed account signed without or with reservations, or make known the reasons for refusing to sign.

If the contractor signs with reservations or does not sign the final detailed account, the reasons for this refusal or reservation must be expressed by the contractor in a summary document of all the claims for which he is claiming payment, accompanied by the necessary supporting documents, and sent to the Project Manager within the same time limit as above, under pain of foreclosure.

The dispute is then settled in accordance with the provisions of the Public Contracts Code in force and the applicable GAC.

38.4 General and Final detailed account

38.4.1 At the end of the guarantee period, which gives rise to the final acceptance of the works, and within a period of thirty (30) days, the Contract Manager shall prepare the general and final detailed account of the contract and have it signed jointly by the contractor and the Project Owner. This detailed account includes:

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

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

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

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

Article 39- Interests on overdue payments

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

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

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

N = Number of calendar days of delay;

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

Article 40- Penalties

A. Penalties for delay

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

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

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

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

40.3 Irrespective of penalties for contractual time limit overrun, the Contractor shall be liable to the following specific penalties for non-compliance with the provisions of the contract, notably:

- Late submission of the final bond (amount or modalities to be defined);
- Late submission of insurance (amount or modalities to be defined);
- Late submission of the execution project provided that the delay is attributable to the administration's contracting partner (amount or modalities to be defined);
- Others, to be specified by the Project Owner (amount or modalities to be defined).

40.4 In any case, the cumulative amount of the penalties shall not exceed ten percent (10%) of the amount of the initial contract and its amendments, all taxes inclusive, when need be, under risk of termination.

The Project Owner shall decide the deferment of penalties only after the opinion of the body in charge of the regulation of public contracts.

Article 41- Payment in case of a group of enterprises and subcontracting

41.1. In case of several group of enterprises, payments shall be made into the account indicated in the tender either in the name of the group or in the name of the authorised representative [*To be specified as appropriate*].

In the case of a joint group, payments shall be done into the different accounts of the co-contractors in the following manner: [*to be specified if applicable*].

41.2. Any payment on account for services performed by subcontractors shall be subject to the execution of the services provided for in the contract, and accepted subject to proof of payment by the Administration's contracting partner to the subcontractors.

The main enterprise has a maximum deadline of thirty (30) working days from the date of payment of the executed and accepted services bill to make payment to the subcontractor.

In case of non-payment of a subcontractor for services already paid for by the Project Owner, the latter may take coercive measures against the contract holder, including the direct payment of the subcontractor.

Article 42- Tax and customs regulations

The contract shall be liable to the tax and customs regulations in force in the Republic of Cameroon. The contract shall be concluded all taxes inclusive, in accordance with Law No. 2025/012 of 17th December 2025 Finance Law of the Republic of Cameroon for the 2026 financial year and the General Tax Code which define the modalities for the implementation of the Public Contracts tax regime

The tax regime applicable to this contract notably comprises:

- Tax and duties relating to industrial and commercial benefits, including the AIR which constitutes a deduction on corporate tax;
- Registration fees calculated in accordance with the stipulations of the Tax Code;
- Dues and taxes attached to the execution of the services provided for by the contract:
 - Fees and taxes for entry in the Cameroon territory (customs duties, VAT, computer tax);
 - Council dues and taxes;
 - Dues and taxes on the extraction of materials and water.

These elements should be included in the charges the contracting partner incorporates in his intervention costs and constitute one of the elements of the sub-detail of prices tax exclusive.

The price all taxes inclusive (ATI) means VAT included.

Except otherwise stipulated in the contract, the contracting partner shall bear and pay the dues, taxes, duties and charges that are of his responsibility as well as of his subcontractors.

Article 43- Stamp duty and registration of contracts

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

CHAPTER V: MISCELLANEOUS PROVISIONS

Article 44- Termination of the contract

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

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

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

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

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

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

Article 45- Case of force majeure

The contract holder shall not be held responsible for delays caused by a case of force majeure. In such a case, the contract holder shall inform the Project Owner in writing, within ten (10) days of the existence of the force majeure and give the estimation of the resulting delays. Each time a case of force majeure will cause a delay, the contract holder shall be entitled to the extension of deadlines, if the Project Owner deems it is real.
Under this contract, "force majeure" refers to [see below].

Cases of force majeure shall be established in accordance with the provisions of the GAC. The Project Owner shall be the one to appraise the nature of the force majeure and the justifications provided

In case where the Contracting Partner may invoke the case of force majeure resulting from weather conditions, the thresholds below which no claim shall be admitted are the following:

- *Rain: 200 millimetre in 24 hours;*
- *Wind: 40 metres per second;*
- *Flood: the flood of ten-year frequency.*

Article 46- Disputes and litigation

Disputes or litigation arising from the execution of this contract may be settled amicably. Where no amicable solution is found for the dispute, it shall be brought before the competent Cameroon court.

Article 47- Production and dissemination of this contract

Drafting or arranging the contract constituent documents shall be done by the Project Owner. The reproduction cost of ten (10) copies of this contract to be subscribed by the contractor shall be borne by the Project Owner.

Article 48 and last: Validity and entry into force of the contract

This contract shall only become final after it has been signed by the Project Owner. It shall enter into force upon notification to the administration's contracting partner.

DOCUMENT No. 5 SPECIAL TECHNICAL CLAUSES (STC)

GENERALITIES

The contractor in charge of this execution must make careful studies of the working drawings. Visit the site and bring up points not understood to the site supervisor for a clarification before making shop drawings and before setting out is done.

He will proceed to a careful study of the project and make observations and furnished modifications to the Contract Engineer before commencement of work. All supplementary tasks must be verified and signed by the supervisor.

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CHAPTER 1: INTRODUCTION.

These specifications aim at defining the mode of execution of work to be done following the norms and approved standards, according to the documents of the contract.

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

The technical specifications presented herein below define the hydro-geological waterworks and electromechanical engineering works that shall be executed within Bamenda city and the manner in which these works shall be carried out. So the Contractor is expected to read these specifications critically and identify all the articles that are applicable to his job

GENERAL INFORMATION.

Article 1: Subject

The following Technical Specifications Journal (TSJ) concern the works to be carried out for the rehabilitation of the Ndzah Water Supply Scheme in Bamenda III Sub Division (Relaunch under emergency procedure) as well as the setting up of measures to sustain the rehabilitated water scheme.

For every aspect of the project, the volume of work to be executed is indicated in the bill of quantities. The various works to be executed shall conform to the relevant terms of the technical specifications given herein below.

Article 2: Contractor's role.

The Contractor who shall be chosen after this call for tender, shall be responsible to execute all the works outlined here. These include all the phases of the project from site installation and mobilization of personnel, through the construction of two spring intake and inspection chamber, fencing of storage tank and pressure break tank, the construction of distribution network, catchment area protection, training and equipping of management committee and all other works necessary for the good execution of the project and its sustainability.

It should be understood that the provision of a bill of quantities for any project does not absolve the potential Contractor of the necessity to affect a well-planned site visit, at his own expense, to gain complete knowledge of the conditions prevailing on the terrain. This knowledge shall come in handy when preparing the List of Tasks and the Unit Price Schedule. Potential Contractors (or Bidders) shall provide a detailed and sequenced List of Tasks to be effected on each component of the project. Within fifteen (15) days from the date of notification to start work, the Contractor shall provide the Contract Engineer with:

- A detailed plan of the work, showing the scheduling of the various works to be executed in time
- Detailed technical drawing of the works to be realized
- A manpower deployment plan
- A schedule of the delivery of materials to the project site, showing possible delays
- Failure to forward the foregoing documents shall engender the postponement of the reception of project materials, which could result in a punishable overall delay in the execution of the project.

No material shall be used that has not been checked for conformity with the technical specifications by the Contract Engineer.

The Contract Engineer reserves the right to modify the plans and Work schedule provided by the Contractor, which modification shall first be submitted to the Contracting Authority for approval. Under exceptional circumstances, the Contract Engineer may suggest modifications to the technical specifications for any

component of a project to the Contracting Authority, while making sure that the overall cost of the project stays within the limits of the financial bid of the Contractor.

Any modification must be done in writing, with sufficient justification. For this purpose, a numbered page book (the project log book) shall be kept on site in which the Contract Engineer shall write his approved instructions. Both the Contractor, or his representative, and the Contract Engineer shall initial every page of the project logbook

It is therefore obligatory for the Contractor to execute the works in conformity with:

- The Bills of Quantities and Estimates,
- The Special Administrative Clauses
- The Special Technical Clauses stated herein,
- Any other special rules and regulations that may be applicable to his job,
- The work schedule,
- The detailed technical drawings,

Subject to any approved modifications indicated in the project log book by the Contract Engineer, the Contractor shall take note of any omission or discrepancies that may exist in the three documents mentioned in the preceding paragraph, which omission or discrepancies could fundamentally affect the technical or aesthetic quality of the works executed to his detriment, and call the attention of the Contract Engineer who shall remain at his disposal of the Contractor for necessary information and inquiries through the duration of the project.

In this regard, the Contractor shall not absolve himself of the responsibility for poor quality work by citing imprecision, omissions or discrepancies in the technical specifications or modifications thereof indicated in the project log book by the Contract Engineer.

Any works effected without regard for the foregoing instructions or provisions shall be demolished at the expense of the Contractor

Article 3 - Work plan

The Contractor shall execute the work within a deadline of five (05) calendar months as from the date of notification of the service order to start work.

CHAPTER 2: PIPELINE ANALYSIS AND DESIGN

Note: Observing this pipeline analysis table alongside the situation plans and hydraulic profile in the annex, will enhance the understanding of the project design.

Reach		1	2	3	4	5	6	7	8	9	10
Station 1	Station 2	Flow (l/m)	Pipe length (km)	Pipe size	Frictional Factor (m/km)	Head loss	HGL Station 1	Elevation of Station 2	Static Head	HGL at Station 2	Residual Head of Station 2
Intake Structure	Storage tank	144	0.219	φ63mm	14.50	3.1755	1762	1690	72	1758.825	68.8245
New Storage tank	Presbyterian Church / G.S Junction	228	0.456	φ63mm	55.50	25.308	1690	1663	27	1664.692	1.692
Presbyterian Church / G.S Junction	Pressure Break Chamber 1	84	0.28	φ63mm	9.50	2.66	1664.692	1644	20.692	1662.032	18.032
Pressure Break Chamber 1	Pressure Break Chamber 4	60	0.97	φ50mm	15.00	14.55	1644	1598	46	1629.45	31.45
Pressure Break Chamber 4	End of pipeline	12	0.62	φ40mm	2.57	1.5934	1598	1551	47	1596.407	45.4066
Pipeline branch from Presbyterian Church road junction through Mobakop Quarter (Pressure Break Chamber 2 & 3											
Presbyterian Church / G.S Junction	Pressure Break Chamber 3	84	0.366	φ63mm	10.10	3.6966	1664.692	1644	20.692	1660.995	16.9954
Pressure Break Chamber 2	Pressure Break Chamber 3	48	0.378	φ50mm	10.20	3.8556	1644	1598	46	1640.144	42.1444
Pressure Break Chamber 3	Road junction between Pressure Break Chamber 4 & End of pipeline from Market	36	1.308	φ50mm	6.70	8.7636	1598	1560	38	1589.236	29.2364

i. Observations

- The topography of this community is hilly and hence the pipeline hydraulic system has been designed in three pressure sections of 46m and 47m water head.

ii. Recommendations

- The maximum velocity limit in the pipeline network between 0.56 and 0.67 litres per second is recommendable. This will affect taps, valves and other plumbing fittings in the system.

CHAPTER 3: DESCRIPTION OF THE PLANNED PROJECT COMPONENTS.

The project components include:

- Construct two spring catchment, two inspection chambers and one collection chamber
- Construct one 65m³ reservoir tank
- Construct four 1m³ pressure break chambers
- Rehabilitate thirteen Public Standpipes
- Construct six new Public Standpipes
- Construct two Air Release and three washout valve chambers
- Lay 2.824km of pipeline network
- Train Caretaker and Water Management Committee
- Provide maintenance tools

3a) The spring water catchment and inspection chamber shall be carried out with the aim to enable water from the spring source to pass through the inspection chamber, which has been designed to also serve as a silt trap. The intake and dam walls shall be constructed of wet and dry stonemasonry, while the cover shall be of water proof reinforced concrete slab. Measures shall be taken such that water should not feedback into the catchment in future or the spring water flow should not be pressurized. The inspection chamber shall comprise of reinforced concrete raft foundation, walls and roof slab cover. Manhole with locking device shall be provided to facilitate inspection. The concrete mix proportion shall be PC 350kg/m³. Appropriate aggregate shall be used. See design drawing in section 13 for additional details.

3b) The catchment area protection shall involve demarcation of the area and protected zone by the construction of a dead fence with barbed wire and life fence of erythrina cuttings. The Catchment area already has friendly trees and grass that is providing a good vegetational cover for the water source.

3c) The new Water Storage Tanks shall have storage volume of 65m³, giving a total of 82m³ in available storage volume. This constitutes 4m³ for pressure break chambers and the existing 13m³ storage tank. The new tank shall comprise of reinforced concrete raft foundation, reinforced concrete walls and roof slab cover.. Finishes shall include water proof plastering of wall surfaces. The reinforced concrete mixes shall constitute PC 350kg/m³. Additives may be added to the mortar and concrete mixes. These mixes shall also apply for the other tanks, and chambers. See design drawing in section 13 for additional details.

3d) The Pressure Break Chambers shall have the same specifications with the storage tanks. The interior dimensions shall measure 1m squared and 1m high.

3e) The Valve chambers shall be made up of reinforced concrete raft foundation, walls and slab cover. See design drawing in section 13 for additional details.

3f) The pipeline shall have PVC pipes NP 10 and Galvanised Iron pipes. Galvanised Iron pipes shall be laid at stream, gutter or culvert crossings or where the pipe is exposed to the ground surface for some unavoidable reasons. The pipes shall be laid in trenches of at least 80cm deep and 150cm at road crossings.

The maximum allowable gravitational energy in this water system is 0.72N/mm^2 and minimum is 0.46N/mm^2 . It is therefore in this respect that PVC pipes with nominal pressure of 1N/mm^2 has been proposed. See the situation plans in section 11 and the hydraulic profile in section 12 for details.

3g) **Water management committee** shall be trained to manage operation and maintenance activities after the project implementation phase. A user's manual shall be prepared to guide the committee members. Operation and maintenance tools shall also be provided.

CHAPTER 4: ORIGIN AND QUALITY OF GEOMATERIALS AND CEMENT.

4.1 Quality and Quantity of Geomaterials.

The Contractor shall supply all the sand, stones and gravel that may be required for the execution of any component of a project. He shall also be responsible for the excavation and backfilling of the pipeline under the supervision of the Engineer. In that regard, it is obligatory for the potential Contractor (or bidder) to visit the project site, at his own expense, before preparing his bids, in order to verify whether available geo-material are of good quality and of sufficient quantity. He shall make any reservations concerning geo-materials in his bid (Site Visit Report).

4.2 Origin and Quality of Sand

The nature and origin of sand remain subject to the approval of the Supervising Engineer. Sand shall be obtained either from rivers or through crushing of rocks. The sand shall be of high quality. It shall be crunchy, stable, clean and shall be free of dust particles, schistose, gypseous or clayey debris and organic matter. It shall contain neither sulphur compounds no substances that can react with cement or metallic reinforcements. The sand component shall be more than 80% and the very fine constituents, with a dimension not exceeding eighty (80) microns that can be eliminated by settling, should be less than four percent (4%). No grain of sand should have a dimension greater than four (4) millimeters. If deemed necessary by the Supervising Engineer, the sand shall be sieved and washed thoroughly before use.

Moreover, filter grade sand shall have a grain size ranging from 0.8mm to 1.2mm inclusive. Furthermore, it shall be fried in order to eliminate algae zygospores, bacteria and/or bacteria spores, fungi and/or fungal hyphae.

4.3 Origin and Quality of Gravel.

Gravel shall be obtained from deposits or quarries chosen by the contractor and approved by the Supervising Engineer. It shall be clean, without an excess of flat elongated pieces, dust or impurities. Constituents that can be eliminated through settling should be less than 2%. Its grading should be suited to its use. If deemed necessary by the Supervising Engineer, it shall be washed before use.

4.4 Origin and Quality of Stones

Stones shall be obtained from deposits or quarries chosen by the Contractor and approved by the Supervising Engineer. No stone shall have a dimension less than twenty (20) centimeters. Basalts stones, commonly called black stones, are highly recommended, or else stones of other quality, such as un-weathered granites, rhyolites, ignimbrites, etc, duly tested and approved by the Supervising Engineer may also be used.

4.5 Origin and Quality of Cement

Cement shall be of the CPA 325 class and shall be obtained from an approved factory.

CHAPTER 5: CONCRETE WORKS

5.1: Preparation of Concrete

Concrete works shall be of three (3) kinds:

- i) Mass concrete for foundations works; it shall be a mixture of 250kg of cement per m³ of sand and of appropriate thickness.
- ii) Re-enforced concrete for floor and roof slabs and slab covers for storage tanks, valve chambers and interruption chambers; it shall be a mixture of 350kg of cement per m³ of sand and shall be of appropriate thickness.
- iii) Mass concrete for catchment's works; it shall be a mixture of 400kg of cement per m³ of sand.

CHAPTER 6: METHOD OF EXECUTION

6.1 General Information

6.1.1 Security at the Work Site

The Contractor shall place at the entrance to work site signboards in bold letters indicating that work is underway and prohibiting the public and unauthorized persons from entering the work site. He shall be responsible for any accident that may occur on the work site or may be suffered by a third party, his staff and employees or officials of the Administration as a result of their presence on the work site. Organization of work and security on the work site shall therefore be the sole responsibility of the Contractor. Furthermore, the Contractor shall be bound by the labour legislation in Cameroon vis-a vis his workers and the Administration. Moreover, his insurance policy shall cover any damages he could cause to any one during the execution of the job.

6.1.2 Traffic

The Contractor shall be responsible for ensuring that traffic is not obstructed on the entire stretch of his work site throughout the period of work, right up till provisional reception. No obstruction of traffic shall be allowed for more than two hours. Maintenance of traffic flow shall be the responsibility of the Contractor. In case of any breach of contract in this matter, the Supervising Engineer may bring in a third party to correct any shortcomings that may be impeding the traffic flow, and related expenses shall be borne by the Contractor.

Where interference of the traffic flow for a given period is inevitable, the Supervising Engineer shall be informed of the situation at least 7 days in advance, so that he can seek the opinion of local Administrative authorities and get everything arranged beforehand.

In case a deviation has to be used, the contractor shall submit to the Supervising Engineer for approval after consultation with local administrative authorities, the deviation route and his plan for maintaining the deviation throughout the duration of the works that have necessitated the deviation.

6.2 Stone Masonry

Stone masonry shall be aesthetical and in accordance with structure type and civil engineering rules. Binding mortar shall be a mixture of 400kg of cement per m³ of sand, no grain of which shall have a dimension exceeding 4mm.

Mortar containing a mixture of 450kg of cement per m³ of sand shall be used for the finishing of the external joints of non-visible walls of stone masonry

Mortar consisting of a mixture of 500kg of cement per m³ of sand, to which shall be added a quantity of SIKA N° 1 recommended by the manufacturer and approved by the Supervising Engineer, shall be used for waterproofing the interior surfaces of water-retaining structures (storage tanks, interruption chambers, sedimentation basin, filters, etc).

6.3 Pointing and Plastering

6.3.1 Pointing

The joints of all external walls of stone masonry that are visible shall be carefully pointed to give them an aesthetic look. Mortar containing 600kg of cement per m³ of sand shall be used for pointing with a cement paste (1:0) finish

6.3.2 Plastering

Plastering of surfaces in contact with water shall comprise pointing of the mortar joints followed by a 1cm thick layer of spatter dash 1:2 (m625). This shall then be followed by the application of a rendering coat of 2cm thick 1:4 (m300) mixtures and a setting coat 2cm thick 1:2 (m625). The walls shall then be finished with cement paste. Plastering of surfaces not in contact with water, such as chambers for air valves, control valves and washouts shall consist of 1 coat of plaster 1cm thick and a mixture of 1:3 (m400)

6.4 Plumbing Works

By plumbing works include:

- i) Laying of pipes in the trenches
- ii) Construction and installation of chambers for air valves, washouts and control valves
- iii) Installation of branch lines right up to the last plastic before the standpipes.

6.4.1 Pipe Specifications

Pipes should meet the physical characteristics presented in table1 below:

Table 1: Physical Characteristics of pipes

Internal Ø & external Ø (mm)	Thickness (mm)			Socket length (mm)	Nominal service pressure (bars)	Length of pipe (m)
	Minimum	Nominal	Maximum			
21x25	1.9	2.0	2.3	28	10	6
28x32	1.9	2.0	2.3	32	6	6
26.8x32	2.4	2.6	2.9	32	10	6
35x40	2.3	2.5	2.8	40	6	6
33.6x40	3.0	3.2	3.5	40	10	6
43.6x50	3.0	3.2	3.5	50	6	6
42x50	3.7	4.0	4.3	50	10	6
56.6x63	3.0	3.2	3.5	63	6	6
53x63	4.7	5.0	5.4	63	10	6
68.6x75	3.0	3.2	3.5	75	6	6
66.6x75	3.8	4.2	4.5	75	10	6
63.2x75	5.5	5.9	6.3	75	10	6
80.6x90	4.3	4.7	5.0	90	6	6

Tolerances

Ovalization: ± 1mm

Length of pipe: ± 1% => ±6cm

Socket length: ± 0.6mm

6.4.2 Control Tests for Pipes

i) Length

The tolerance for pipe lengths shall be $\pm 1\%$ ($\pm 6\text{cm}$). For every 100 pipes, if the number of pipes not respecting this tolerance is less than 3 i.e. 3%, then the whole lot shall be considered okay, otherwise the Supervising Engineer shall request that as many pipes as possible be tested in the lot.

ii) External Diameter

The tolerance shall be $\pm 0.3\text{mm}$ for pipes of external diameters between 25mm and 50mm, and $\pm 0.4\text{mm}$ for pipes between 63mm and 75mm in external diameter. Before reception, the Supervising Engineer shall verify the external diameters of 15 pipes for every 300 pipes. If 6 or more pipes fail to meet the tolerances prescribed above, he shall reserve the right to reject the whole lot. If 5 pipes fail to meet the tolerance stipulated above, 15 other pipes shall be selected at random from the same lot and verified. If the same results are obtained for 5 pipes, the whole lot shall be rejected.

iii) Thickness

Thickness verification should adhere to the specifications presented in table II below.

Table II: Thickness Verification

No. of pipes in the lot	No. of pipes randomly selected for verification	No of bad pipes X	
		Lot accepted if X max =	Lot rejected if Xmin=
100-199	10	2	3
200-299	15	3	4
300-499	20	3	4
500-899	25	5	6
899-1300	30	6	7
1300-3200	40	8	9

The Supervising Engineer shall carry out thickness verification in accordance with table II above

iv) Socket length

The socket length shall be verified according to agreed norms. The value obtained should have the theoretical value of the diameter of the tube plus 1.3mm. The tolerance shall be 0.6mm.

v) Shrinkage cracks

Shrinkage cracks tests should be carried out according to agreed methods by the Supervising Engineer on a 15-30cm long sample. No shrinkage cracks should occur if the pipe is at 90° to its horizontal axis. If this occurs for 15 samples representing a lot of 100 pipes, the lot shall be rejected.

vi) Internal Pressure

Pipe samples shall be subjected to 1.5 times the service pressure for duration of one hour. If one out of every five samples ruptures, another set of five shall be selected for retest. If the second set respects the specified relation with the service pressure, the set shall be considered satisfactory. Otherwise, either necessary adjustments shall be carried out to meet the required specifications, or the lot shall be rejected.

vii) Impact

This test shall be carried out on three samples, one from each extremity and the third, from the center, all three, one meter long. Perpendicular masses shall be dropped from a height of one meter onto the samples as shown in table III.

Table III: Impact Test Schedule

Pipe diameter	Mass (kg)
25	1
32	1
40	1
50	3.5
63	5
75	7.5
90	7.5

The pipes shall be accepted if, and only if, the percentage of broken pipes in the tested samples does not exceed 40%

viii) Labels

The Contractor shall ensure that all pipes for this project are labeled <H>. The Supervising Engineer shall reject any pipe not labeled as such

The Contractor shall furnish the Supervising Engineer with information (name, address, phone, etc) on the factory being used to procure pipes for any project.

The Contractor shall present to the Supervising Engineer a guarantee certificate from the factory of origin ascertaining that the pipes meet the required standards as described in the forgoing sections. The Contractor shall arrange for free access to the factory for the Supervising Engineer to enable him request, as required, for all factory tests described in the aforementioned sections to be carried out by the manufacturer.

The performance guarantee of works shall cover all defects in pipes, their handling and workmanship.

Fittings Specifications

The fittings required for these works, are presented in Table IV below. Contractors are required to strictly respect these specifications.

All fittings shall be approved by the Supervising Engineer before use. All fittings not conforming to those specified in Table IV shall be rejected. The performance guarantee of work shall cover all defects in fittings, their handling and workmanship.

TABLE IV: SPECIFICATIONS FOR FITTINGS

Description of Goods	Description of Goods
ADAPTOR UNION 25-¾"	NIPPLE 2"
ADAPTOR UNION 32-1"	NIPPLE 2½"
ADAPTOR UNION 40-1 ¼"	PVC ELBOW 63
ADAPTOR UNION 50-1 -½"	PVC RED SOCKET 40-32
ADAPTOR UNION 63-2"	PVC RED SOCKET 50-40
ADAPTOR UNION 75-2½"	PVC RED SOCKET 63-50
AIR VALVES	PVC RED SOCKET 75-50
BALL VALVE 1 ½"	PVC RED SOCKET 75-63
BALL VALVE 2"	PVC TEE 32
DEC VALVE 0¾"	PVC TEE 40
DEC VALVE 1 ¼"	PVC TEE 50
DEC VALVE 1½"	PVC TEE 63
DEC VALVE 2"	PVC TEE 75
DEC VALVE 2½"	PVC VALVE 32
ELBOW 0¾"	PVC VALVE 40
ELBOW 1 ¼"	PVC VALVE 50
ELBOW 1 ½"	PVC VALVE 63

ELBOW 2"
ELBOW 2 1/2"
FLOAT VALVE 63
G.I PIPE 0 3/4"
G.I PIPE 1"
G.I PIPE 1 1/4"
G.I PIPE 1 1/2"
G.I PIPE 2"
G.I PIPE 2 1/2"
G.I SOCKET 0 3/4"
G.I SOCKET 1 1/4"
G.I SOCKET 1 1/2"
G.I SOCKET 2"
G.I TEE 1"
G.I TEE 1 1/4"
G.I TEE 1 1/2"
G.I TEE 2"
G.I TEE 2 1/2"
NIPPLE 0 3/4"
NIPPLE 1"
NIPPLE 1 1/4"
NIPPLE 1 1/2"

PVC VALVE 75
REDUCER G.I. 1"-3/4"
PVC RED SOCKET 75-63
SADLE PIECE 32-1"
SADLE PIECE 40-1
SADLE PIECE 50
SADLE PIECE 50-1"
SADLE PIECE 63
SADLE PIECE 63-1"
SADLE PIECE 75-1"
TAP 0 3/4"
UNION 0 3/4"
UNION 1"
UNION 1 1/4"
UNION 1 1/2"
UNION 2 "
UNION 2 1/2"
NON RETURN VALVE 2"
GEBAJOINT
GLUE 1 kg
HERM (ROLL)
SAND PAPER (ml)

6.5: Piping

6.5.1 Description

This item shall consist of the supply and lying of all pipes, including the installation of accessories like couplings, tees, reducers, etc. etc. to entirely complete this item as per these specifications and plans provided.

6.5.2 Care/Laying of Pipes

The soil in the bottom of the trench shall be lightly scarified before laying the pipes or other hydraulic elements.

During transport, storage, and assembling of piping element care shall be taken to avoid soil and other contamination from entering the system.

Lying of pipes, assembling of pipes and all other works directly related to piping works, shall only be executed during dry weather conditions.

Pipe elements and connecting accessories shall be assembled in such a way that no tension can occur in the separate elements.

Only skilled plumbers shall be employed on any plumbing work.

Pipe joints, reducers, tees, etc shall be connected in conformity with the manufacturer's prescriptions

6.5.3 Method of Determining Quantity of G.I and PVC Piping Laid

The quantity of PVC and G.I piping laid shall be measured per linear meter of laid pipe. Measurements shall be made for each class of pipe and each diameter of pipe separately.

6.5.4 Pipeline Indicators

Concrete indicators shall be implanted along the pipeline at an interval of 50m so as to locate the passage of the one meter (1m) buried pipes.

CHAPTER 7: CONSTRUCTION METHODS

7.1 Setting out of Works

The Contractor shall be responsible for the setting out of all pertinent lines, works, grades, reference points and levels that may be required for the proper and accurate positioning of all the structures on

the work site. The works so set out shall be received by the Supervising Engineer before construction work actually begins

7.2 Excavation of Trenches

Pipe trenches shall be excavated to a depth of at least 60cm and at most 100cm and width of 40cm. The bottom of each trench shall be free of any stones or other materials which could damage the pipes.

7.3 Backfill

The Contractor shall be responsible for all backfill operations. However, such operations shall only be carried out after the dimensions of the trenches have been approved by the Supervising Engineer. After the pipes have been laid in the trenches by qualified plumbers, and the successful hydraulic tests conducted, they shall be carefully covered with soil and rammed in, in soil layers of 20cm thick. The backfilling of pipes crossing motor able roads shall be done in conformity with laid down norms. The compaction requirement for backfill shall be at least 90% of the dry modified optimum proctor density.

CHAPTER 8: EQUIPMENT AND TOOLS

The following equipment will be needed for the works

TRANSPORTATION	SITE HEAVY EQUIPMENT	SITE TOOLS	TOOLS FOR OPERATIVES
At least a 7ton tipper	Concretemixer	Plairs&screwdriver	Trowel
(01) 4x4wd vehicle	Concreteneedlevibrator	Spades	Measuring tape
	Wheel barrows	Shovels	Protective clothing and shoes
		Cutlasses, buckets,	
		Measuringtoolsetc	

DOCUMENT No. 6
UNIT PRICE SCHEDULE FRAMEWORK

Unit price schedule for the rehabilitation of the Ndzah Water Supply Scheme in Bamenda III Sub Division (Relaunch under emergency procedure)				
No	Description	Unit	Unit Price in figures in FCFA	Unit price in words in FCFA
100	Site Installation and Mobilization			
101	Bring and withdrawal personnel and equipment from the project site	LS		
102	Install project sign board	LS		
103	Acquire site office, store and lodging place for personnel	LS		
104	Implant and demolish temporal structures	LS		
200	Construct two spring intakes, two inspection and one collection chambers			
201	Bacteriological analysis	Water sources		
202	Construct two catchments/ inspection chambers, one collection chamber and install fittings/ locking devices			
202.1	Excavate of trenches	m3		
202.2	Place dry stonemasonry/gravel filter pack	m3		
202.3	Gravel filter pack	m3		
202.4	Reinforced concrete intake channel cover	m3		
202.5	Mass concrete dam wall	m3		
202.6	Reinforced concrete intake inspection chamber	m3		
202.7	Formwork	no		
202.8	Plumbing fittings/accessories	no		
203	Fence 20m x 20m area with 60x60mm angle bar posts and barbed wires, spaced at 1.5m and embedded in concrete 200kg/m3.	m		
300	Distribution network			
301	Construct two 65m3 storage tank of reinforced concrete with a control room of block walls			
301.1	Excavation and backfilling	m3		
301.2	Reinforced concrete raft foundation/ roof slab	m3		
301.3	Reinforced concrete tank walls	m3		
301.4	Sand/ Cement block wall control chamber	m2		
301.5	Install metal door	no		
301.6	Install plumbing fittings	Units		
301.7	Supply stainless steel ladder	no		
302	Construct four Break Pressure Chambers (1m3) of reinforced concrete with a control chamber (60cm2 and 60cm high) and install plumbing fittings / locking devices			

302.1	Site clearing & setting out	m2		
302.2	Excavation and backfilling	m3		
302.3	Reinforced concrete raft foundation and roof slab	m3		
302.4	Reinforce concrete chamber walls	m3		
302.5	Formwork / Scaffold	units		
302.6	Plumbing works	units		
303	Fence storage tank and break pressure chamber sites with 60x60mm angle bar posts and barbed wires, spaced at 1.5m and embedded in concrete 200kg/m3.(Dimension of area- 20x20m).	ml		
304	Rehabilitate Public Standpipes with soak-away pits and install plumbing fittings	Units		
305	Construct New Public Standpipes with soak-away pits and install plumbing fittings/locking devices	Units		
306	Construct air release and washout valve chambers, install plumbing fittings and locking devices	Units		
307	Pipeline Network			
307.1	Supply and laying PVC pipes Ø56.6 x 63mm NP10	ml		
307.2	Supply and laying PVC pipes Ø43.6 x 50mm NP10	ml		
307.3	Supply and laying G.I pipes Ø 1 3/4"	ml		
307.4	Excavation and backfilling 40 x 80cm	ml		
307.5	Pipeline indication pillars	no		
400	Catchment Protection			
401	Fence 50m radius of the intake area from intake structure with wooden posts spaced at 1.5m. Fencing tree species shall be planted along the wooden fence	ml		
500	Train and equipped management committee			
501	Train Water Management Committee and Caretaker	days		
502	Purchase didactic materials	Lump sum		
503	Prepare users guides	Lump sum		
504	Supply maintenance tools	Lump sum		

DOCUMENT No. 7
DETAILED QUANTITIES AND COST
ESTIMATES

Bill of quantities and cost estimates for the rehabilitation of the Ndzah Water Supply Scheme in Bamenda III Sub Division (Relaunch under emergency procedure)					
No	Description	Unit	Q'ty	Unit Price	Amount
100	Site Installation and Mobilization				
101	Bring and withdrawal personnel and equipment from the project site	LS	1		
102	Install project sign board	LS	1		
103	Acquire site office, store and lodging place for personnel	LS	1		
104	Implant and demolish temporal structures	LS	1		
Total - 100					
200	Construct two spring intakes, two inspection and one collection chambers				
201	Bacteriological analysis	Water sources	2		
202	Construct two catchments/ inspection chambers, one collection chamber and install fittings/ locking devices				
202.1	Excavate of trenches	m3	298.5		
202.2	Place dry stonemasonry/gravel filter pack	m3	41.9		
202.3	Gravel filter pack	m3	10.8		
202.4	Reinforced concrete intake channel cover	m3	27.9		
202.5	Mass concrete dam wall	m3	58.1		
202.6	Reinforced concrete intake inspection chamber	m3	143.1		
202.7	Formwork	U	2		
202.8	Plumbing fittings/accessories	U	2		
Sub-Total					
203	Fence 20m x 20m area with 60x60mm angle bar posts and barbed wires, spaced at 1.5m and embedded in concrete 200kg/m3.	ml	80		
Total - 200					
300	Distribution network				
301	Construct two 65m3 storage tank of reinforced concrete with a control room of block walls				
301.1	Excavation and backfilling	m3	192		
301.2	Reinforced concrete raft foundation/ roof slab	m3	113.4		
301.3	Reinforced concrete tank walls	m3	140.3		
301.4	Sand/ Cement block wall control chamber	m2	46.7		
301.5	Install metal door	U	2		
301.6	Install plumbing fittings	U	2		
301.7	Supply stainless steel ladder	U	2		
Sub-Total					
302	Construct four Break Pressure Chambers (1m3) of reinforced concrete with a control chamber (60cm2 and 60cm high) and install plumbing fittings / locking devices				
302.1	Site clearing & setting out	m2	108.8		

302.2	Excavation and backfilling	m3	181.2		
302.3	Reinforced concrete raft foundation and roof slab	m3	43.2		
302.4	Reinforce concrete chamber walls	m3	85.6		
302.5	Formwork / Scaffold	U	4		
302.6	Plumbing works	U	4		
Sub -Total					
303	Fence storage tank and break pressure chamber sites with 60x60mm angle bar posts and barbed wires, spaced at 1.5m and embedded in concrete 200kg/m3.(Dimension of area- 20x20m).	ml	240	30,000	7,200,000
304	Rehabilitate Public Standpipes with soak-away pits and install plumbing fittings	U	13		
305	Construct New Public Standpipes with soak-away pits and install plumbing fittings/ locking devices	U	6		
306	Construct air release and washout valve chambers, install plumbing fittings and locking devices	U	5		
307	Pipeline Network				
307.1	Supply and laying PVC pipes Ø56.6 x 63mm NP10	ml	810		
307.2	Supply and laying PVC pipes Ø43.6 x 50mm NP10	ml	214		
307.3	Supply and laying G.I pipes Ø 1 3/4"	ml	24		
307.4	Excavation and backfilling 40 x 80cm	ml	500		
307.5	Pipeline indication pillars	U	10		
Sub- Total					
Total - 300					
400	Catchment Protection				
401	Fence 50m radius of the intake area from intake structure with wooden posts spaced at 1.5m. Fencing tree species shall be planted along the wooden fence	ml	289		
Total - 400					
500	Train and equipped management committee				
501	Train Water Management Committee and Caretaker	days	2		
502	Purchase didactic materials	LS	1		
503	Prepare users guides	LS	1		
504	Supply maintenance tools	LS	1		
Total - 500					
Total cost exclusive of Taxes 100+200+300+400+500					
VAT Taxes (19.25%)					
IR (2.2%)					
Total with all Taxes					
Net Payment					

Date and Signature

DOCUMENT No. 8
FRAMEWORK OF SUB-DETAIL OF PRICES

Model sub-detail of prices

Schedule of sub-detail of prices

DESCRIPTION		<i>Backfill of excavations</i>		
Price No.	Daily output	Total quantity	Unit	Duration of activity (days)
1.5			m ³	1.0
	CATEGORY	Daily wage	days invoiced	Amount
MANPOWER				
			TOTAL A	
	TYPE:	Daily wage	days invoiced	Amount
EQUIPMENT AND MACHINES				
			TOTAL B	
	TYPE:	Unit price	Consumption	Amount
MATERIALS				
			TOTAL C	
D	TOTAL DIRECT COSTS		A+B+C	
E	Site overheads (X%*D)			
F	Head Office overheads (Y%*D)			
G	Actual cost		D+E+F	
H	Risk + Benefit (Z%*G)			
I	TOTAL SALES PRICE TAX EXCLUSIVE		G+H	
J	UNIT SALES PRICE TAX EXCLUSIVE		I/Qty	

DOCUMENT No. 9
CONTRACT MODEL



MINISTRY OF DECENTRALISATION AND LOCAL DEVELOPMENT

BAMENDA CITY COUNCIL

SECRETARIAT GENERAL

DEPARTMENT OF TECHNICAL SERVICES

SERVICE OF PUBLIC CONTRACTS AND PROCUREMENT

CONTRACT N° _____/C/BCC/SG/DTS/SIGAMP/2026 of _____ awarded through Open National Invitation to Tender N°010/ONIT/BCC/ITB/2026 of 07/05//2026 for the rehabilitation of the Ndzah Water Supply Scheme in Bamenda III Sub Division (Relaunch under emergency procedure).

HOLDER: _____
P.O. Box _____, Tel: _____ Fax: _____
Business Register No. _____ Taxpayer's No. _____ RIB (Bank Identity Statement): _____

SUBJECT: The rehabilitation of the Ndzah Water Supply Scheme in Bamenda III Sub Division (Relaunch under emergency procedure).

PLACE: Mendankwe Bamenda I Sub Division

AMOUNT OF CONTRACT IN FCFA:

Total exclusive of all taxes	
VAT (19.25%)	
I.R (2.2%)	
TOTAL inclusive of all taxes	
Net Payment (Total - IR)	

DURATION OF EXECUTION: Five (05) calendar months

FUNDING: Bamenda City Council 2026 Budget, Head:.....

SUBSCRIBED, on
SIGNED, on
NOTIFIED, on
REGISTERED, on

Between:

The Cameroon administration, represented by the City Mayor of Bamenda City Council hereinafter referred to as "the Project Owner"

On the one hand,

And

The company

P.O. Box _____ Tel _____ Fax: _____

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

Represented by Mr/Mrs _____, its Managing Director or his/her representative,
Hereinafter named "**the contracting partner**".

On the other hand,

It has been agreed and approved as follows:

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Part II: Special Technical Clauses (STC)

Part III: Unit Price Schedule (UPS)

Part IV: Detailed Quantity and Estimate (DE)

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

TABLE OF MODELS

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

I, the undersigned,

Nationality:

Domicile:

Duty:

By virtue of my capacity as Managing Director, after taking cognisance of Tender File N° 010/ONIT/BCC/ITB/2026 of 07/052026 for the rehabilitation of the Ndzah Water Supply Scheme in Bamenda III Sub Division (Relaunch under emergency procedure).

Hereby declare the intention of my enterprise _____ to tender for this Call for Tenders.

Done at _____ on _____

Signature, name, and stamp of the bidder

Appendix No. 2: Tender model

I, the undersigned [indicate the name and the capacity of the signatory] representing the....., enterprise or group of enterprises
(8)..... with Head office
at..... registered in the Trade Register
of under No.

Having taken cognisance of all the documents contained or mentioned in the Tender File including the addenda,

No..... [Recall the subject of the invitation to tender]

- Submit and commit myself to deliver the supplies or execute the services in accordance with the Tender File, in return for the prices that I have established myself based on the price and quantity schedules, which prices give the amount of the offer at:

- [in figures and words] CFA francs exclusive of VAT, and at

..... CFA francs all taxes inclusive. [in figures and words]

- I undertake to execute the services within a deadline of..... months

- I further pledge to maintain my offer within the period of..... days [indicate the validity period, in principle 90 days] as from the deadline for the submission of offers.

- I entirely adhere to the integrity charter and the commitment statement to comply with environmental and social clauses attached to this TF.

The rebates offered and the application modalities of the said rebates are as follows:

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

The Project Owner will pay the sums owed under this contract by crediting account number No.

..... opened in the name ofin..... Bank

..... Branch

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

Done in.....

on.....

Signature of.....

In the capacity of.....duly authorised to sign bids for and on behalf of (9)

.....

(8) Delete the unnecessary indication

(9) Attach power of attorney

Appendix No. 3: Bid bond model

Financial body:

Bond reference: No.....

Addressed to *The City Mayor of Bamenda City Council*, hereinafter referred to as "the Project Owner"

Whereas the Service Provider, hereinafter referred to as "the bidder", submitted his offer on the.....for..... [*recall the subject of the Invitation to tender*], hereinafter referred to as "the offer", and to which shall be attached a provisional bond equivalent to [*indicate the amount*] in CFA francs.

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

The conditions of this commitment are as follows:

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

or

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

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

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

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

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

Signed and authenticated by the financial body

at, on

[signature of the financial body]

Appendix No. 4: Final bond model

Financial body:

Bond reference: No.

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

Whereas *[name and address of Supplier or service provider]*, hereinafter referred to as "the Supplier or service provider", committed himself, in execution of the contract referred to as "the Contract", to be executed

[indicate the nature of the supplies and ancillary services]

Whereas it is stipulated in the contract that the Supplier shall entrust to the Project Owner a final bond, of an amount equal to *[indicate the percentage included between 2 and 5 %]* of the amount of the tranche of the corresponding contract, as guarantee of execution of his obligations of proper execution in accordance with the terms of the contract,

Whereas we have agreed to give the Supplier this guarantee,

We,.....*[name and address of the bank]*, represented by *[names of signatories]*, hereinafter referred to as "the financial body", we commit ourselves to pay to the Project Owner, within a maximum deadline of eight (8) weeks, upon simple written request of the latter declaring that the Supplier or service provider has not satisfied his contractual commitments within the meaning of the contract, without being able to differ the payment nor raise any contests for whatever reason, any sum up to the sum of *[in figures and in 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 bid bond and we hereby incline to the notification of any modification, addendum or change.

This final bond shall enter into force as soon as it is signed and upon notification of the contract. The bond shall be released within a deadline of *(indicate the deadline)* from the date of the provisional acceptance of the supplies.

Beyond the deadline referred to above, the bond shall be baseless and should be automatically returned to us without any form of procedure.

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

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

Signed and authenticated by the financial body

at.....,on

[Bank's signature]

Appendix No. 4: Start-up advance bond model

Financial body:

Bond reference: No.

Addressed to *[Indicate the Project Owner]*

[Address of the Project Owner]

Hereinafter referred to as "the Project Owner"

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

Project Owner *[Address of the Project Owner]* ("the beneficiary")

The payment without contest and upon receipt of the first written request by the beneficiary, declaring that
..... *[the holder]* did not fulfil his obligations relating to the reimbursement of the start-off advance
in accordance with the terms of Contract of relating to the
supplies and ancillary services *[indicate the invitation to tender subject and references and the lot, if possible]*, of the
maximum total sum corresponding to the advance of 20% of the amount all taxes inclusive of Contract No.
....., payable upon notification of the corresponding Administrative Order, that
is:..... CFA francs

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

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

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

Signed and authenticated by the financial body

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

[signature of the financial body]

Appendix No. 6: Model of performance bond in replacement of the retention bond

Financial body:

Bond reference: No.

Addressed to *[Indicate the Project Owner]*

[Address of the Project Owner]

Hereinafter referred to as "the Project Owner"

Whereasname and *address of the supplier or service provider*], hereinafter referred to as "the Supplier", commits himself, in execution of the Contract, to deliver the supplies of *[indicate the subject of the services]*

Whereas it is stipulated in the contract that the retention bond set at 10% of the amount of the contract all taxes inclusive may be replaced by a several guarantee,

Whereas we have agreed to provide the Supplier with this surety,

We, *address of the financial body*], represented by*names of the signatories*], and hereinafter referred to as "financial body"

Hence, we hereby affirm that on behalf of the Supplier or Service Provider, we guarantee and are responsible to the Project Owner for a maximum amount of *[in figures and in words]*, corresponding to 10% of the contract price⁽¹⁰⁾

And we commit ourselves to pay the Project Owner within a maximum deadline of eight (8) weeks upon his simple written request declaring that the supplier did not fulfil his contractual obligations or is indebted to the Project Owner within the contract amended if applicable by its amendments, without being able to differ 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 works featuring in the final detailed account), without the Project Owner prove or give the reasons nor the reason for his request of the amount of the sum indicated above.

We hereby agree that no change or addendum or any other modification to the contract shall release us from any obligation incumbent on us by virtue of this surety and we hereby incline to the notification of any modification, addendum or change.

This surety 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 order issued by the Project Owner.

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

This guarantee shall, for purposes of 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 financial body

at.....,on

. [signature of the financial body

⁽¹⁰⁾ Case where the surety is established once works start and covers the total guarantee, that is 10% of the contract.

Appendix No. 7: Tender letter for technical proposal

[Place, date]

To: [Name and address of the Project Owner]

Sir/Madam,

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

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

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

Yours Faithfully,

Signature of the authorised representative

Name and function of the signatory:

Candidate's name:

Address:

Appendix No. 8: Planning schedule model

ACTIVITIES SCHEDULE (WORK PROGRAMME)

A. Specify the nature of the activity

No	DESCRIPTION	Unit	Q'ty	Output	Month 1				Month 2.....				
					W1	W2	W3	W4	W1	W2	W3	W4	
100	Site installation and mobilization												
101	Bring and withdrawal personnel and equipment from the project site	LS	1										
102	Install project sign board	LS	1										
103	Acquire site office, store and lodging place for personnel	LS	1										
104	Implant and demolish temporal structures	LS	1										
200	Construct two spring intakes, two inspection and one collection chambers												
201	Bacteriological analysis	Water sources	2										
202	Construct two catchments/ inspection chambers, one collection chamber and install fittings/ locking devices												
202.1	Excavate of trenches	m3	298.5										
202.2	Place dry stonemasonry/gravel filter pack	m3	41.9										
202.3	Gravel filter pack	m3	10.8										
202.4	Reinforced concrete intake channel cover	m3	27.9										
202.5	Mass concrete dam wall	m3	58.1										
202.6	Reinforced concrete intake inspection chamber	m3	143.1										
202.7	Formwork	U	2										
202.8	Plumbing fittings/accessories	U	2										
203	Fence 20m x 20m area with 60x60mm angle bar posts and barbed wires, spaced at 1.5m and embedded in concrete 200kg/m3.	m1	80										
300	Distribution network												
301	Construct two 65m3 storage tank of reinforced concrete with a control room of block walls												
301.1	Excavation and backfilling	m3	192										
301.2	Reinforced concrete raft foundation/ roof slab	m3	113.4										
301.3	Reinforced concrete tank walls	m3	140.3										
301.4	Sand/ Cement block wall control chamber	m2	46.7										
301.5	Install metal door	U	2										
301.6	Install plumbing fittings	U	2										
301.7	Supply stainless steel ladder	U	2										
302	Construct four Break Pressure Chambers (1m3) of reinforced concrete with a control chamber (60cm2)												

	and 60cm high) and install plumbing fittings / locking devices																			
302.1	Site clearing & setting out	m2	108.8																	
302.2	Excavation and backfilling	m3	181.2																	
302.3	Reinforced concrete raft foundation and roof slab	m3	43.2																	
302.4	Reinforce concrete chamber walls	m3	85.6																	
302.5	Formwork / Scaffold	LS	1																	
302.6	Plumbing works	LS	1																	
303	Fence storage tank and break pressure chamber sites with 60x60mm angle bar posts and barbed wires, spaced at 1.5m and embedded in concrete 200kg/m3 (Dimension of area-20x20m).	ml	240																	
304	Rehabilitate Public Standpipes with soak-away pits and install plumbing fittings	U	13																	
305	Construct New Public Standpipes with soak-away pits and install plumbing fittings/locking devices	U	6																	
306	Construct air release and washout valve chambers, install plumbing fittings and locking devices	U	5																	
307	Pipeline Network																			
307.1	Supply and laying PVC pipes Ø56.6 x 63mm NP10	ml	810																	
307.2	Supply and laying PVC pipes Ø43.6 x 50mm NP10	ml	214																	
307.3	Supply and laying G.I pipes Ø 1 3/4"	ml	24																	
307.4	Excavation and backfilling 40 x 80cm	ml	500																	
307.5	Pipeline indication pillars	U	10																	
400	Catchment Protection																			
401	Fence 50m radius of the intake area from intake structure with wooden posts spaced at 1.5m. Fencing tree species shall be planted along the wooden fence	ml	289																	
500	Train and equipped management committee																			
501	Train Water Management Committee and Caretaker	days	2																	
502	Purchase didactic materials	LS	1																	
503	Prepare users guides	LS	1																	
504	Supply maintenance tools	LS	1																	

APPENDIX No.9: MODEL LIST OF THE STAFF TO BE MOBILISED

1. Key technical/management personnel

Name	Proposed function	Minimum qualification	Years of General experience	Years of specific experience in terms of similar projects executed	Position or function occupied for each project

2. Support staff (head office and local)

Name	Specialisation	Position	Year of experience	Duties

APPENDIX No.10:

MODEL OF SHEET FOR SERVICES LIKELY
TO BE SUB-CONTRACTED / ORDERED

No.	Description of the Supplies	Quantity (Number of units)
	<i>[Insert the description of the Supplies]</i>	<i>[insert the quantity of items to be supplied]</i>

Service No.	Description of service	Unit of measurement
<i>[insert the number of Service]</i>	<i>[insert the description of service]</i>	<i>[unit of measurement]</i>

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

Position:
..... Candidate's name:

Employee's name:
..... Profession:
..... Certificates:

..... Date of birth:
..... Number of years of
employment by the candidate : Nationality: Affiliation
to associations / professional groups :

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

Main qualifications:

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

.....
.....

Training:

[In about one quarter page, summarise university studies and other specialised studies of the employee, indicating the names and addresses of schools or universities attended, with dates of attendance as well as the certificates obtained.]

Attached documents:

- Certified true copy of the highest certificate and eventually an attestation of professional trade
- Attestation of availability

.....
.....

Work experience:

[In about two pages, list the jobs executed by the employee since the end of studies by inversed chronological order, beginning by the present position. For each, indicate the dates, name of employer, title of the position occupied and the place of work. For the last ten years, specify in addition, the type of activity carried out, and, if applicable, the name of customers likely to provide references.]

.....
.....

Computer knowledge:

[Indicate knowledge level]

.....
.....

Languages:

[Indicate, for each, knowledge level: poor/average/ good/excellent, with regard to the language read/written/ spoken.]

.....
.....

Attestation:

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

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

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

Day/month/year

Name of employee:

Name of the authosised representative:

APPENDIX No.12: CANDIDATE'S REFERENCES

Services rendered during the last [indicate the number from 1 to 5] years that better illustrate your qualifications
 Using the form below, indicate the information requested for each pertinent mission that your company /institution has got by contract, as a company alone, or as one of the main partners of a group.

Name of Mission:	Country:
Place:	Specialised personnel provided by your company /institution (profiles) :
Name of Client:	Number of employees having participated in the Mission:
Address:	Number of months of work;
	Duration of the Mission:
Start-UP date: Date of completion:	Approximate value of services
Name of associated/possible partner service providers:	Number of months of work of specialists provided by the associated service providers:
Name and functions of officials (Project Director /Coordinator, Team Official):	
Description of the project:	
Description of the services effectively rendered by your personnel:	

Name of candidate:

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

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

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

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

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

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

APPENDIX No.14: MODEL OF INFORMATION SHEET RELATING TO ESSENTIAL EQUIPMENT, IF APPLICABLE

No.	Description and characteristics of equipment	Age / Condition	Minimum number required (column to be filled by the PO/DPO)	Owner/hiring	Year of acquisition	Justification
1						
2						
...						
N						

[Insert in the table above: (i) the list of equipment and tools required for the execution of services (ii) minimum number required for each type of equipment (iii) it may be envisaged, the provision of equipment by hiring, in which case, you should present a hiring commitment of the equipment signed and legalised by the relevant government services.]

Note: For each equipment, attach the certified copy of the bill or registration document, if applicable

APPENDIX No.15: MODEL OF SITE VISIT SWORN STATEMENT

I, the undersigned Mr. _____

Representative of _____ Enterprise

Acknowledge that I visited this day _____ of the month of _____ of the year _____

Accompanied by Mr. _____

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

For which my enterprise intends to bid.

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

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

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

Done at, on

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

DOCUMENT No.11
INTEGRITY CHARTER

Note on the Integrity Charter

The tenderer undertakes to respect the integrity charter. In the case of a group of enterprises, all members of the group are committed to the charter; all its members must subscribe to this charter.

INTEGRITY CHARTER

TITLE OF THE INVITATION TO TENDER: _____

[to be specified when preparing the TF]

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

TO

THE "PROJECT OWNER"

- 1 We acknowledge and testify that we are not, and that none of our group members and subcontractors are, in any of the following cases:
 - 1.1) be in a state of or have been the subject of bankruptcy, liquidation, judicial settlement, cessation of activity or any similar situation resulting from a procedure of the same nature;
 - 1.2) be included in the lists of financial sanctions adopted by the United Nations and any other Technical and Financial Partner, in connection with the award or execution of a contract;
 - 1.3) having produced false information or provided forged documents required in the context of this consultation.

- 2 We testify that we are not, and that none of the members of our consortium and our subcontractors are, in any of the following conflict of interest situations:
 - 2.1) Shareholder controlling the Project Owner or subsidiary controlled by the Project Owner, unless the resulting dispute has been brought to the attention of the Authority in charge of public contracts and resolved to his satisfaction;
 - 2.2) have a business or family relationship with a member of the Project Owner's services involved in the contract award process or in the control of the resulting contract, unless the resulting conflict has been brought to the attention of the Authority in charge of public contracts and resolved to his satisfaction;
 - 2.3) control or be controlled by another bidder, be under the control of the same company as another bidder, receive from another bidder or award to another bidder directly or indirectly any subsidies, have the same legal representative as another bidder, have direct or indirect contacts with another bidder that enable us to have and give access to information contained in our respective bids, to influence them, or to influence the decisions of the Project Owner;
 - 2.4) be engaged for an advice assignment which, by its nature, may be incompatible with our obligations vis-à-vis the Project Owner;
 - 2.5) in the case of a procedure for the award of a works or supply contract:

- i) prepared ourselves or were associated with a consultant who prepared specifications, plans, calculations and other documents used in the competitive bidding process under consideration;
- ii) be ourselves or one of the firms with which we are affiliated, engaged, or to be engaged, by the Project Owner to carry out supervision or control of the works under the Contract.

3 If we are a public institution or a public enterprise, we testify that we are legally and financially autonomous and that we are managed according to the rules of private accounting, and that we are not under the supervision of the Project Owner or the relevant Delegated Project Owner, unless expressly authorised by the Authority in charge of Public Contracts

4 We undertake to inform the Project Owner without delay, who will inform the Authority in charge of Public Contracts, of any change in the situation with regard to points 1 to 3 above.

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

- 5.1) We have not and will not commit any unorthodox manoeuvres (actions or omissions) intended to deliberately deceive others, intentionally conceal matters from them, surprise or vitiate their consent or cause them to circumvent legal or regulatory obligations and/or violate their internal rules in order to obtain an illegitimate benefit.
- 5.2) We have not and will not commit any unorthodox manoeuvres (actions or omissions) contrary to our legal or regulatory obligations and/or violate its internal rules in order to obtain an illegitimate benefit.
- 5.3) We have not promised, offered or granted, and will not promise, offer or grant, directly or indirectly, to (i) any person holding a legislative, executive, administrative or judicial mandate in the State, whether appointed or elected, whether permanent or not, whether paid or unpaid, and at any level (ii) any other person who discharges a public function, including for a public body or public enterprise, or provides a public service, or (iii) any other person defined as a public official in the State, an undue advantage of any kind, for himself or herself or for another person or entity, in order that he or she may perform or refrain from performing any act in the exercise of his or her official functions.
- 5.4) We have not promised, offered or granted, and will not promise, offer or grant, directly or indirectly, to any person who manages a private sector entity or works for such entity, in any capacity, an undue advantage of any kind, for himself or herself or for another person or entity, in order that he or she may perform or refrain from performing any act in violation of his or her legal contractual or professional obligations.
- 5.5) We have not promised or given, and will not promise, to the Project Owner, his staff, the Chairpersons or the Actors in charge of the control of the execution of the contract that may result from the consultation, any undue advantage of any kind that might influence their objectivity.

5.6) We have not promised, offered or granted, and will not promise, to the Project Owner, his staff, or the Chairpersons and members of Tenders and Control Boards and bid evaluation sub-Committees, any undue advantage of any kind that might influence the contract award process.

5.7) We shall refrain from, and we promise to refrain from, any collusive and anti-competitive action or practice the object or effect of which is to prevent, restrict or distort competition, including by tending to maintain bid prices artificially at levels not corresponding to those which would result from competition, or to restrict access to the Contract or the free exercise of competition by other enterprises.

6 Ourselves, the members of our group and our subcontractors authorise the Project Owner and the Tenders and Control Boards to examine the documents and accounting documents relating to the award and execution of the Contract and to submit them for verification by ARMP or any other State control body.

7 If we fail to comply with the rules governing this charter, we acknowledge that we are liable to the sanctions provided for by the laws and regulations in force.

Name: _____

Signature:

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

Dated _____

DOCUMENT No.12

**COMMITMENT STATEMENT TO COMPLY WITH
SOCIAL AND ENVIRONMENTAL CLAUSES**

Commitment statement to comply with environmental and social clauses

TITLE OF THE INVITATION TO TENDER: _____

[to be specified when preparing the TF]

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

**TO
THE "PROJECT OWNER"**

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

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

Name: _____

Signature: _____

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

Dated _____

DOCUMENT No. 13
VISA OF MATURITY OR PROOF
OF PRELIMINARY STUDIES

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

1. Find attached the feasibility.

2. some information on the studies:

2.1. Done on the 31st July 2025

2.2. By Mr Yuungsi Emmanuel, Individual Consultant;

2.3. Tel. 672 64 50 88; email: ewayun@yahoo.com ;

2.4. interview, None;

2.5 Description of the studies: Feasibility studies for the rehabilitation of the Ndzah Water Supply Scheme in Bamenda III Sub Division (Relaunch under emergency procedure).

DOCUMENT No. 14

**LIST OF INSTITUTIONS AUTHORISED TO ISSUE BONDS
FOR PUBLIC CONTRACTS**

I- BANKS:

1. Afriland First Bank;
2. Banque Atlantique;
3. Banque Gabonaise pour le Financement International (BGFI BANK);
4. Banque Internationale du Cameroun pour l'Epargne et le Cr dit;
5. CITI Bank;
6. Commercial Bank of Cameroon;
7. Ecobank;
8. National Financial Credit Bank;
9. Soci t  Camerounaise de Banque au Cameroun;
10. Soci t  G n rale de Banque au Cameroun;
11. Standard Chartered Bank Cameroon;
12. Union Bank of Cameroon;
13. United Bank for Africa;
14. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), P.O. Box: 12962 Yaound ;
15. Bank Of Africa Cameroun (BOA Cameroun), P.O. Box: 4593 Douala;
16. Cr dit Communautaire d'Afrique- (CCA-Bank) P O Box 30 338 Yaounde;
17. Credit Communautaire d'Afrique – Bank (CCA – Bank), P.O.Box :30 388, Yaound ;
18. La regionale Bank, P.O.Box : 30 145 Yaound , T l : (+237) 222 22 02 39.

II- Insurance companies:

1. Chanas assurances;
2. Activa Assurances
3. Atlantique Assurances S .A., .P O Box. 2933 Douala ;
4. Z nithe Insurance S.A. ;
5. Pro-Assur S.A ;
6. Ar a Assurances S.A, P.O.Box . 1531 Douala ;
7. B n ficial General Insurance S .A., P.O. Box. 2328 Douala ;
8. CPA S.A., P.O.Box. 54Douala ;
9. NSIA Assurances S.A., .P.O.Box 2759 Douala ;
10. SAAR S.A., .P.O. Box 1011 Douala ;
11. Saham Assurances S.A., .P. O.Box 11315 Douala

N.B.: Since this list changes; the Project Owner shall ensure that, when preparing the TF that it is the latest list from the Minister of Finance.

DOCUMENT No. 15
ONLINE BIDDING PROCEDURE



ONLINE SUBMISSION PROCEDURE

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

Step 1: Company registration on the COLEPS platform

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

Step 2: Acquiring the Electronic Certificate

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

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

Step 3: Registering the Electronic Certificate on COLEPS

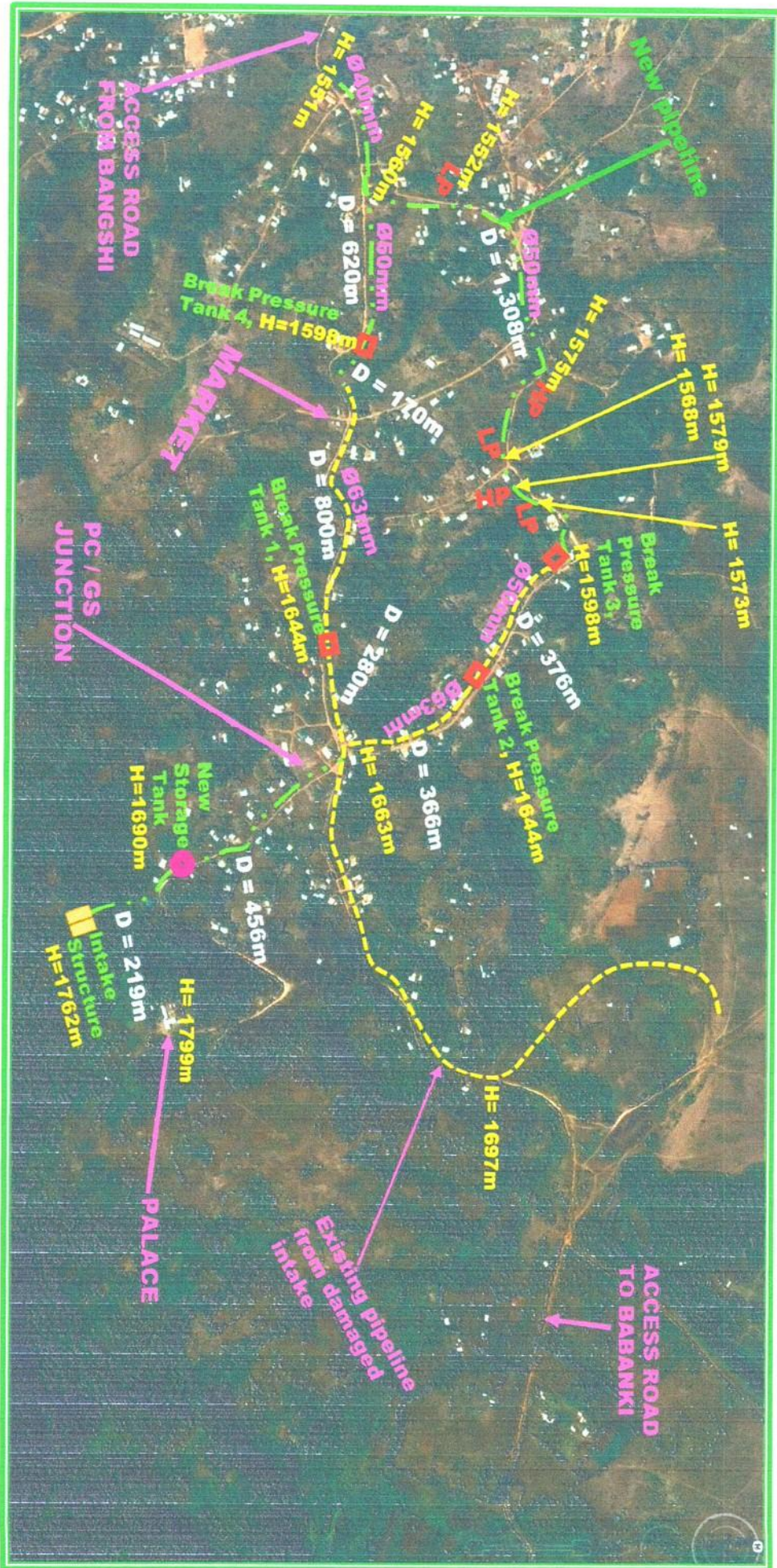
- Log on to COLEPS at <https://www.marchespublics.cm> or <https://www.publicscontratcs.cm>;
- Go to the "Bidders Registration" tab, then the "New Registration / Additional Certificate" section.; identify the company using the trade register, then add the certificate after filling in the form carefully.

Technical assistance

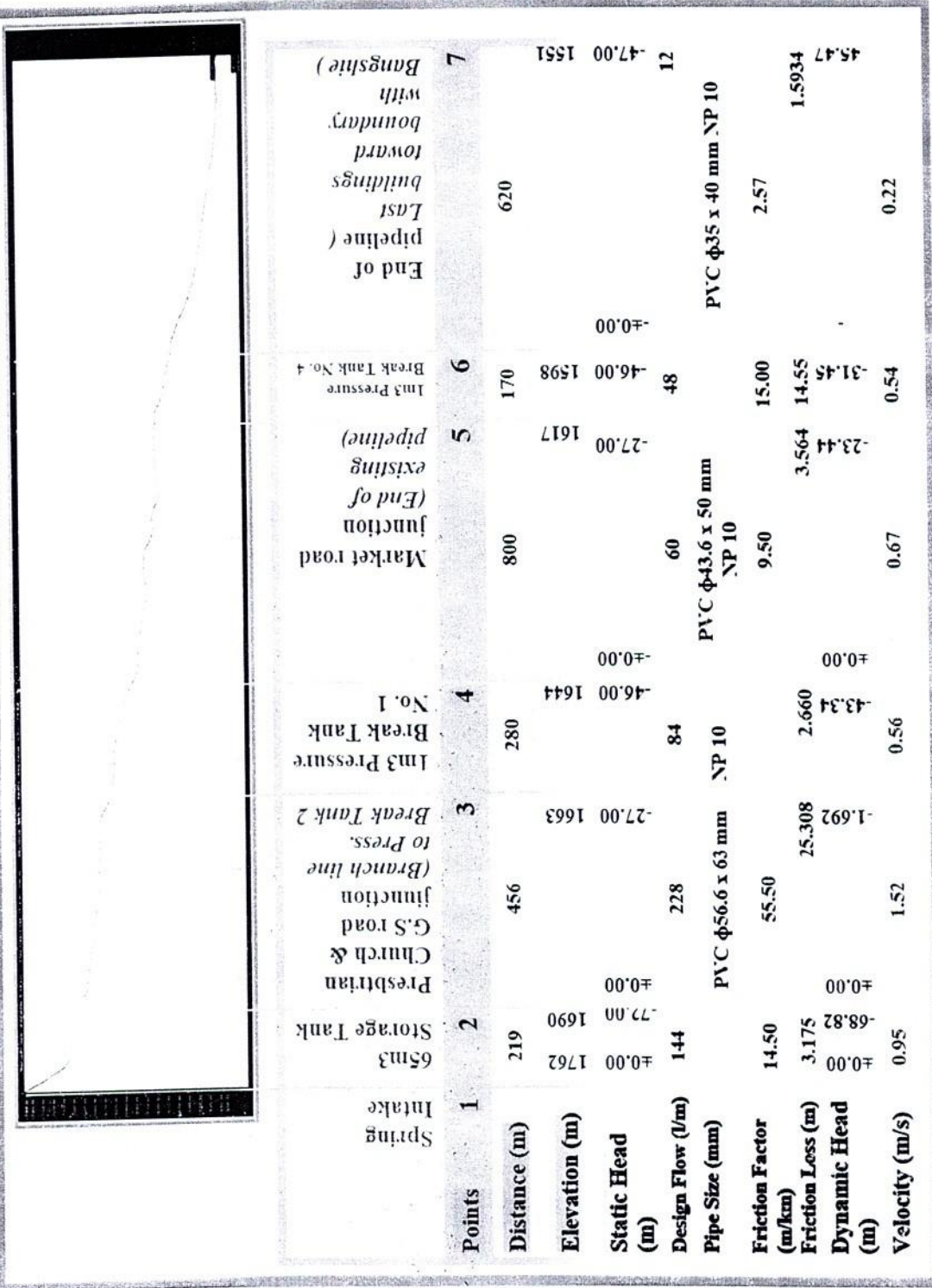
For technical assistance, in the event of a problem occurred while using the platform, please call (+237) 222 238 155 / 222 237 084/677 006 110 or send an e-mail to dsi@minmap.cm.

ANNEX

1. Situation Plan

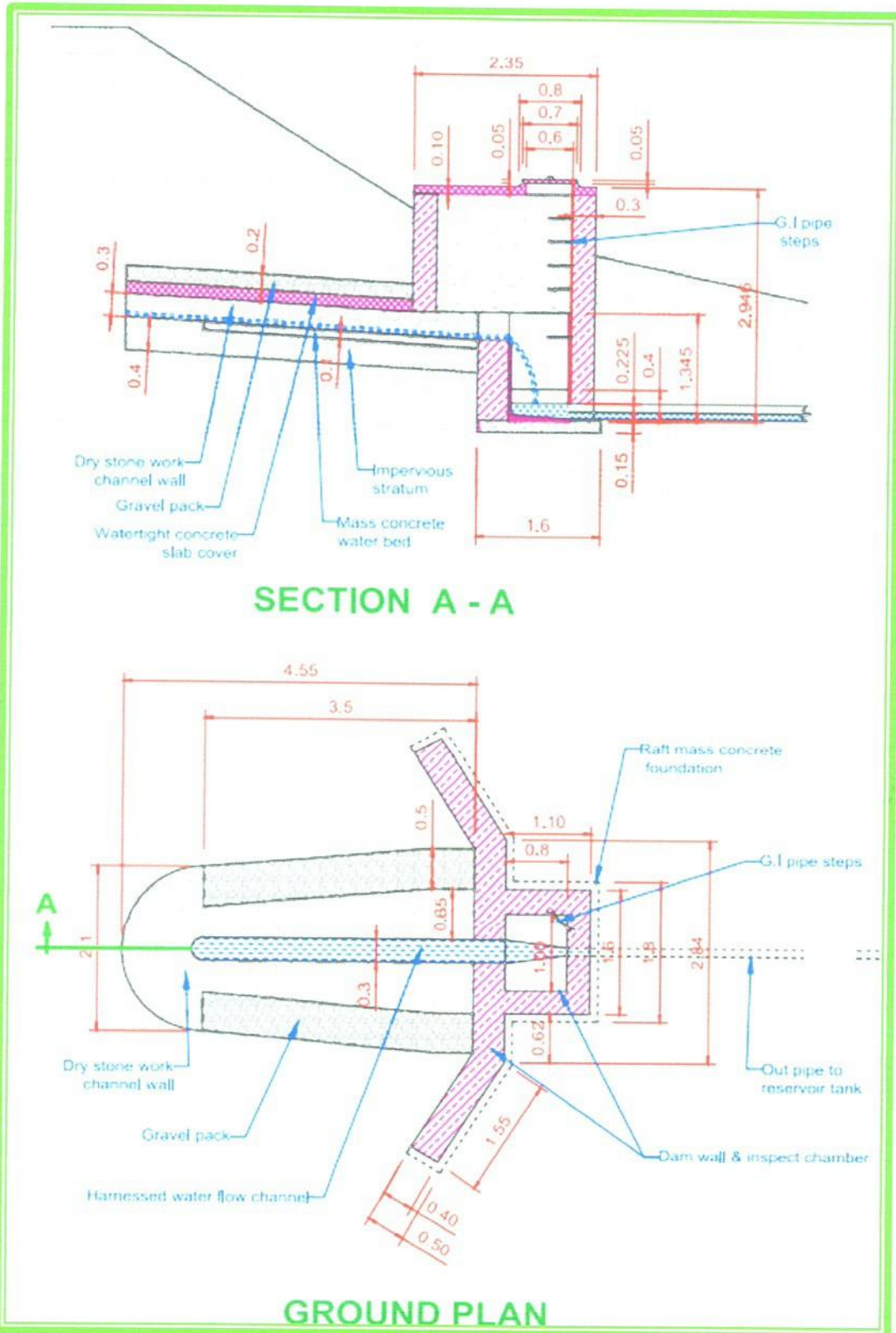


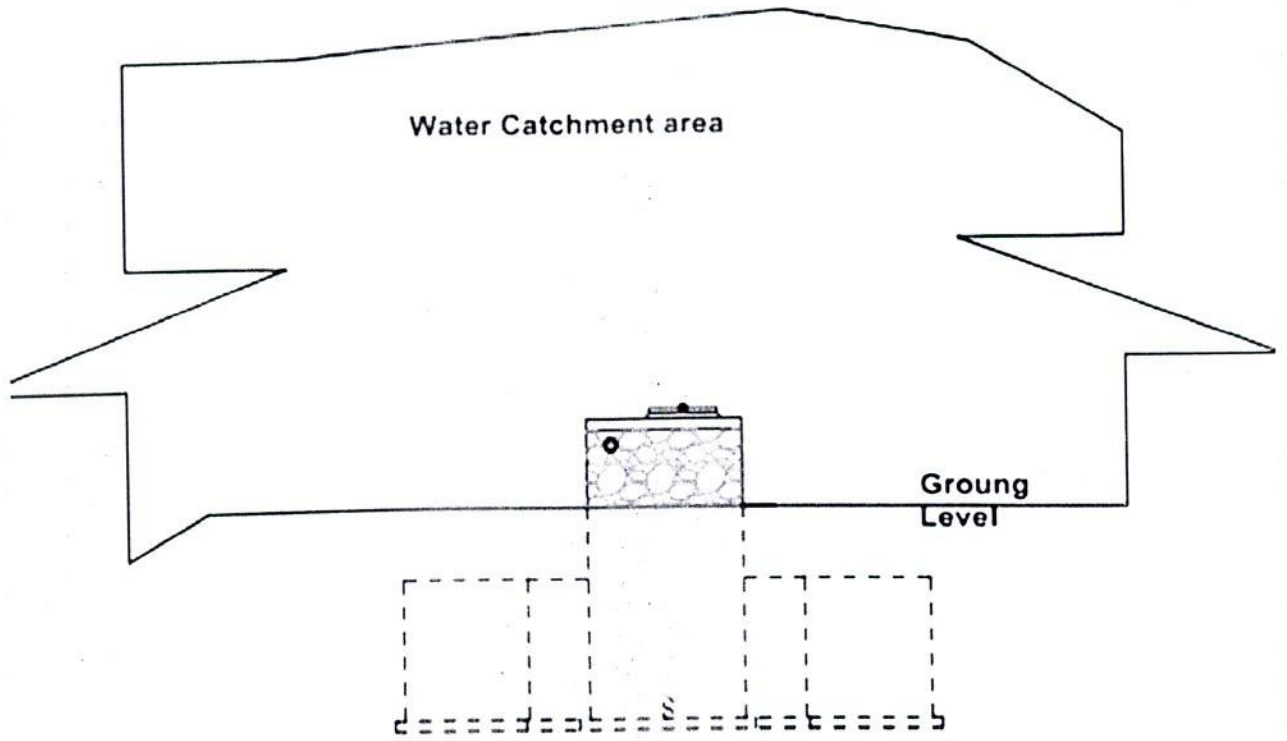
2. Hydraulic Profile



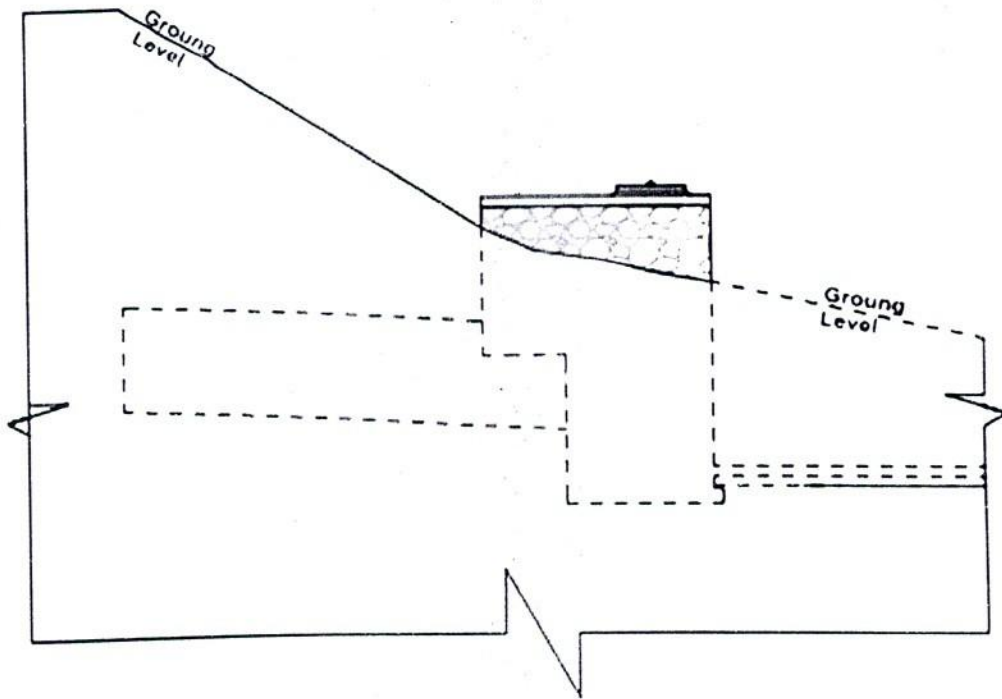
3. Design Drawings

3.1. Water Catchment Structure



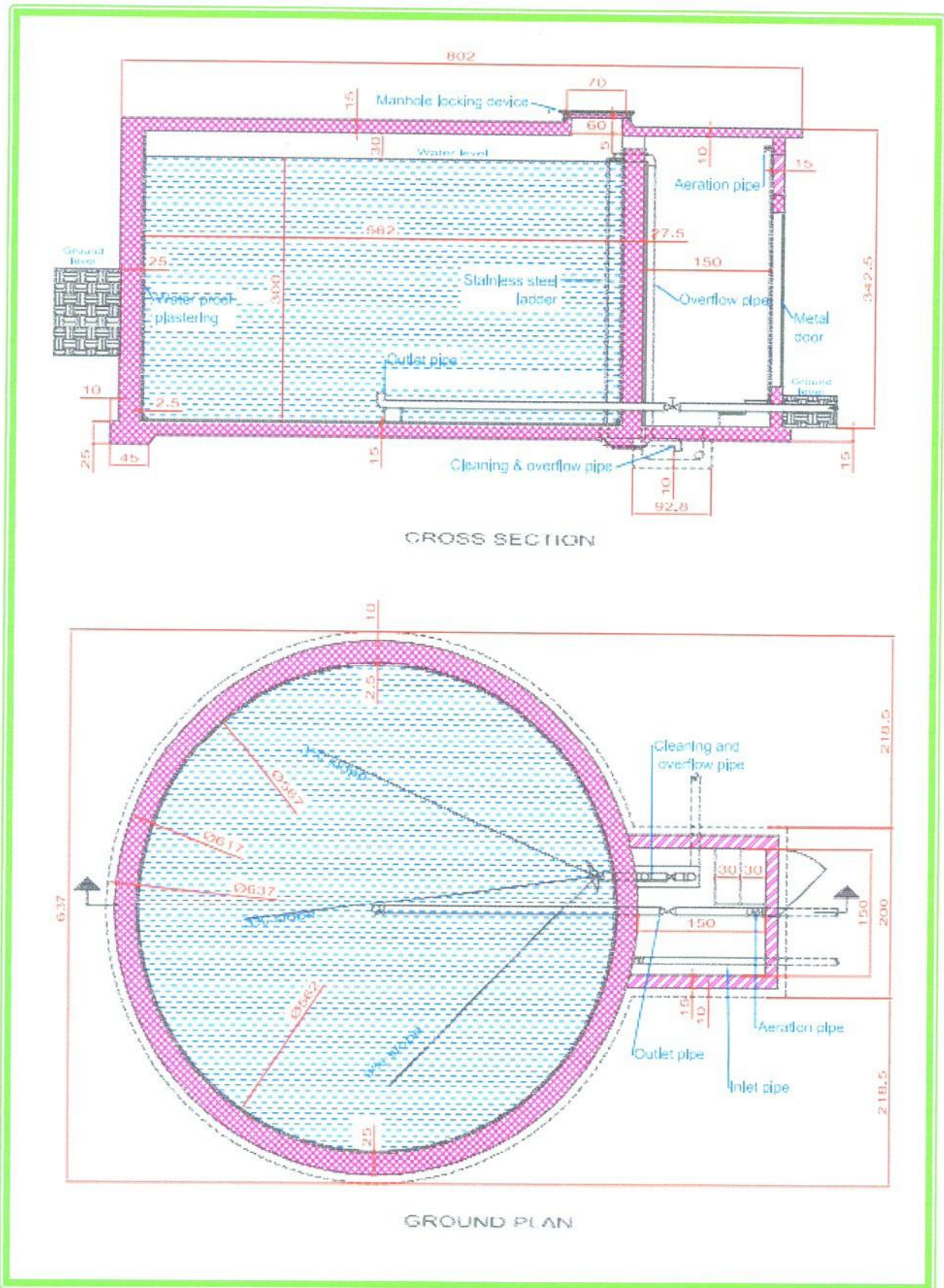


FRONT VIEW

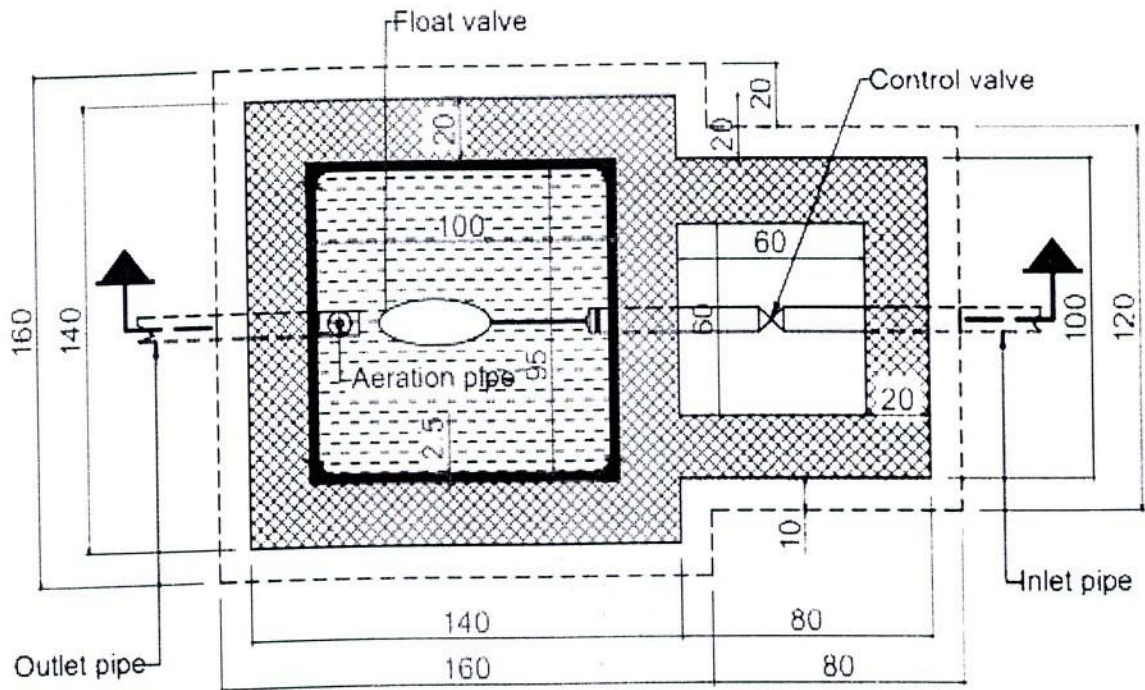


SIDE VIEW

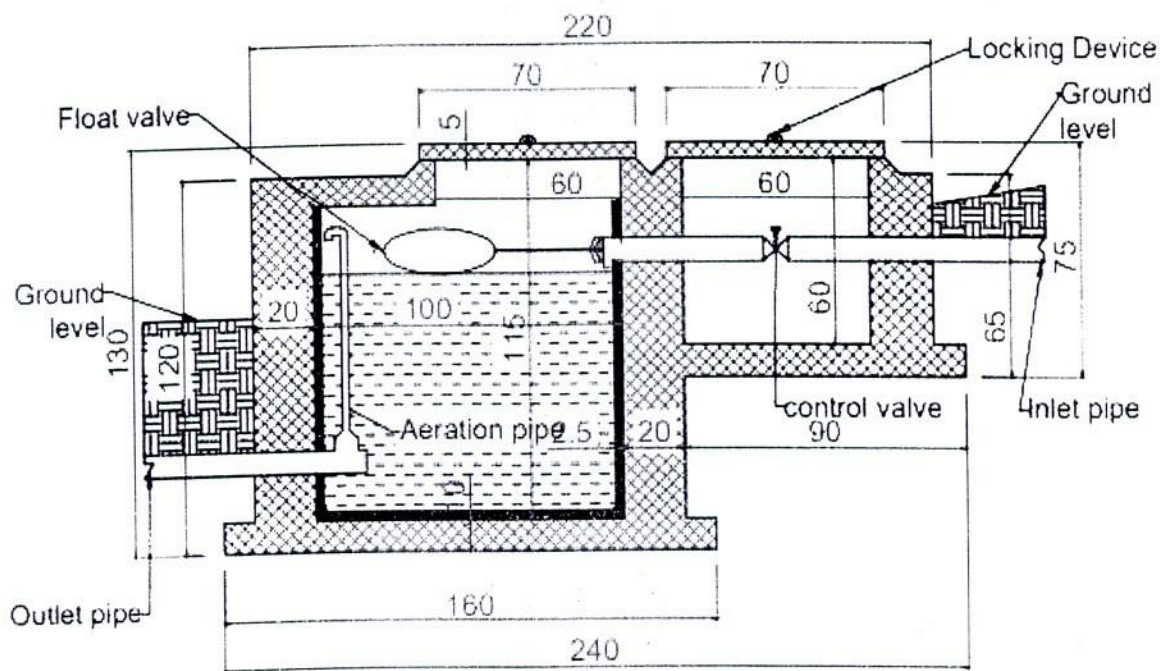
3.2. 65m³ Reservoir Tank



3.3. Pressure Break Tank

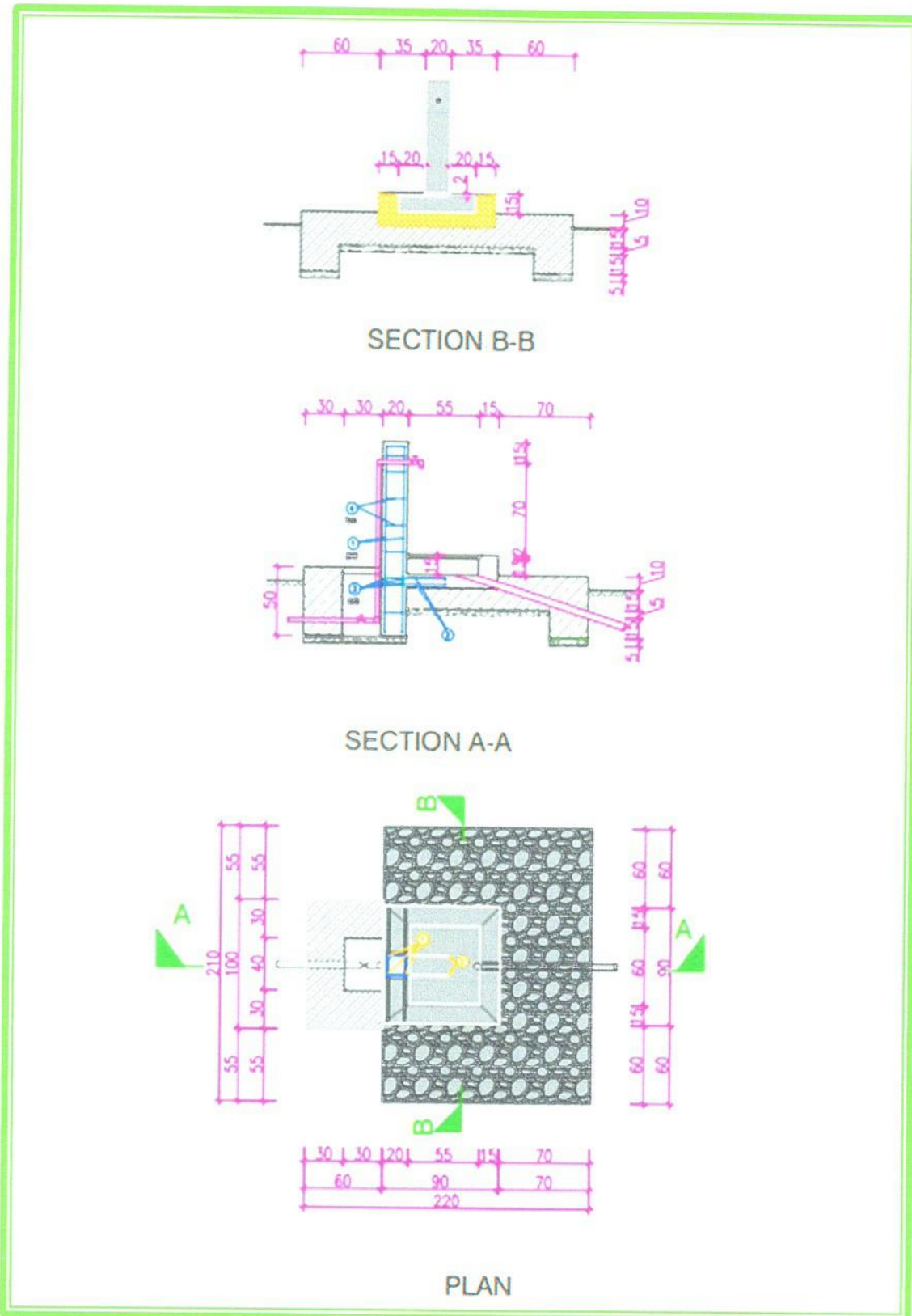


GROUND PLAN



CROSS SECTION

3.4. Public Standpipe



3.5. Valve Chambers

