

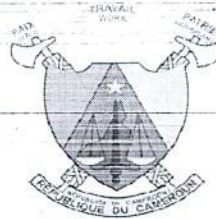
REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

REGION DU NORD -OUEST

DEPARTEMENT DE LA MEZAM

PREFECTURE DE BAMENDA



REPUBLIC OF CAMEROON

Peace-Work-Fatherland

NORTH WEST REGION

MEZAM DIVISION

DIVISIONAL OFFICE BAMENDA

MEZAM DIVISIONAL TENDERS BOARD

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION N° __005_/RQ/ E-29/EFAS/MDTB/PIB 2026 OF 30/04/2026 FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF TUBAH SUB DIVISION, MEZAM DIVISION, NORTH WEST REGION.

PROJECT OWNER: SENIOR DIVISIONAL OFFICER FOR MEZAM

FINANCING: MINAT Public Investment Budget of 2026

BUBGET HEADS: 60 07 113 147 65701 0133523212

RECORD N°: JB00047

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF TUBAH SUB DIVISION, IN THE MEZAM DIVISION, NORTH WEST REGION.	25 000 000	500 000	50 000

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Tender Notice

REPUBLIQUE DU CAMEROUN

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PREFECTURE DE BAMENDA



REPUBLIC OF CAMEROON

Peace -Work-Fatherland

NORTH WEST REGION

MEZAM DIVISION

DIVISIONAL OFFICE BAMENDA

TENDER NOTICE

REQUEST FOR QUOTATION N°005/RQ/ E.29/EFAS/MDTB/PIB 2026

OF 30/_04_/2026 FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF TUBAH SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.

Financing: MINAT Public Investment Budget of 2026

1. Subject of the Invitation to Tender:

Within the framework of 2026 Public Investment Budget, the SENIOR DIVISIONAL OFFICER for MEZAM, the Delegated Contracting Authority, hereby launches REQUEST FOR QUOTATION FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF TUBAH SUB-DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.

2. Nature of work:

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

NO	DESCRIPTION
100	PRELIMINARY WORKS
101	Site installation and unfolding of the work site.
102	Preparation of execution program and As built plan.
103	Complete removal of roof sheets, nogging, rafters, purlins and ceiling and destruction of part of the wall.
104	Complete removal of the existing windows, toilet pot, wash hand basin, wash tower without any damages.
200	MASONRY AND CONCRETE WORKS
201	General concreting for all the internal and external raccords with cement mortar dosed at 300 kg/m ³ including preparation of the floor and walls to receive tiles.
202	Provide and fitting of the white tiles (non slip) 10x10cm with all necessaries accessories for walls of toilet.
203	Provide and fitting of the gre ceramic tiles on the floor 40x40cm with all necessaries accessories.
204	Provide and fitting of the gre ceramic tiles (vitrifies) on the floor 60x60cm with all necessaries accessories in the palour.
300	ROOF, CEILING, METALIC, ALUMINIUM AND WOOD WORKS
301	Provide and fitting hard wood treated by Xylamon for the trusses, purlins and noggin.
302	Aluminium roofing sheets (tole 5/10eme) and all necessaries accessories

303	External perimeter ceiling in smooth zinc sheet (tôtelisse)
304	Fascia board (toleBac 4/10eme) of 30cm height including lining in hard boards treated and sized
305	Alu ridge cap of 50cm large
306	Supply and fitting aluminium windows with all necessaries accessories.
307	Supply and fitting internals wooden doors with all necessaries accessories.
308	Supply and fitting externals metallics doors with all necessaries accessories.
309	Ceiling in hard plywood (4cm thick) vanish on noggings including all accessories.
400	ELECTRICTY WORKS
401	General maintenance of electricity network and general replacement of all its accessories (switches, bubs, sockets...).
500	PLUMBING WORKS
501	Maintenance of plumbing network, septic tank, sockaware.....
502	Supply and fitting of the WC (English type) complete.
503	Supply and fitting of the wash-hand basin complete.
504	Supply and fitting of the wash tower.
600	PAINTING WORKS
601	Preparation of surface to be painted.
602	Two coats of pantex 1300 paint on external walls with colour tinted tubes
603	Two coats of pantex 800 paint on internal walls and ceiling with colour tinted tubes .
604	Oil paint on metallic doors, windows protectors, skirting from the floor and 90cm for isolated pillars.

3. Execution deadline

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

4. Lot

The works consist of a unique lot as follows:

REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF TUBAH SUB-DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION

5. Estimated cost

The estimated cost after preliminary studies is 25,000,000 (Twenty Five million) FCFA.

Lot	Name of project	Estimated cost of project	Amount of bid bond	Cost of tender file :
Single	FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF TUBAH SUB DIVISION, IN THE MEZAM DIVISION, NORTH WEST REGION.	25 000 000	500 000	50 000

6. Participation and origin

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

7. Financing

This project shall be financed by the 2026 Public Investment Budget of the Ministry of Territorial Administration with budget heads N° 60 07 113 1 47165701 0133 523212

8. Bid bond

Each bidder must include in his administrative documents, a bid bond in line with the prescription of Caisse des Depots et Consignations (CDEC) approved by the Ministry in charge of finance and whose list is found in this Consultation File, of an amount of 500,000 Francs CFA (Five Hundred Thousand francs CFA) and valid for thirty (30) days beyond the date of validity of bids.

8. Consultation of the Tender file:

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

9. Acquisition of consultation file:

The file will be obtained online in the MINMAP/COLEPS platform www.publiccontracts.comas as soon as this tender notice is published against payment of a non-refundable sum of 50,000 CFA francs (Fifty Thousand francs cfa), payable at the Public Treasury, representing the cost of purchasing the tender file.

10. Presentation of consultation file:

The bids prepared in English or in French shall be sent in two volumes as follows:

- A) Containing the administrative documents (Volume 1);
- B) Containing the technical and financial documents (Volume 2);

The two (02) volumes shall then be enclosed in a folder bearing only the reference of the quotation in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

11. Submission of Files:

Each offer drafted in English or French with a backup copy will be submitted online in the MINMAP/COLEPS platform www.publiccontracts.com not later than **27/05/2026 at 10 AM** local time and should carry the inscription:

**TO THE DELEGATED PROJECT OWNER (CONTRACTING AUTHORITY)
REQUEST FOR QUOTATION N°_005/RQ/ E-29/EFAS/MDTB/PIB 2026
OF 30/04./2026 FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL
OFFICER OF TUBAH SUB DIVISION, IN MEZAM DIVISION, NORTH WEST REGION.**

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

12. Opening of bids:

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place online in the MINMAP/COLEPS platform www.publiccontracts.com on the **27/05/2026 at 11 AM** local time, at the Conference Hall of the Divisional Delegation of Public Contracts Mezam at Up Station Bamenda, by the Mezam Divisional Tenders Board. Only bidders may attend or be represented by duly mandated persons of their choice

The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission.

13. Deadline of execution:

The dead line of execution is **ninety (90) days** from the date of notification for this Jobbing Order to begin.

14. Evaluation criteria

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

A. Eliminatory criteria

1. The absence of bid bond document in the administrative file;
2. Non respect of forty eight (48) hours given for absence or non-conformity of a document in the administrative file;
3. Deadline for delivery higher than prescribed;
4. False declaration or falsified documents;
5. Insufficient bid bond;
6. Incomplete financial file
7. change of quantity or unit of the Tender file in the financial bid
8. Omission of a unit price in the financial bid;

9. Name of company suspended by ARMP;
10. Score of less than 75% of essential criteria,
11. Failure to provide a backupcopy of offers saved in a USBkey or a CD/DVD on time,
12. Failure to present a CDEC receipt;
13. Company must be categorization;
14. Financial capacity less than 2/3 of project cost.

B. Essential criteria

1. General presentation of the Tender;
2. Financial capacity;
3. References of the company in similar achievements;
4. Quality of the personnel;
5. Technical organization of the works;
6. Safety measures on the site;
7. Logistics;
8. Attestation and report of site visit ;
9. Special Technical Clauses initialed in all the pages and the last page signed ;
10. Special Administrative Clauses completed and initialed in all the pages and last page signed.

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

15. Award

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

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

16. Period of validity of the bids:

The bidder is bound by his bid for a period of sixty (60) days with effect from the deadline fixed for the submission of the bids.

17. Complementary Information:

Complementary technical information may be obtained during working hours at the Prefecture Mezam Telephone NO (237) 233 36 41 46

Done at Bamenda on the, 30 APR 2026

**THE DELEGATED PROJECT OWNER
(CONTRACTING AUTHORITY)
(THE SENIOR DIVISIONAL OFFICER FOR MEZAM)**



[Handwritten signature in green ink]

Simon Emile MOON
Administrateur Civil Principal
Mars Tchelle

Copies:

- MINMAP
- ARMP
- Project Owner
- Chairperson of MDTB
- Notice Boards

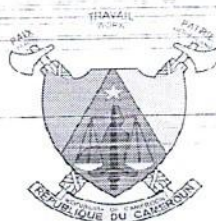
REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

REGION DU NORD - OUEST

DEPARTEMENT DE LA MEZAM

PREFECTURE DE BAMENDA



REPUBLIC OF CAMEROON

Peace -Work-Fatherland

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AVIS DE CONSULTATION

Objet: DEMANDE DE QUOTATION N°005/RQ/E.29/EPAS/MDTB/PIB 2026 DU .30/04./2026 POUR LA REHABILITATION DE LA RESIDENCE DU SOUS-PREFET DE L'ARRONDISSEMENT DE TUBAH DANS LE DEPARTEMENT DE LA MEZAM REGION DU NORD OUEST.

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

1. Objet de l'Appel d'Offre :

Dans le cadre du budget d'investissement 2026, Monsieur le Préfet de la Mezam; Le maître d'ouvrage délégué et l'autorité contractante lance par la présente une demande de quotation **POUR LA REHABILITATION DE LA RESIDENCE DU SOUS-PREFET DE L'ARRONDISSEMENT DE TUBAH DANS LE DEPARTEMENT DE LA MEZAM REGION DU NORD OUEST.**

2. Consistance des travaux Les travaux comprennent notamment :

NO	DESCRIPTION
100	PRELIMINARY WORKS
101	Site installation and unfolding of the work site.
102	Preparation of execution program and As built plan.
103	Complete removal of roof sheets, nogging, rafters, purlins and ceiling and destruction of part of the wall.
104	Complete removal of the existing windows, toilet pot, wash hand basin, wash tower without any damages.
200	MASONRY AND CONCRETE WORKS
201	General concreting for all the internal and external raccords with cement mortar dosed at 300 kg/m ³ including preparation of the floor and walls to receive tiles.
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600	PAINTING WORKS
601	Preparation of surface to be painted.
602	Two coats of pantex 1300 paint on external walls with colour tinted tubes
603	Two coats of pantex 800 paint on internal walls and ceiling with colour tinted tubes
604	Oil paint on metallic doors, windows protectors, skirting from the floor and 90cm for isolated pillars.

3. Délais d'exécution

Le délai maximum prévu par le Maître d'Ouvrage Délégué pour la réalisation des travaux objet du présent appel d'offres est de ~~90~~ jours

4. Allotissement

Les travaux sont constitués en un (01) lot ci-après défini : REHABILITATION DE LA RESIDENCE DU SOUS-PREFET DE L'ARRONDISSEMENT DE TUBAH DANS LE DEPARTEMENT DE LA MEZAM REGION DU NORD OUEST.

5. Coût estimé

Le coût estimé des travaux est de 25 000 000 (Vingt Cinq Millions) fcfa comme ci-dessous :

Lot	Projet	COUT PREVISIONNEL	Cautionnement provisoire	Imputation:
Single	POUR LA REHABILITATION DE LA RESIDENCE DU SOUS-PREFET DE L'ARRONDISSEMENT DE TUBAH DANS LE DEPARTEMENT DE LA MEZAM REGION DU NORD OUEST.	25 000 000	500,000	50,000

6. Participation et origine

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

7. Financement :

Ce projet sera financé par le Budget d'Investissement Public 2026 du Ministère de l'Administration Territoriale avec des têtes budgétaires N° 60 07 113 1 47165701 0133 523212

8. Cautionnement provisoire

Chaque soumissionnaire doit inclure dans ses documents administratifs, un cautionnement de soumission suivant la prescription de la CAISSE DES DEPOTS ET CONSIGNATIONS (CDEC) agréée par le Ministère en charge des finances et dont la liste se trouve dans le dossier de consultation, d'un montant de **500,000 francs CFA (Cinq Cent Mille francs CFA)** et valable trente (30) jours au-delà de la date de validité des offres.

8. Consultation du Dossier:

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

9. Acquisition of consultation file:

Le dossier sera obtenu en ligne sur la plateforme www.publiccontracts.com du MINMAP/COLEPS dès la publication du présent avis de marché contre paiement d'une somme non remboursable de 50,000 FCFA (Cinquante Mille francs CFA), payable au Trésor Public, représentant le coût d'achat du dossier d'appel d'offres.

10. Présentation du dossier de consultation:

L'offre préparée en Anglais ou en Français devra être envoyée en deux (02) volumes comme suit :

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

Les deux (02) volumes seront alors enfermés dans une seule enveloppe scellée portant uniquement la référence du devis en question. Les différents documents de chaque offre seront numérotés comme indiqué dans l'offre et séparés par des intercalaires de même couleur.

11. Remise des offres:

Chaque offre rédigée en anglais ou en français sera soumise en ligne sur la plateforme www.publiccontracts.com du MINMAP/COLEPS au plus tard le **27/05/2026 à 10h00** heure locale et devrait porter l'inscription:

A MONSIEUR LE MAITRE D'OUVRAGE DELEGUE (AUTORITE CONTRACTANTE)

«DEMANDE DE QUOTATION N°_004/RQ/ E.29/EPAS/MDTB/PIB 2026 DU 30./04./2026 POUR LA REHABILITATION DE LA RESIDENCE DU SOUS-PREFET DE L'ARRONDISSEMENT DE TUBAH DANS LE DEPARTEMENT DE LA MEZAM REGION DU NORD OUEST.»

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

12. Ouverture des offres:

Les offres seront ouvertes en une seule phase. L'ouverture des documents administratifs, les offres techniques et financières auront lieu en ligne sur la plateforme www.publiccontracts.com du MINMAP/COLEPS le **30/04/2026 à 11 heures**, heure locale, dans la salle des conférences du bureau désigné par le maître d'ouvrage (à la Délégation Départementale des Marchés Publics Mezam à Up Station Bamenda, par la Commission départementale des marchés de Mezam. Seuls les soumissionnaires peuvent assister ou se faire représenter par des personnes dûment mandatées de leur choix.

Délai d'exécution:

La date limite d'exécution est de quatre-vingt-dix (90) jours à compter de la date de notification pour le début de la commande.

13. Principaux critères d'évaluation :

Les offres seront évaluées selon les principaux critères suivants :

A. Critères éliminatoires

Absence d'une caution de soumission

- 1- Non-respect du délai de 48 hrs pour non conformité ou absence de document dans le dossier administratif.
- 2- Non-conformité du modèle de soumission
- 3- Offres financières incomplètes,
- 4- Délai de livraison supérieur à celui prescrit;
- 5- Fausse déclaration ou documents falsifiés;
- 6- Caution de soumission insuffisante;
- 7- Omission d'un prix unitaire dans l'offre financière ;
- 8- Entreprise suspendue par le ARMP ou non achèvement d'un projet pendant les années antérieures ;
- 9- Score inférieur à 75% des critères essentiels,
- 10- Défaut de fournir une copie de sauvegarde de l'offre sauvegardée sur une clé USB ou un CD/DVD à temps

11. Défaut de présenter un reçu du CDEC ou une preuve de dépôt du montant de la caution de soumission exigée auprès du Fonds de dépôt et de garantie;
12. Défaut de présenter de catégorisation
13. Situation financier moins au 2/3 du cout provisionnel

B. Critères essentiels

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

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

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

Attribution

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

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

15. Durée de validité des offres :

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

16. Renseignements complémentaires:

Des informations techniques complémentaires peuvent être obtenues pendant les heures de travail à la Préfecture Mezam Téléphone N0 (237) 233 36 41 46

30 APR 2026

Fait à Bamenda, le _____
LE MAITRE D'OUVRAGE DELEGUE
(AUTORITE CONTRACTANTE)

- Le Prefet De La Mezam-



Simon Emile MOON
 Administrateur Civil Principal
 Mezam Echelle

Copies

- MINMAP
- ARMP
- Maître d'Ouvrage
- Président MDTB
- Affichage.
- Chrono

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

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GENERAL RULES OF THE INVITATION TO TENDER

A.General

Article 1: Scope of the tender

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

Article 2: Financing

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

Article 3: Fraud and corruption

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

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

Article 4: Candidates allowed to compete

- 4.1 If the Invitation to Tender is restricted, consultation is addressed to all candidates retained after a pre-qualification procedure.
- 4.2 Generally, the Invitation to Tender is addressed to all entrepreneurs, subject to the following provisions:

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

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

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

Article 6: Qualification of bidder

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

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

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

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

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

- (a) The bid must include all the information listed in article 6(1) above. The Special Regulations must indicate the information to be furnished by the group and that to be furnished by each member of the group;
- (b) The bid and the Contract must be signed in a way that is binding on all members of the group;
- (c) The nature of the group (joint or several) must be specified in the Special Regulations and justified with the production of a joint venture agreement in due form;
- (d) The member of the group designated as the representative will represent all the undertakings vis à vis the Project Owner and Contracting Authority with regard to the execution of the Contract;
- (e) In case of joint co-Contracting, the co-Contractors shall share the sums which are paid by the Project Owner into a single account. On the other hand, each undertaking is paid into its own account by the Project Owner where it is joint co-Contracting.

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

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

Article 7: Visit of works site

- 7.1 The bidder is advised to visit and inspect the site and its environs and obtain by himself and under his own responsibility, all the information which may be necessary for the preparation of the bid and the execution of the works. The related cost of the visit of the site shall be borne by the bidder.
- 7.2 The Project Owner shall authorise the bidder and his employees or agents to enter the premises and the land for the said visit but only on the express condition that the bidder, his employees and agents free the Project Owner, his employees and agents of any responsibility that may ensue and indemnify them if necessary and that they shall remain responsible for any deadly or corporal accident, loss or material damages, costs and fees incurred from this visit.
- 7.3 The Project Owner may organise a visit of the site of the works during the preparatory meeting to establishing the bids mentioned in article 19 of the General Regulations of the Invitation to Tender.

B. Tender File

Article 8: Content of Tender File

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

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

- d. Model bid bond;
- e. Model final bond;
- f. Model of bond of start-off advance;
- g. Model of guarantee in replacement of the retention fund;
- h. Model Jobbing Order;

Document No. 10. Models to be used by bidders;

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

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

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

Article 9: Clarifications on the Tender File and complaints

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

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

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

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

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

Article 10: Amendment of the Tender File

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

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

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

C Preparation of bids

Article 11: Tender costs

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

Article 12: Language of bid

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

Article 13: Constituent documents of the bid

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

a. Volume 1: Administrative file

It includes:

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

b. Volume 2: Technical bid

b.1 Information on qualifications

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

b.2 Methodology

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

b.3 Proof of acceptance of conditions of the Contract

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

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

b.4 Commentaries (optional)

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

c. Volume 3: Financial bid

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

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

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

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

Article 14: Bid price

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

Article 15: Currency of bid and payment

- 15.1 In case of international invitations to tender, the currencies of the bid shall follow the provisions of either Option A or Option B below, the applicable option being that retained in the Special Regulations of the Invitation to Tender.
- 15.2 **Option A:** The amount of the bid shall be entirely made in the national currency. The amount of the bid, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in CFA francs in the following manner:
- a) Prices shall be entirely drawn in the national currency. The bidder who intends to commit expenditures in other currencies for the execution of the works shall indicate in the annex to the bid the percentage(s) of the amount of the bid necessary to cover the needs in foreign currencies, without exceeding the maximum of the three currencies of member countries of the funding institution of the Contract.
 - b) The exchange rates used by the bidder to convert his bid into the national currency shall be specified by the bidder in an annex to the bid in compliance with the specifications of the Special Regulations. These rates shall be applied for any payment within the framework of the Contract so that the retained bidder does not bear any change in the exchange rate.

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

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

(a) The prices of inputs necessary for the works which the bidder intends to procure in the Contracting Authority's country shall be in currency of the Contracting Authority's country specified in the Special Regulations and called "national currency";

(a) The prices of inputs necessary for works which bidder intends to procure out of the Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.

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

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

Article 16: Validity of bids

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

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

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

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

Article 17: Bid bond

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

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

17.3 Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and mention each member of the associated grouping.

17.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.

17.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the Contract and furnished the required final bond.

17.6 The bid bond may be seized:

(a) if the bidder withdraws his bid during the period of validity; (b)

If the retained bidder:

i) fails in his obligation to register the Contract in application of article 38 of the General Regulations;
ii) fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations;

iii) Refuses to receive notification of the Administrative Order to commence execution.

Article 18: Varying proposals of bidders

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

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

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

Article 19: Preparatory meeting to the establishment of bids

19.1 Except otherwise stipulated in the Special Regulations, a bidder may be invited to take part in a preparatory meeting which will hold at the date and place indicated in the Special Regulations.

19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.

19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Contracting Authority at least one week before the meeting. The Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.

19.4 The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.

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

Article 20: Form and signature of bid

To submit online

- 20.1 The bidder must submit the offer via online in the MINMAP/COLEPS platform www.publiccontracts.com or any other electronic means of communication indicated by the Contracting Authority in the tender documents. A backup copy of the offer, saved on a USB drive or CD/DVD, must be submitted to the relevant Contracting Authority/Project Management Office or Contracting Authority in a sealed envelope clearly marked "backup copy" and including the tender reference number, within the specified deadlines.
- 20.2. Bids, along with the required supporting documents, are compiled into electronic files and grouped according to their administrative, technical, and financial nature. However, administrative documents are uploaded via online in the MINMAP/COLEPS platform www.publiccontracts.com by the issuing entities.
- 20.3 The file formats chosen for submitting bids via online in the MINMAP/COLEPS platform www.publiccontracts.com must be common formats widely used in the professional sector, including those of operators likely to be interested in the consultation, for optimal processing.
- 20.4. The documents and files transmitted via online in the MINMAP/COLEPS platform www.publiccontracts.com are given an electronic signature through the use of the certificate.

D. SUBMISSION OF BIDS

Article 21: Sealing and marking of bids

To submit online

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

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

- 22.1 The bids must be received by the Contracting Authority at the address specified in article 21(2) of the Special Regulations not later than the date and time stated in the Special Regulations.
- 22.2 The date and time of receipt of online submissions are automatically recorded by the e-procurement platform through the times-tamping mechanism. Only the date and time of COLEPS or any other electronic means of communication indicated by the Project Owner are considered valid.
- 22.3 The Contracting Authority may, at his discretion, postpone the deadline set for the submission of the bids by publishing an addendum in accordance with the provisions of article 10 of the General Regulations. In this case, all the rights and obligations of the Contracting Authority and bidders previously governed by the initial date will henceforth be governed by the new date.

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

Article 23: Late bids

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

Article 24: Modification, substitution and withdrawal of bids

To submit online.

- 24.1 Several bids may be validly submitted by the same bidder before the deadline for receipt of bids. In this case, only the last bid received and its corresponding backup copy, if applicable, will be considered for evaluation; any other backup copies must be returned unopened.
- 24.2 The modification, replacement, or withdrawal of the backup copy shall be carried out in accordance with the provisions of Article 24, paragraphs 1 to 4.

E. Opening of envelopes and evaluation of bids

Article 25: Opening of envelopes and petitions

- 25.1 The MEZAM DIVISIONAL TENDERS BOARD shall open the envelopes in single phase and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.
- 25.2 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [*in case of opening of financial bids*] and any variant, where necessary, the existence of a guarantee of the bid if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of bids announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.
- 25.3 Bids (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.
- 25.4 Bid-opening minutes are recorded on the spot mentioning the admissibility of bids, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.
- 25.5 At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by the body in charge of regulation of Public Contract an initialled copy of the bids presented by bidders.
- 25.6 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Minister Delegate in charge of Public Contracts with a copies to the body in charge of the regulation of Public Contracts, the head of structure to which is attached the Tenders Board concerned.
- It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

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

Article 26: Confidential nature of the procedure

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

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

- 27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response there to are formulated in writing or via online in the MINMAP/COLEPS platform www.publiccontracts.com but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.
- 27.2 Subject to the provisions of paragraph 1 above, bidders shall not contact members of the Tenders Board and the Evaluation Sub-committee for questions related to their bids, between the opening of envelopes and the award of the Contract.

Article 28: Evaluation and comparison of financial bids

- 28.1 Only bids considered as being in compliance, as per the provisions of article 28 of the General Regulations, shall be evaluated and compared by the Evaluation sub-committee.
- 28.2 By evaluating the bids, the Evaluation Sub-committee shall determine for each bid the evaluated amount of the bid by rectifying the amount as follows:
- a) By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;
 - b) By excluding projected sums and where necessary provisions for unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works done under State supervision where they are costed in a competitive manner as specified in the Special Regulations.
 - c) By converting into a single currency the amount resulting from the rectifications (a) and (b) above, in accordance with the provisions of article 31(2) of the General Regulations;
 - d) By appropriately adjusting any other modification, divergence or quantifiable reservation on technical or financial basis.
 - e) By taking into consideration the various execution time-limits proposed by the bidders, if they are authorised by the Special Regulations;

- f) If need be, in accordance with the provisions of article 13(2) of the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this Invitation to Tender is launched simultaneously for several lots.
- g) If need be, in accordance with the provisions of article 18(3) of the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated on their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Contracting Authority in the Special Regulations.

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

28.4 If the bid judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Project Owner for the works to be executed in this Contract, the Tenders Board may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory, the Contracting Authority may reject the bid after the technical opinion of the Public Contracts Regulatory Agency.

Article 29: Preference granted national bidders

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

Article 30: Award

30.1 The Contracting Authority shall award the Contract to the bidder whose bid was judged essentially in compliance with the Tender File and who has the required technical and financial capacities to execute the Contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates

30.2 If, according to article 13(2) of the General Regulations, the Invitation to Tender comprises several lots, the lowest bid shall be determined by evaluating this Contract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot.

30.3 Any award of Contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest.

30.4 Any decision to award a public contract by the Contracting Authority or the Delegated Contracting Authority shall be inserted, with an indication of price and time limit, in the public procurement journal published by the body responsible for regulating public procurement or via online in the MINMAP/COLEPS platform www.publiccontracts.com.

Article 31: The right by the Contracting Authority to declare an Invitation to Tender unsuccessful or cancel a procedure

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

Article 32: Notification of award of the Jobbing Order

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

Article 33: Publication of results of award and petitions

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

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

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

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

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

Article 34: Signing of the Jobbing Order

34.1 After publication of the results, the draft **Jobbing Order** subscribed by the successful bidder is submitted to the Tenders Board for examination and where applicable, to the Minister in charge of Public Contracts for prior endorsement.

34.2 The Contracting Authority has a deadline of seven (7) days to sign the Jobbing Order from the date of acceptance of the draft Jobbing Order examined by the competent Tenders Board and subscribed by the successful bidder and where applicable, the endorsement of the Minister in charge of Public Contracts.

34.3 The Jobbing Order must be notified to the successful bidder within five (5) days of its date of signature.

Article 35: Final Bond

35.1 Within twenty (20) days of the notification by the Contracting Authority, the Contractor shall furnish the Project Owner with a final bond, to guarantee the complete execution of the works.

35.2 The bond whose rate varies between 2 and 5 percent of the amount of the Contract inclusive of all taxes, may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.

35.3 Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide a statutory lien or a bond issued by a banking establishment or first rate financial institution approved in accordance with the instruments in force.

35.4 Failure to produce the final bond within the prescribed time limit shall likely cause the termination of the Contract under the terms laid down in the General Administrative Conditions.

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

Special regulations of the Invitation to Tender

References of the General regulations	General
1.1	Definition of works: FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF TUBAH SUB-DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION Name and address of the Contracting Authority: The SENIOR DIVISIONAL OFFICER for MEZAM. Reference of Invitation to Tender: N°_04__RQ/ E.29/E.F.A.S/MDTB/PIB 2026 of __30/_/04_/2026
1.2	Execution deadline: Ninety days (90) calendar months
1.3	SUBMISSION METHOD
1.3	The chosen submission method is exclusively online via the MINMAP/COLEPS platform www.publiccontracts.com not later than __27/_/05/2026.
2.1	Source of financing Works which form the subject of this Invitation to Tender is financed by the 2026 Public Investment Budget
4.1	List of pre-qualified candidates, not applicable
5.1	Origin of building materials, equipment, materials and supplies: The materials will generally be from natural sources in Cameroon.

6.1 Evaluation criteria

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

C. Eliminary criteria

1. The absence of bid bond document in the administrative file;
2. Non respect of forty eight (48) hours given for absence or non-conformity of a document in the administrative file;
3. Deadline for delivery higher than prescribed;
4. False declaration or falsified documents;
5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
6. Insufficient bid bond;
7. Incomplete financial file
8. change of quantity or unit of the Tender file in the financial bid
9. Omission of a unit price in the financial bid;
10. Any company having a 2025 project, notified to commence in 2025 and which has not yet been received Name of company suspended by ARMP;
11. Score of less than 75% of essential criteria,
12. Financial capacity less than 2/3 of project cost.
13. Company **Must** be categorized
14. Failure to produce the CDEC receipt
15. failure to present the backup copy of the bid in a USB key

D. Essential criteria

1. General presentation of the Tender;
2. Financial capacity;

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

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

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

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

ARTICLE 6: Language of the bids

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

ARTICLE 7: PRESENTATION OF THE TENDER.

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

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

The two (02) volumes shall then be enclosed in a folder bearing only the reference of the quotation in question. The different documents of each offer shall be numbered as indicated in the tender and separated by dividers of the same colour.

7.2. Each offer drafted in English or French with a backup copy will be submitted online in the MINMAP/COLEPS platform www.publiccontracts.com not later than 27__/_05__/_2026 at 10 AM local time and should carry the inscription:

**TO THE DELEGATED PROJECT OWNER (CONTRACTING AUTHORITY)
TENDER FILE N°_005/RQ/E-29/EFAS/MDTB/PIB 2026
OF .30../.04../2026 FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL
OFFICER OF TUBAH SUB DIVISION, INMEZAM DIVISION, NORTH WEST REGION.
To be opened only during the Tenders Board Opening session ».**

N.B: The external envelope should not carry any mark or sign that can lead to the identification of the bidder.

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

ADMINISTRATIVE DOCUMENTS.

DOC N°	DESCRIPTION
A.1	Certified Copy of the Business Registration, not more than three months old.
A.2	Declaration of intention to tender stamped with the tariff in force (see model).
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.
A.5	Purchase receipt of Tender File issued by the public treasury
A.6	A bid bond of 500,000 FCFA (Five hundred thousand FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC ,
A.7	An attestation of non-exclusion from Public Contracts issued by the Public Contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be valid within the specified time
A.9	A valid Certificate of imposition certified by the chief of center for taxation
A.10	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.
A.11	Plan and attestation of site location of the enterprise signed by the chief of taxation
A.12	Power of attorney if necessary
A.13	Special technical clauses initial on all pages, signed and stamp on the last page,
A.14	Group agreement if necessary
A.15	Special administrative clauses completed and initial on all pages, signed and stamped on the last page

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

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

COMPANY NAME:

B.0	ESSENTIAL CRITERIA
	<i>As per circular N°000005/LC/MINMAP/CAB of 26/12/2023 on implementation of categorization, only categorized enterprises who submit certified through copy of attestation of categorization are exempted from submitting in their technical files related supporting documents on the turnover references, owned minimum technical and logistical means, permanent staff and head office location.</i>
B.1	General presentation of the Tender Files
	-Document spirally bound or slotted
	- Neatness and clarity of documents
	- Page numbering
	- Table of content page
	-Colour sheets separation
	- Presentation of documents in the order given in this tender
B.2	LIST OF REFERENCES OF THE ENTERPRISE IN SIMILAR JOBS
B.2.1	List of references of the enterprise in similar jobs justified by certified Contracts (first and last pages) and certified minutes of acceptance or attestation of clearances of works executed. Minimum acceptable: 01 Contracts realized in the domain of construction over the past 05 years
B.2.1.1	1 st Reference
	2 nd Reference

B.3		QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF	
	01 works supervisor (at least HND or equivalent certificate)		
	Qualification of the works supervisor: (Senior Technician certificate in Civil or Rural Engineering)		
	Professional experience of the project engineer \geq 05 diploma		
	➤ Presentation of original		
	➤ CV signed by the candidate,		
	➤ A certified copy of the technical diploma		
	➤ An attestation of availability signed by the candidate		
	➤ A certified copy of National Identity Card		
B.3.2	01 Site foreman(Civil Engineering BAC)		
	Qualification of the Site foreman :(Technical certificate in Building BAC F4 or equivalent certificate)		
	Professional experience of the Site foreman \geq 03 years (signed CV) A certified copy of		
	➤ Presentation of original		
	➤ CV signed by the candidate,		
	➤ A certified copy of the technical diploma		
	➤ An attestation of availability signed by the candidate		
	- A certified copy of National Identity Card		
B.4	TECHNICAL PROPOSALS		
B.4.1	Organigram of the project		
B.4.2	Logical sequence for the execution of the task		
B.4.3	Quality control method		
B.4.4	Environmental protection measures		
B.4.5	Security and safety at the site		
B.4.6	Duration of execution in respect with the Tender File		
B.5	LOGISTICS (Equipment put aside for this project)		
B.5.1	Prove of ownership or rental of a pick-up or other vans		
B.5.2	Prove of ownership or rental of a dump truck		
B.5.3	Prove of ownership or rental of a Concrete mixer		
B.5.4	Prove of ownership or rental of a Hand compactor		
B.5.5	Masonry Kit: Wheelbarrows, masonry clamps, masonry harmer 300g, shovel dig axe, building level, masonry bucket, trowels etc		
	Carpentry Kit: carpentry clamps, saws ,harmers etc		
B.6	FINANCIAL CAPACITY		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions.		
B.7	Attestation of site visit signed by the DO OF TUBAH SUB-DIVISION		
B.8	Comprehensive report of site visit signed by the company administrator		
B.9	Special Technical Clauses initialed in all the pages and last page signed		
B.10	Special Administrative Clauses completed and initialed in all the pages and last page signed		

No.	DESIGNATION.
B.7.1	A submission letter, signed, dated and stamped by the bidder
B.7.2	Completed and signed frame work of unit prices.
B.7.3	Signed Bills of quantities and cost estimates indicating the total amount without taxes (HT) and with taxes (TTC)
B.7.4	Sub details of unit prices

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

ARTICLE 8: Currency of payment

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

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

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

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

ARTICLE 9: Transport and delivery

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

ARTICLE 10: Guarantee and retention guarantee

10.1 Provisional guarantee

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

10.2 Final Bond

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

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

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

10.3 Guarantee Retention

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

ARTICLE 11: Period of validity of the offers

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

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

ARTICLE 12: Opening of the folders

The opening of the folds will be carried out at the SDO, MEZAM on 27/05/2026 as from 11:00 AM, by the MEZAM DIVISIONAL TENDERS BOARD Tenders Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

AWARD OF THE JOBBING ORDER

ARTICLE 13: Award of the JOBBING ORDER

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

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

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

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

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

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

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- Article 46 - Termination of the Contract (article 74 of GAC)
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Chapter I: General

Article 1: Subject of Contract

The subject of this **JOBGING ORDER** is **FOR THE REHABILITATION OF THE RESIDENCE OF DIVISIONAL OFFICER OF TUBAH SUB-DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION**

Article 2: Contract award procedure

This **JOBGING ORDER** shall be awarded by **OPEN NATIONAL INVITATION TO TENDER N° _____/JO/E.29/EFAS/MDTB/2026**

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

3.1 General definitions (cf. Code)2

- The Contracting Authority is the **SDO for Mezam**
He/she awards the Contract, ensures the preservation of originals of said Contract documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation.
- The contract Manager is the **Divisional Officer of Tubah Sub-Division**. He ensures respect of the administrative, technical and financial conditions and contractual deadlines
- The Contract Engineer is the **Divisional Chief of Service of State Property for Mezam** hereinafter referred to as the Engineer.
- The Project **Owner is the SENIOR DIVISIONAL OFFICER for Mezam**. He represents the beneficiary administration of the works.
- The Contractor shall be *[to be specified]*.

3.2 Security

This **JOBGING ORDER** may be used as security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment is *the SENIOR DIVISIONAL OFFICER for MEZAM*
- The body or official in charge of payment is *the Public Treasury*
- The official competent to furnish information within the context of execution of this Contract is *the Divisional Chief of Service State Property and DDMINMAP MEZAM*

3.3 Duties of the Control Mission, Project Manager

3.3.1 Missions *[to be completed, where need be]*

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

Article 4: Language, applicable law and regulation

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

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

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

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

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

- 1) The tender or commitment letter;

- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the Special Technical Conditions (STC) hereunder;
- 3) The Special Administrative Conditions (SAC);
- 4) The Special Technical Conditions (STC);
- 5) The particular elements necessary for the determination of the Contract price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
- 6) Plans, calculation notes, trial documents, geotechnical documents [*insert and indicate, where need be, names and references*].
- 7) The General Administrative Conditions applicable on public works Contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical Condition(s) applicable on the services forming the subject of the Contract [*insert and indicate, where need be, names and references*].

Article 6: General instruments in force

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

1. Framework Law No. 96/12 of 5th August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Law No. 2025/012 of 17 December, 2025 bearing on the Finance Law of the Republic of Cameroon for the 2026 Financial Year
5. Decree No. 2002/058 of 23rd February 2002 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
6. 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;
7. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code;
8. Decree No. 2022/074 of 8th March 2022 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2023/271 of 5 August 2023;
9. Decree No. 2012/075 of 8th March 2012 to organise the Ministry in charge of Public Contracts;
10. Circular No. 002/CAB/PR of 19th June 2022 relating to the award and control of execution of Public Contracts;
11. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
12. Circular No. 0001877/C/MINFI of 31st December, 2025 bearing instructions on the implementation of Finance Laws, Monitoring and Control of the Execution of the Budget of the State and Other Public Entities for the 2026 fiscal year ;
13. Circular No. 0001/PR/MINMAP/CAB of 25 April, 2022 relating to the application of the Public Procurement Code
14. Press Release No. 000024/R/MINMAP/CAB/CT2 of 5th August 2025 announcing the presentation of the categorization certificate in the award process of Public Contract
15. The MINCOMMERCE Decree setting the Price List
16. Order No 402/A/MINMAP/CAP of 21 October 2019 setting the nature and threshold of contracts reserved for craftsmen, small and medium-sized enterprises, grassroots communities and civil society organisations, and the modalities of their application;
17. Order No. 000333/O/MINMAP/CAB of 27th December 2024 to set the schedule of the migration to the exclusive award of Public Contracts `` electronically
18. Circular No. 000014/C/MINMAP/CAB of 23rd July 2025 on the condition for constitution, guarantee, preservation, release, restitution, and realisation of guarantees in Public Contract
19. Unified Technical Documents (DTU) for building works;
20. Applicable standards;
21. Other instruments specific to the domain concerned with the Contract.

Article 7: Communication (Articles 6 and 10 supplemented)

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

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

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

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

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

c) In the case where the Contracting Authority is:

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

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

Article 8: Administrative Orders (Article 8 of GAC)

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

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

- 8.8 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of 30 days** from the date of transmission by the Contracting Authority to the Project Manager. **Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.**

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

- 9.1 [Specify if the Contract has one or several phases]
At the end of a phase, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the Contractor. This attestation shall condition the start of the following conditional phase.
- 9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be five (5) days.

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

- 10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the Contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).
- 10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **5 (five) days** to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.
- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the Contract as mentioned in article 30 below or the application of penalties [to be specified where need be].

Chapter II: Financial conditions

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

11.1 Final bond

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

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

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

11.2 Performance bond

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

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

11.3 Guarantee of start-off advance

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

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

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

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

Article 13: Place and method of payment

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

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

Article 14: Price variation (Article 20 of GAC)

14.1 Prices shall be firm.

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

14.2 Price updating modalities (not applicable)

Article 15: Price revision formulae (article 21 of GAC) (not applicable)

Article 16: Price updating formulae (article 21 of the GAC) (not applicable)

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

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

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

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

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

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

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

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

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

Article 20: Advances (article 28 of the GAC)

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

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

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

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

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

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

21.1 Establishment of works executed

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

21.2 Monthly detailed account

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

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

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

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

The Contract Engineer has a maximum time-limit of twenty-one (21) days to forward the detailed accounts he approved such that they are in his possession not later than the twelfth of the month. The Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

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

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

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

Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 2005/275 of 24 September 2005 to institute the Public Contracts Code. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code;

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

A. Penalties for delay

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

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

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

B. Specific penalties [amount to be indicated]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;

Dues and taxes attached to the execution of services provided for in the Contract; ○Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax); ○Council dues and taxes ○Dues and taxes relating to the extraction of building materials and water.

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

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

Seven (07) original copies of the Jobbing Order shall be stamped by and at the cost of the Contractor, in accordance with the applicable regulations.

Chapter III: Execution of works

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

The works shall include especially: (position or volume of works) (To be specified cf. Special Technical Conditions)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Article 35: Documents to be furnished by the Contractor (Article 49 of the GAC supplemented)
[Specify the deadlines for the transmission of documents as well as those of approval by persons to be designated]

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

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

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

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

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

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

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

- b) The Environment Management Plan should bring out notably the choice technical conditions of the site and basic life, conditions of the backfill of the extraction sites and conditions for reinstating the works and installation sites.
- c) The Contractor shall indicate in this schedule the equipment and methods which he intends to use as well as the personnel he intends to employ.

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

35.2 Execution draft

- a) The execution plan documents (*calculations and drawings*) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the [Contract Manager or Project Manager] at most fifteen (15) days prior to the date provided for the commencement of execution of the corresponding part of the structure.
- b) The [Contract Manager or Project Manager] has a deadline of [five (05) days] to examine and make known his observations. The Contractor then has a deadline of [05] four days] to present a new file including the said observations.

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

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

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

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

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

Article 37: Implantation of structures

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

37.2 COMMENCEMENT OF WORK:

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

- ❖ The Contracting Authority (SDO) or his representative Chairperson
- ❖ The Contract Engineer Divisional Chief of State Property for Mezam Secretary
- ❖ The Divisional Officer for TUBAH Sub-Division Member
- ❖ The DD MINEPAT for Mezam or his Representative Member
- ❖ The DD MINMAP for Mezam or his representative Observer
- ❖ The contractor Member
- ❖ The store accountant of the D.O Tubah Sub Division Member

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

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

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

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

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

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

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

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

Article 41: Use of explosives (article 60 of the GAC) [Not applicable]

CHAPTER IV: ACCEPTANCE

Article 42: PROVISIONAL ACCEPTANCE

42.1 PRE- ACCEPTANCE OPERATIONS

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

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

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

- Contract Engineer, - Contractor.
- DD MINMAP or his representative

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

42.2 Acceptance

The acceptance commission shall comprise:

- 1- The SDO or his representative Chairperson
- 2- Divisional Chief of Service of state property Secretary
- 3- Divisional Officer of Tubah Sub-Division..... Member
- 4- The DDMINMAP or his Representative Observer
- 5- The Contractor Member
- 6- The Store Accountant at the D.O Tubah Sub Division Member

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

Article 43: DOCUMENTS TO BE FURNISHED AFTER EXECUTION OF WORKS

Article 44: GUARANTEE PERIOD.

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

Article 45: Article 30: Final acceptance (article 72 of the GAC)

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

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

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

Chapter V: Sundry provisions

Article 46: Termination of the Contract (article 74 of the GAC)

The Contract may be terminated as provided for in Part III Paragraph IV of Decree No. 2005/275 of 24 September 2005 and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

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

Article 47: Case of force majeure (article 75 of the GAC)

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

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

Article 48: Disagreements and disputes (article 79 of the GAC)

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

Article 49: Production and dissemination of this Contract

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

Article 50 and last: Entry into force of the Contract

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

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

TECHNICAL SPECIFICATIONS

- GENERALITIES: This present special technical specification concerns **FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF TUBAH SUB-DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION.** It is the duty of the contractor to realize the structure as per the execution plans that shall be approved by the competent authority. Through the contract Engineer, the contractor shall furnish the owner of the project and other project team members within the shortest possible time with an execution plan showing clearly how he intends to run the work site. A fence in local materials shall enclose the whole work site to avoid trespassing.

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

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

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

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

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

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

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

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

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

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

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

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

- **ROOF TRUSS AND THE COVERING:**

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

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

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

- **Fascia;** it shall be 40cm wide and 3cm thick and shall be of hard wood. It shall be coated with aluminum sheets.

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

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

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

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

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

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

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

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

1) **CONCRETE :**

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

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

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

NB: All rods should preferably be imported

- **Sand:** Will be free from oxide, organic material of animals or plant origin. Sieving shall vary from 0.08 – 2.5mm for mortar and other resisting surfaces like concrete structure shall vary from 0.16 – 5mm. It shall be river sand and nothing else.
- **Aggregate:** shall consist of natural and homogeneous materials or crushed stones. Tiny layer of grave (dust) shall be removed by sieving, blowing or washing.
- **Water:** To be used for the mixture mortar, concrete and washing of aggregates. Shall be clean and free from impurities; meaning potable water.
- **Cement:** To be used mostly for cement mortar, all concrete mixtures shall satisfy the general conditions laid down by regulation in force. It will be type CPA325 Portland cement and shall not show any trace of uneven mixture. Storage on the building site shall be done on a dry and ventilated floor. Any stock presenting an unsatisfactory pulverulent condition will be discarded and cleared away within four (04) days.
- **Rods:** shall be mild steel reinforcement, Tor or Steel in accordance with the R/C &3 rules. The steel shall be perfectly clean without any trace of rust, non-adhesive to paint or grease.
- **Shuttering:** hard wood, to bear without any noticeable distortion, the load and pressure of concrete, the effect of vibration and weight of workers involved in setting it up.
- **MASONRY :**
 - Blocks-** Load bearing wall shall be mounted in compressed cement blocks of (15x20x40) cm for load bearing walls of PC300 Kg/m³ (at most 32 blocks per bag of cement). Blocks should show an appreciable degree of resistance to violent pressure.
 - **Tiling** of the floors of skirting with glazes ceramic tiles.

Document No. 6: Schedule of unit prices

NO	DESCRIPTION	UNIT	QTY	U. PRICE IN FIGURE	U.PRICE IN WORD
100	PRELIMINARY WORKS				
101	Site installation and unfolding of the work site.	LS	1		
102	Preparation of execution program and As built plan.	U	2		
103	Complete removal of roof sheets, nogging, rafters, purlins and ceiling and destruction of part of the wall.	LS	1		
104	Complete removal of the existing windows, toilet pot, wash hand basin, wash tower without any damages.	LS	1		
	SUB-TOTAL 100: PRELIMINARY WORKS				
200	MASONRY AND CONCRETE WORKS				
201	General concreting for all the internal and external raccords with cement mortar dosed at 300kg/m ³ including preparation of the floor and walls to receive tiles.	LS	1		
202	Provide and fitting of the white tiles (non slip) 10x10cm with all necessaries accessories for walls of toilet.	M2	50		
203	Provide and fitting of the gre ceramic tiles on the floor 40x40cm with all necessaries accessories.	M2	160		
204	Provide and fitting of the gre ceramic tiles (vitrifies) on the floor 60x60cm with all necessaries accessories in the palour.	M2	40		
	SUB-TOTAL 200: MASONRY AND CONCRETE WORKS				
300	ROOF, CEILING, METALIC, ALUMINIUM AND WOOD WORKS				
301	Provide and fitting hard wood treated by Xylamon for the trusses, purlins and noggin.	M3	6		
302	Aluminium roofing sheets (tole 5/10eme) and all necessaries accessories	M2	300		
303	External perimeter ceiling in smooth zinc sheet (tolelisse)	M2	40		
304	Fascia board (toleBac 4/10eme) of 30cm heigt including lining in hard boards treated and sized	M2	20		
305	Alu ridge cap of 50cm large	ML	70		
306	Supply and fitting aluminium windows with all necessaries accessories.	M2	25		
307	Supply and fitting internals wooden doors with all necessaries accessories.	M2	20		
308	Supply and fitting externals metalics doors with all necessaries accessories.	M2	10		
309	Ceiling in hard plywood (4cm thick) vanish on noggings including all accessories.	M2	250		
	SUB-TOTAL 300: ROOF, CEILING, METALIC, ALUMINIUM AND WOOD WORKS				
400	ELECTRICTY WORKS				
401	General maintenance of electricity network and general replacement of all its accessories (switches, bubs, sockets...).	LS	1		
	SUB-TOTAL 400: ELECTRICITY WORKS				

500	PLUMBING WORKS				
501	Maintenance of plumbing network, septic tank, sockaware.....	LS	1		
502	Supply and fitting of the WC (English type) complete.	U	3		
503	Supply and fitting of the wash-hand basin complete.	U	3		
504	Supply and fitting of the wash tower.	U	3		
	SUB-TOTAL 500: PLUMBING WORKS				
600	PAINTING WORKS				
601	Preparation of surface to be painted.	LS	1		
602	Two coats of pantex 1300 paint on external walls with colour tinted tubes	M2	500		
603	Two coats of pantex 800 paint on internal walls and ceiling with colour tinted tubes	M2	1000		
604	Oil paint on metallic doors, windows protectors, skirting from the floor and 90cm for isolated pillars.	M2	100		
	SUB-TOTAL 600: PAINTING WORKS				
	SUMMARY				
	PRELIMINARY WORKS				
	MASONRY AND CONCRETE WORKS				
	ROOF, CEILING, METALIC, ALUMINIUM AND WOOD WORKS				
	ELECTRICTY WORKS				
	PLUMBING WORKS				
	PAINTING WORKS				
				TOTAL WITHOUT TAXES	
				VAT= 19.25	
				AIR = 5.5	
				TOTAL INCLUDING ALL TAXES	
				NET PAYABLE	

**BILL OF QUANTITY AND COST ESTIMATE FOR THE REHABILITATION OF THE
RESIDENCE OF THE SENIOR DIVISIONAL OFFICER FOR THE MEZAM DIVISION, FOR
THE NORTH WEST REGION**

NO	DESCRIPTION	UNIT	QTY	U. PRICE	AMOUNT
100	PRELIMINARY WORKS				
101	Site installation and unfolding of the work site.	LS	1		
102	Preparation of execution program and As built plan.	U	2		
103	Complete removal of roof sheets, nogging, rafters, purlins and ceiling and destruction of part of the wall.	LS	1		
104	Complete removal of the existing windows, toilet pot, wash hand basin, wash tower without any damages.	LS	1		
	SUB-TOTAL 100: PRELIMINARY WORKS				
200	MASONRY AND CONCRETE WORKS				
201	General concreting for all the internal and external raccords with cement mortar dosed at 300kg/m ³ including preparation of the floor and walls to receive tiles.	LS	1		
202	Provide and fitting of the white tiles (non slip) 10x10cm with all necessaries accessories for walls of toilet.	M2	50		
203	Provide and fitting of the gre ceramic tiles on the floor 40x40cm with all necessaries accessories.	M2	160		
204	Provide and fitting of the gre ceramic tiles (vitrifies) on the floor 60x60cm with all necessaries accessories in the palour.	M2	40		
	SUB-TOTAL 200: MASONRY AND CONCRETE WORKS				
300	ROOF, CEILING, METALIC, ALUMINIUM AND WOOD WORKS				
301	Provide and fitting hard wood treated by Xylamon for the trusses, purlins and noggin.	M3	6		
302	Aluminium roofing sheets (tole 5/10eme) and all necessaries accessories	M2	300		
303	External perimeter ceiling in smooth zinc sheet (tolelisse)	M2	40		
304	Fascia board (toleBac 4/10eme) of 30cm heigt including lining in hard boards treated and sized	M2	20		
305	Alu ridge cap of 50cm large	ML	70		
306	Supply and fitting aluminium windows with all necessaries accessories.	M2	25		
307	Supply and fitting internals wooden doors with all necessaries accessories.	M2	20		
308	Supply and fitting externals metallics doors with all necessaries accessories.	M2	10		
309	Ceiling in hard plywood (4cm thick) vanish on noggings including all accessories.	M2	250		
	SUB-TOTAL 300: ROOF, CEILING, METALIC, ALUMINIUM AND WOOD WORKS				
400	ELECTRICTY WORKS				
401	General maintenance of electricity network and general replacement of all its accessories (switches, bubs, sockets...).	LS	1		
	SUB-TOTAL 400: ELECTRICITY WORKS				

500	PLUMBING WORKS				
501	Maintenance of plumbing network, septic tank, sockaware.....	LS	1		
502	Supply and fitting of the WC (English type) complete.	U	3		
503	Supply and fitting of the wash-hand basin complete.	U	3		
504	Supply and fitting of the wash tower.	U	3		
	SUB-TOTAL 500: PLUMBING WORKS				
600	PAINTING WORKS				
601	Preparation of surface to be painted.	LS	1		
602	Two coats of pantex 1300 paint on external walls with colour tinted tubes	M2	500		
603	Two coats of pantex 800 paint on internal walls and ceiling with colour tinted tubes	M2	1000		
604	Oil paint on metallic doors, windows protectors, skirting from the floor and 90cm for isolated pillars.	M2	100		
	SUB-TOTAL 600: PAINTING WORKS				
	SUMMARY				
	PRELIMINARY WORKS				
	MASONRY AND CONCRETE WORKS				
	ROOF, CEILING, METALIC, ALUMINIUM AND WOOD WORKS				
	ELECTRICTY WORKS				
	PLUMBING WORKS				
	PAINTING WORKS				
	TOTAL WITHOUT TAXES				
					VAT= 19.25
					AIR = 5.5
	TOT AL INCLUDING ALL TAXES				
	NET PAYABLE				

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

Schedule of sub-detail of prices

DESIGNATION :Studies and site installation					
No	Daily out put		Total quantity	Unit	Duration of activity
WORKMAN SHIP	Category	No	Daily wage	Days break up	Amount
TOTAL A					
EQUIPMENT/ MECHINES	Type	No	Daily rate	Days break up	Amount
TOTAL B					
MATERIAL AND MISCELLANOUS	Type	Unit	Unit cost	Quantity	Amount
TOTAL C					
D	DIRECT TOTAL COST			A+B+C	

E	GENERAL SITE EXPENSES	Dx%	
F	GENERAL OFFICE EXPENSES	Dx%	
G	NET COST	D+E+F	
H	RISK + BENEFITS	Gx%	
P	TOTAL COST (HT)	G+H	
V	UNIT COST (HT)	P/Q'TY	

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

REGION DU NORD-OUEST

DEPARTEMENT DE LA MEZAM

PREFECTURE DE BAMENDA



REPUBLIC OF CAMEROON

Peace-Work-Fatherland

NORTH WEST REGION

MEZAM DIVISION

DIVISIONAL OFFICE BAMENDA

TENDER FILE

NO ----- FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF TUBAH SUB-DIVISION IN MEZAM DIVISION OF THE NORTH WEST REGION

Project Owner: [Indicate name and full address]

HOLDER: [indicate name and full address of holder]

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

Business Registry No. _____ at Taxpayer's No. _____

SUBJECT : Execution of _____ works; Lot No. _____; Network _____

PLACE: Region: _____

EXECUTION DEADLINE : _____ (_____) months

AMOUNT IN CFA F:

Table with 2 columns and 5 rows: IAT, EVAT, VAT, AIR (Income tax), Net to be paid

FINANCING: [indicate the source of financing]

BUDGET HEAD : [to be completed]

SUBSCRIBED ON: _____ SIGNED ON: _____ NOTIFIED ON: _____ REGISTERED ON: _____

Between:

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

On the one hand,

And

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

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

On the other hand,

Agree on the following:

Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

Page _____ and last of Jobbing Order No. _____ JO/CA/TB/0000
 Awarded after Invitation to Tender [specify references of Invitation to Tender]

With _____,

For the execution of _____ works
 Lot No. _____; _____ Network

Section No.	Road No.	Itinerary	Length (km)

EXECUTION DEADLINE _____ (_____) months

Amount of Contract in CFA F:

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

Read and accepted by the Contractor

(place of signature) _____ (date)

Signature of Contracting Authority

(place of signature) _____ (date)

Registration

Document No. 10:
Models to be used by bidders

TABLE OF MODELS

- 1: Model Tender (Bid Letter)
- 2: Model bid bond
- 3: Model final bond
- 4; Model of Performance Bond (Model retention fund)
- 5: Model of start-off advance bond
- 6: Attestation of site visit
- 7; Model Declaration of Intention to Tender
- 8: Model Commitment of Availability of Personnel
9. Model Table of Equipment
- 10 Model Report of site visit

1: Model tender (bid letter)

I, the undersigned _____ [indcate the name and Capacity of signatory]

Representing the _____ company or enterprise or group with head office at _____
registered in the trade register of _____ under the number (No) _____

Having taken cognisance of all the documents featured or mentioned in the Tender File including the addendum (addenda): the Invitation to Tender [recall the subject of the Invitation to Tender]

- After having personally taken account of the situation of the site and evaluated from my point of view and under my responsibility, the nature and difficulty of the works to be carried out;
- Hereby submit, bearing my signature, the schedule of unit prices as well as the quotations in accordance with the structure featuring in the Tender File.
- Submit and commit myself to execute the works in accordance with the Tender File, in return for the prices which I myself established for each type of structure which prices reveal the amount of the Tender No. _____ at _____ [in figures and words] CFA francs exclusive of VAT and at _____ CFA francs Inclusive of all Taxes. [In figures and words].
- I pledge to execute the works within a deadline ofmonths.
- I pledge to maintain my bid for [indcate duration of validity, in principle 90days for national invitations to tender 120 days for international invitations to tender] from the deadline of submission of bids.
- Rebates and the modalities of application of the said rebates shall be the following (in Case of the possibility of award of several lots).

The Project Owner shall pay the sums due for this Contract by crediting account No..... opened in.....Bank.....Branch

Prior to the signing of the Contract, this tender accepted by me shall constitute an agreement between us.

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

Signature of.....

in the Capacity of.....duly authorised to sign the bids on behalf of.....

2: MODEL BID BOND

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

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

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

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File; Or
If the bidder, having been notified of the award of the Contract by the Contracting Authority during the validity period:

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

We pledge to pay to the [Contracting Authority] an amount up to the maximum of the sum referred to above upon reception of the his first written request, without the Contracting Authority having to justify his request, given, however, that in his request the Contracting Authority shall note that he is due the amount he is claiming because one or the other or both of the above condition(s) has (have) been fulfilled and he shall specify which condition(s) took effect.

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

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

Signed and authentiCAted by the bank at _____, on _____

[Bank's signature]

3: Model final bond

Bank:

Reference of the bond: No _____

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

Whereas _____ [name and address of Contractor], hereafter referred to as "the Contractor", has committed himself, in execution of the Contract referred to as "the Contract", to Carry out [indicate the nature of the works].

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

Whereas we have agreed to issue the Contractor this guarantee,

We, _____ [name and address of bank] represented by _____ [name of signatories], hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon the simple written request declaring that the Contractor has not satisfied his Contractual commitments within the meaning of the Contract, without being able to defer the payment nor raise any contests for whatever reason, any sum up to the sum of _____ [in figures and words].

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

This final bond shall enter into force upon signature and notification of the Contract. It shall be released within a deadline of [indcate the deadline] from the date of the provisional acceptance of the works.

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

Any request for payment made 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 period of validity of this commitment.

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

4: Model of performance bond (Retention fund)

Bank: _____

Reference of the bond: No. _____

Addressed to [Indicate the Project Owner]
[Address of Contracting Authority]

Hereinafter referred to as "the Project Owner"

Whereas _____ [name and address of Supplier] hereinafter referred to "the Contractor",
pledged, in execution of the Contract, to Carry out the works of [indicate the subject of the works]

Whereas it is stipulated in the Contract that the retention fund fixed at [percentage below 10 % to be
specified] of the amount of the Contract may be replaced by a joint guarantee,

Whereas we have agreed to provide the Contractor with this guarantee,
We, _____ [name and address of the bank],
Represented by _____ [names of signatories] and hereinafter referred to as
"the bank",

Hence, we hereby affirm that on behalf of the Contractor, we guarantee and are responsible to the
Project Owner for a maximum amount of _____
[in figures and letters] corresponding to [percentage below 10 % to be specified] of the Contract price.

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

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

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

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

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

5: Model of start-off advance bond

Bank: reference, address _____

We, the undersigned, (bank, address) hereby declare by the present to guarantee on behalf of _____ [the holder] to the benefit of the Project Owner [address of the Project Owner] (the beneficiary)

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that _____ [the holder] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of Contract No. _____ of _____ relating to _____ works [indcate the subject of the works, the references of the Invitation to Tender and the lot, if possible] of the total sum corresponding to to the advance of [twenty (20) %] of the amount inclusive of all taxes of Contract No. _____, payable upon notification of the corresponding Administrative Order that is, _____ CFA francs.

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

This bond shall remain in force up till the reimbursement of the advance in accordance with the SAC. However, the amount of the bond shall be proportionately reduced on the progressive reimbursement of the advance.

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

Annex N° 6: MODEL ATTESTATION OF SITE VISIT

LETTER HEAD HERE

TO WHOM IT MAY CONCERN

ATTESTATION OF SITE VISIT

This is to testify that Mr

Manager/Technical Director/Engineer of

Has effectively visited the site for

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

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

Annex N° 7: MODEL OF DECLARATION TO TENDER

DECLARATION OF THE INTENTION TO TENDER

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

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

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

Done at

Signature of

In the capacity of

Duly authorized to sign the tenders on behalf of

Annex N° 8:MODEL OF COMMITMENT OF AVAILABILITY

To Whom It May Concern:

Subject: COMMITMENT OF AVAILABILITY.

I the undersigned, _____ a (specify diploma or certificate) and holder of National Identity Card N° _____ issued on _____ at _____ Tel: _____ is committed and available to work as _____ (specify post occupied) with _____ (name of enterprise) if awarded the contract for _____ (indicate the name of project). This is in response to Tender N° _____

Done in _____ the _____

Sign; _____

Certified at On the

By

Annex N° 09: MODEL TABLE OF EQUIPMENT

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

N O	DESIGNATIO N OF THE EQUIPMENT	DESCRIPTIO N, MARK	AGE AND STAT E	NUMBER AVAILABL E	OWNE R OR NOT

DONE ONAT

By.....

SIGNATURE

I) INTRODUCTION

II)
TENDER N°.....

NAME OF THE ENTERPRISE:

DATE:

III) COMMENTARY

1- Nature of the project site:

2- Accessibility to the project site:

3- Vegetation:

4- Topography of the site:

IV) AVAILABILITY OF SERVICES

V) AVAILABILITY OF MATERIALS

VI) DIFFICULTIES

VII) CONCLUSION

Document No.11: Preliminary studies

[To be systematically filled by the Project Owner based on the nature of services to be executed and according to the specifications of Point 5.a of Circular No. 003/CAB/PM of 18th April 2008 relating to the respect of rules governing the award, execution and control of Public Contracts]

Note on preliminary studies

In accordance with the Public Contracts Code, the Project Owner or Delegated Project Owner must, prior to commencing the procedure to award Contracts or refer to the competent Tenders Board, ensure that draft Tender Files are prepared based on preliminary studies.

These studies must be required during the examination of the Tender File (TF) by the Tenders Board.

The Project Owner is bound to fill the questionnaire in annex 1 accompanied by justifications of the said studies.

Justification of preliminary studies

1. Attach the preliminary studies.
2. Indicate
 - 2.1. The date studies were carried out;
 - 2.2. The name of the public or private Project Manager
 - 2.3. References of the Contract, if Private Manager carried it out;
 - 2.4. If maintenance works
 - 2.4.1 Description of the studies;
 - 2.4.2 Attach the outline of the itinerary bringing out readings of degradations as well as the approved programming documents.
 - 2.5. Rehabilitation or new works
 - 2.5.1 Are quantities in the quotations the same as those of the studies?
 - 2.5.2 Description of studies: Draft Preliminary Study, Detailed Preliminary Study;
 - 2.5.3 Attach the said studies.

N.B. For services of less scope, the Project Owner may furnish a justification of calculation of quantities of the Tender File.

-The chairperson of the Tenders Board may, before taking a decision, seek expert advice on the quality of the studies.

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

BANKS

1. Afri land First Bank (AFB)
2. Banque Atlantique Cameroun (BACM)
3. Banque International du Cameroun pour l'Epargne et le Crédit (BICEC)
4. CITI Bank N.A. CAMEROON
5. Commercial Bank of Cameroon (CBC)
6. Ecobank Cameroon (EBC)
7. National Financial Credit Bank (NFC BANK)
8. Société Commercial de Banques Cameroun (CA-SCB)
9. Société Générale de Banque au Cameroun (SGBC)
10. Standard Chartered Bank Cameroon (SCBC)
11. Union Bank of Cameroon PLC (SCBC)
12. United Bank for Africa (UBA)
13. Banque Gabonaise pour le Financement International (BGFI BANK), B.P. 600 Douala
14. Bank Of Africa Cameroun (BOA Cameroun), B.P. 4 593, Douala
15. Crédit Communautaire D'Afrique-Bank (CCA – Bank)
16. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), B.P. 12 962, Yaoundé;

II- Insurance companies

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

N.B: la liste ci-dessus est également disponible sur le site web :www.armp.cm