

**REPUBLIQUE DU CAMEROUN
PAIX-TRAVAIL-PATRIE**

**MINISTERE DE L'ADMINISTRATION
TERRITORIALE**

REGION DU NORD-OUEST

SERVICE DU GOUVERNEUR

**REPUBLIC OF CAMEROON
PEACE-WORK-FATHERLAND**

**MINISTRY OF TERRITORIAL
ADMINISTRATION**

NORTH-WEST REGION

GOVERNOR'S OFFICE

**THE NORTH WEST REGIONAL TENDERS BOARD
OPEN NATIONAL INVITATION TO TENDER**

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER

**N°...../ONIT/NWRB/GOV-NW/2026 OF /..... /2026 FOR THE
CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL
DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4 BY
EMERGENCY PROCEDURE**

DELEGATED CONTRACTING AUTHORITY: THE GOVERNOR OF THE NORTH WEST REGION

PROJECT OWNER: THE REGIONAL DELEGATE OF SOCIAL AFFAIRS

FUNDING: MINAS PUBLIC INVESTMENT BUDGET OF 2026

AUTHORISATION NO: JB06694

IMPUTATION NO: 60 42 433 1 44 160001 0133 52112

FINANCIAL YEAR 2026

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Document N° 1
TENDER NOTICE

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTERE DE L'ADMINISTRATION
TERRITORIALE

REGION DU NORD OUEST

SERVICE DU GOUVERNEUR



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF TERRITORIAL ADMINISTRATION

NORTH WEST REGIONAL

GOVERNOR'S OFFICE

TENDER NOTICE OPEN NATIONAL INVITATION TO TENDER

OPEN NATIONAL INVITATION TO TENDER

N°...../ONIT/NWRTB/GOV-NW/2026 OF /..... /2026 FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4 BY EMERGENCY PROCEDURE

1. Subject of the Invitation to Tender

Within the framework of 2026 Public Investment Budget, the Governor of the North West Region, Delegated Contracting Authority hereby launches an Open National Invitation to Tender N°...../ONIT/NWRTB/GOV-NW/2026 of /..... /2026 for the continuation of the Construction works of the Regional Delegation of Social Affairs for The North West Phase 4

2. Nature of works

Works to be done consists of:

- 1- Series 100 : concrete works
- 2- Series 200: elevation and plastering
- 3- Series 300: Roofing
- 4- Series 400: wood and metallic works

3. Participation and origin

Participation in this invitation to tender is opened to all national companies specialized in building construction and public works who are duly categorised.

4. Lots

The works are regrouped in a unique lot.

5. Estimated cost

The estimated cost of the works after preliminary studies stands at **Seventy-Five million (75,000,000) Francs CFA** all taxes inclusive.

6. Financing

Works which form the subject of this invitation to tender are financed by the PIB of MINAS 2026 with budget heads N° 60 42 433 1 441 60001 0133 523112

7. Consultation and acquisition of files

The file may be consulted during working hours at the Governor of North-West Region office in Bamenda or online using the address; www.marchespublics.cm, as soon as this notice is published.

8. The Acquisition of the Tender file

The file will be obtained online in the MINMAP/COLEPS platform www.publiccontracts.com as soon as this tender notice is published against payment of a non-refundable sum of **82,000 (Eighty Two Thousand)** Francs CFA, payable at the Public Treasury, representing the cost of purchasing the tender file.

9. 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 **One Million Five hundred thousand (1,500,000)** francs CFA and valid for thirty (30) days beyond the date of validity of bids..

10. Presentation of consultation file:

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

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

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

11. Submission of bids

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

“Open National Invitation to Tender N°...../ONIT/NWRTB/GOV-NW/2026 of /..... /2026 For the continuation of the Construction works of the Regional Delegation of Social Affairs for The North West Phase 4

“TO BE OPENED ONLY AT THE BID OPENING SESSION”.

File size and format

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

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

Supported format shall include

- PDF format for text document
- JPEG format for images

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

12. Tender Admissibility

For fear of being rejected, only originals or true copies certified by the issuing services or administrative authorities must imperatively be produced in accordance with the Special Regulations of the invitation to tender. They must obligatorily not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice.

Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible.

13. 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 ____/____/2026 at 12 noon local time, in the conference hall of the regional Tenders' Board, by its competent Members. Only bidders may attend or be represented by duly mandated persons of their choice. The bids will be evaluated exclusively of value added tax (EVAT) and all taxes inclusive (ATI) and accompanied by a signed model submission

14. Period of validity of Bids

Bidders shall remain bound by their bids for a period of 90 days from date of opening of the bids.

15. Execution Deadline

The maximum deadline provided for by the Delegated Contracting Authority shall be four (04) months from the date of the notification of the service order to start work.

16. Evaluation criteria

The bids shall be evaluated according to the following criteria:

A: Eliminary criteria

- The absence insufficient of bid bond document in the administrative file;
- Non respect of forty-eight (48) hours given for absence or non-conformity of a document in the administrative file;
- Non respect of 70% of essential criteria;
- Deadline for execution more than that prescribed;
- False declaration or falsified documents;
- Omission in the financial document of quantified price in the bill of quantities
- Failure to provide a backup copy of offers saved in a USB key or a CD/DVD on time;
- Failure to comply with the format of file type and size for online submission;
- Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund.
- Failure to present a certificate of categorization or receipt of deposit of file for categorisation of the enterprise in the "Building Construction works and General Equipment" sub-sector of activities

B: Essential criteria

- General presentation of the tender files;
- References of the company in similar works;
- Quality of the personnel;
- Technical organisation of works;
- Logistics;
- Financial capacity;
- Attestation and report of site visit
- Special Technical Clauses initialled on all the pages;
- Special Administrative Clauses completed and initialled on all the pages;
- Safety measures on the site.

The criteria for the qualification of bidders shall be as follows:

The details of essential criteria are given in the Special Tender Regulation (STR).

This evaluation will be done in a purely positive way (yes) or negative (no) with an acceptable minimum from at least 70% of the essential criteria taken in account.

17. Award

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 70% of the essential criteria.

18. Complementary Information;

Additional technical information may be obtained from the Regional Delegation of Social Affairs North West

Bamenda, the _____

**The Governor of the North West Region
(Delegated Contracting Authority)**

Copies:

- RD MINAS/NW/B'DA
- RD MINMAP NW
- ARMP BAMENDA
- Chairperson of NWRTB
- Notice Board
- File/archive



AVIS D'APPEL D'OFFRE

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N° ___/AONO/GOUV/CPMNO/2026 DU __ /__ 2026 POUR LA CONTINUTE DES TRAVAUX DE CONSTRUCTION DE LA DELEGATION REGIONAL DE AFFAIRES SOCIALES DU NORD OUEST PHASES 4 PAR PROCEDURE D'URGENCES

1. Objet:

Dans le cadre de l'exercice Budgétaire 2026, le Gouverneur de la Région du Nord-Ouest, Autorité Contractante Délégué, lance un APPEL D'OFFRES NATIONAL OUVERT N° ___/AONO/GOUV/CPMNO/2026 DU __ /__ 2026 POUR LA CONTINUTE DES TRAVAUX DE CONSTRUCTION DE LA DELEGATION REGIONAL DE AFFAIRES SOCIALES DU NORD OUEST PHASES 4 PAR PROCEDURE D'URGENCES

2. Nature des travaux :

Les prestations, objet du présent appel d'offres, concernent :

- 5- Series 100 : Beton Arme
- 6- Series 200: elevation et crepissage
- 7- Series 300: toiture
- 8- Series 400: travaux de bois et metallic

3. Participation et origine

La Participation à cette consultation est ouverte aux entreprises de droit camerounais qui se seront conformés aux lois fiscales et ont une bonne expérience dans le domaine intéressé et categorise.

4. Allotissement

Les travaux sont regroupés dans un unique lot.

5. Coût prévisionnel

Le coût prévisionnel des travaux à l'issue des études préalables est de Soixante-quinze millions (75,000,000) Francs CFA .

6. Financement

Les prestations, objet du présent Appel d'Offre est financé par le Budget d'Investissement Public du Ministère des Affaires Sociales

7. Consultation et acquisition du dossier d'Appel d'Offres :

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables au Bureau du Gouverneur de la Région du Nord-Ouest ou en ligne à l'adresse : www.marchespublics.cm dès Publication du présent avis.

8. Acquisition du Dossier d'Appel d'Offres

Le dossier sera obtenu en ligne sur la Platform www.publiccontracts.com du MINMAP/COLEPS dès la publication du présent avis de marché contre paiement d'une somme non remboursable de **82,000 (quatre-vingt-deux Mille) francs CFA**, payable au Trésor Public, représentant le coût d'achat du dossier d'appel d'offres.

9. 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 d'Un Million Cinq Cent mille (1,500,000) francs CFA et valable trente (30) jours au-delà de la date de validité des offres.

10. Remise des offres

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

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

**“AVIS D'APPEL D'OFFRES NATIONAL OUVERT N° ___/ANO/GOV/CPMNO/2026 DU ___ /__ 2026 POUR LA CONTINUTE DES TRAVAUX DE CONSTRUCTION DE LA DELEGATION REGIONAL DE AFFAIRES SOCIALES DU NORD OUEST PHASES 4
« A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT ».**

Taille et format du fichier :

Pour l'en chères en ligne, la taille maximale de documents qui seront téléchargés sur la plateforme et constituant l'offre du soumissionnaire sera de ;

- 5Mo pour les offres administratives,
- 15Mo pour les offres Techniques,
- 5Mo pour les offres financements.

Les formats pris en charge doivent inclure :

- Formats PDF pour documents textes,
- Formats JPEG pour les images.

Le soumissionnaire devra utiliser un logiciel de compression pour réduire la taille du fichier à soumettre

11. Recevabilité des Offres

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Gouverneur, Préfet, Sous-préfet,), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

Elles doivent dater de moins de trois (03) mois précédant la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres.

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances.

12. Présentation du dossier de consultation :

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

- A) contenant les documents administratifs (Volume 1);

B) contenant les documents techniques et financiers (Volume 2);

C) contenant les documents financiers (Volume 3);

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

13. 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 ____/____/2026 à 12 heures, heure locale, dans la salle des conférences du bureau désigné par le maître d'ouvrage, par la Commission Régionale des marchés de la région du Nord-Ouest. Seuls les soumissionnaires peuvent assister ou se faire représenter par des personnes dûment mandatées de leur choix.

14. Durée de validité des offres

Les Soumissionnaires resteront liés par leurs offres pour une période de 90 jours à compter de la date d'ouverture des offres.

15. Délai de réalisation des Prestations

Le délai d'exécution des prestations est fixé à quatre (04) mois maximum à compter de la date de notification de l'Ordre de Service de commencer l'exécution du présent marché.

16. Evaluation des offres

Les offres seront évaluées sur la base des critères ci-après :

A: critères Éliminatoires

- Absence ou insuffisance de la caution provisoire de soumission ;
- Non-respect du délai de 48 hrs pour non-conformité ou absence de document dans le dossier administratif.
- Délai d'exécution supérieur à celui prescrit (supérieur à quatre mois)
- Proposition de l'Offre Financière supérieure au montant de l'enveloppe ;
- Fausse déclaration ou documents falsifiés ;
- Le non-respect de 70% des critères essentiels
- Omission d'un prix quantifié dans le devis ;
- Défaut de fournir une copie de l'offre sauvegardée sur une clé USB ou un CD/DVD à temps
- Défaut de se conformer au format du type de fichier et de la taille pour la soumission en ligne ;
- 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 ;
- Défaut de présenter un certificat de catégorisation ou un reçu de dépôt du dossier de catégorisation de l'entreprise dans le sous-secteur d'activité « Bâtiment et équipement général ;

B: critères Essentiels

- Présentation Générale des dossiers d'Appel d'Offres ;
- Références de l'Entreprise ;
- Qualification du personnel d'encadrement ;
- Organisation technique des travaux;
- La logistique;
- La capacité financière;
- Attestation et rapport de visite du site,

- Les Clauses Techniques Particulières paraphées dans toutes les pages ;
- Les Clauses Administratives Particulières dûment remplies et paraphées dans toutes les pages ;
- Mesures de sécurité sur le site.

Les critères concernant la qualification du soumissionnaire seront les suivants :

Les détails des critères essentiels sont précisés dans le Règlement Particulier de l'Appel d'Offres (RPAO).

Cette évaluation sera faite sur une base purement positive (oui) ou négatif (aucun) avec un minimum acceptable d'au moins 70% des critères essentiels.

17. Attribution

Le contrat sera accordé au Soumissionnaire ayant proposé l'offre la moins distante et remplissant les capacités techniques et administratives conformément aux règlements d'Appel d'Offres et ayant satisfait à 100% les critères éliminatoires et au moins 70% les critères essentiels.

18. Renseignements complémentaires

Les renseignements techniques complémentaires peuvent être obtenus auprès de la Délégation Régionale des Affaires Sociales du Nord-Ouest, Tel. +237 233 361 148.

Fait à Bamenda, le.....

**Le Gouverneur
(Autorité Contractant Délégué)**

Ampliations :

- RD MINAS/NW/B'DA
- RD MINMAP NW
- ARMP ;
- Présidents CPM ;
- Affichage.
- Chrono/archive

Document N°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 Delegated Contracting Authority as defined in the Special Regulations of the invitation to tender hereinafter referred to as "Delegated Contracting Authority" hereby launches an Open National Invitation to tender for The continuation of the Construction works of the Regional Delegation of Social Affairs for the North West Region Phase 4 as described in the Tender File and briefly described in the Special Regulations.

The name and identification number which form the subject of the invitation to tender features in the Special Regulations of the invitation to tender.

Here in after reference is made to it under the term "works".

1.2 The retained bidder or the successful 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 a service order to start work.

1.3 In this Tender File, the terms "day" means a calendar day.

Article 2: Financing

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

Article 3: Fraud and corruption

3.1 The Delegated Contracting Authority requires from bidders and contractors the strict respect of rules and professional ethics during the award and execution of public contracts. By virtue of this principle, the Delegated Contracting Authority:

a) defines, within the context of this clause, the following expressions in the following manner:

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 warps or distorts facts in order to influence the award or execution of a contract;

iii) "Collusive practices" mean any form of agreement between two or among several bidders (whether the Delegated Contracting Authority is aware or not) aimed at artificially maintaining the prices of offers at levels not corresponding with those which will result from the forces of competition;

iv) And "coercive practices" 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) Will reject any award proposal if it determines that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

Article 4: Candidates allowed 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 suppliers, 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.

A bidder shall be judged to be in a situation of conflict of interest if he:

i) is associated 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 offer within the context of invitation to tender, except authorised variants according to article 18, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one offer.

(c) The bidder must not have been excluded from bidding for public contracts.

(d) 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
- (iii)** Not under the direct supervisory authority of the Delegated Contracting Authority.

Article 5: Building 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, 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 offer, bidders must:

- (a)** submit a power of attorney making the signatory of the offer bound by the offer; and
- (b)** Update the information included in their request for pre-qualification which may have changed (or provide this information, in case of open invitation to tender).

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

- (i)** Access to a credit line or availability of other sources of funding; considering the scope of the services, the production of recent balance sheets and turnovers may be required;
- (ii)** Orders acquired and contracts awarded;

- (iii) Pending litigations; and
- (iv) Availability of essential equipment.

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

- (a) The offer must include all the information listed in article 6(1) above;
- (b) The offer and the contract must be signed in a way that is binding on all members of the group;
- (c) The nature of the group (joint or several) must be specified 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 Delegated Contracting Authority with regards 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 Delegated Contracting Authority into a single account; on the other hand, each undertaking is paid in its own account by the Delegated Contracting Authority where it is several co-contracting.

6.3 Bidders must equally present sufficiently detailed proposals to demonstrate that they conform to the technical specifications and delivery time-limits set in the Special Regulations of the invitation to tender.

Article 7: Site visit

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

7.2 The Delegated Contracting Authority 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 Delegated Contracting Authority, 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 of material damages, costs and fees incurred from this visit.

7.3 The Delegated Contracting Authority may organise a visit of the site of works during the preparatory meeting to establishing the offers 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 works forming the subject of the contract, sets the consultation procedure of contractors and specifies the terms of the contract. Besides the addendum (addenda) published in accordance with article 10 of the General Regulations of the invitation to tender, it includes the following documents:

- a. The letter of invitation to tender (for restricted invitation to tender);
- b. The tender notice;

- c. The General Regulations of the invitation to tender;
- d. The Special Regulations of the invitation to tender;
- e. The Special Administrative Conditions;
- f. The Special Technical Conditions;
- g. The price schedule;
- h. The bill of quantities and estimates;
- i. The sub details of prices;
- j. Model tender letter;
- k. Model bid bond;
- l. Model of bank guarantee in replacement of the retention fund;
- m. Model contract;
- n. List of banking establishments and financial bodies approved by the Ministry in charge of finance authorised to issue bonds.
- o. Drawings

8.2 The bidder must examine all the rules, forms, conditions and specifications contained in the Tender File. It is up to him to furnish all the information requested and prepare an offer in conformity with all aspects of the said file. Any inadequacy may lead to a rejection of his offer.

Article 9: Clarifications on the Tender File

9.1 Any bidder who wants to obtain clarifications on the Tender File may request them from the Governor of the North West Region Room No address indicated in the Special Regulations of the invitation to tender. The Governor of the North West Region Room No replies in writing to any request for clarification received at least fourteen (14) days prior to the deadline for the submission of offers.

A copy of the Authority's in Charge of Public Contracts 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 launch a complaint to, Governor of the North West Region Room No.

9.3 The complaint must be addressed to the Delegated Contracting Authority or the chairperson of the Tenders Board.

It must reach the Delegated Contracting Authority not later than fourteen (14) days before the opening of bids.

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

Article 10: Amendment of the Tender File

10.1 The Delegated Contracting Authority may at any moment, prior to the deadline for the submission of offers 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 to all bidders who bought the Tender File. The latter must acknowledge receipt of the addenda in writing to the Delegated Contracting Authority.

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

C Preparation of offers

Article 11: Tender costs

The bidder shall bear the costs related to the preparation and presentation of its offer and the Delegated Contracting Authority 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 offer

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

Article 13: Constituent documents of the offer

13.1 The offer 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;
 - 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 offer to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of invitation to tender.

b. Volume 2: Technical offer

b.1 Information on qualifications

The Special Conditions list the documents to be furnished by bidders to justify the qualification criteria mentioned in article 6(1) of the Special Conditions of the invitation to tender.

b.2 Methodology

The Special Conditions of the invitation to tender specifies the constituent elements of the technical offer of bidders especially: a methodological statement on an analysis of works and specifying the organisation and programme which the bidder intends to put in place or use

to execute the works (installations, schedule, PAQ, 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 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 offer

The Special Conditions specifies the elements that will help in justifying the cost of works, namely:

1. The signed and dated original offer prepared according to the attached model, and 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 to be.

In this regard, the bidders will use the documents and models provided in the Tender File, subject to the provisions of article 17(1) of the General Regulations of the invitation to tender concerning the other possible forms of guarantees.

Article 14: Offer price

14.1 Except otherwise stated in the Tender File, the amount of the contract shall cover all the works described in article 1.1 of the General Regulations 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 offers, shall be included in the prices and in the total amount of the offer presented by the bidder.

14.4 If a price revision/updating clause are 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 a price revision.

14.5 All unit prices must be justified by sub-details established in accordance with the structure proposed in & Document N^o. 8.

Article 15: Currency of offer and payment

15.1 In case of international invitations to tender, the currencies of the offer 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 offer shall be entirely made in the national currency (CFA franc).

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

- a) Prices shall be entirely drawn in CFA francs. The bidder who intends to commit expenditures in other currencies for the realisation of the works shall indicate in the annex to the tender the percentage(s) of the amount of the 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 of the foreign currency in CFA francs used by the bidder to convert his offer into national currency shall be specified by him in an annex to the offer. This rate shall be applied to 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 offer 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 works which the bidder intends to procure in the Delegated Contracting Authority's country shall be in currency of the Delegated Contracting Authority's country as specified in the Special Regulations and called "national currency";
 - b) The prices of inputs necessary for works which bidder intends to procure out of the Delegated Contracting Authority's country shall be in the currency of the country of origin of the bidder or of the currency of an eligible member country widely used in international trade.
- 15.4** The Delegated Contracting Authority may request the bidders to explain the needs in national and foreign currencies and to justify that the amounts included in the unit and total prices and indicated in annex to the bids are reasonable; to this end, a detailed statement of their needs in foreign currencies shall be furnished by the bidder.

15.5 During the execution of the works, most of the foreign currency to be paid as part of contract, may be revised in common accord between the Delegated Contracting Authority and the contractor in a way as to take account of any modification in the foreign currency needs within the context of the contract.

15.6 For national invitations to tender, the currency shall be the CFA franc.

Article 16: Validity of offers

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

16.2 Under exceptional circumstances, the Delegated Contracting Authority may seek the approval of bidders to extend the validity time-limit. The request and the responses that will be given shall be in writing (or by fax). The validity of the bid bond provided for in article 17 of the General Regulations shall equally be extended for a corresponding duration. A bidder may refuse to extend the validity of his offer without losing his bid bond. A bidder who consents to an extension shall not be asked to modify his offer 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 offers is extended for more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the formula featuring in the request for extension that the Delegated Contracting Authority addressed to bidders. The updating period shall run from 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.

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 offer.

17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Delegated Contracting Authority. The bid bond will remain valid for ninety (90) days beyond the original date set for the validity of offers or any other validity time-limit requested by the Delegated Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.

17.3 Any offer 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 offer 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 offer during the period of validity;

b) If the retained bidder:

i) fails in his obligation to register the contract in application of article 37 of the General Regulations;

ii) Fails in his obligation to furnish the required final bond in application of article 38 of the General Regulations.

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. Offers that propose deadlines beyond those specified shall be considered as not being in conformity.

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

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 writing or by telex in a way as to reach the Delegated Contracting Authority at least one week before the meeting. The Delegated Contracting Authority may not reply to questions received late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.

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

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

Article 20: Form and signature of offer

20.1 The bidder shall prepare an original of the constituent documents described in article 13 of the General Regulations in a volume clearly indicated "ORIGINAL".

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

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

d. Submission of offers

Article 21: submission is online

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

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

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

Article 23: Late offers

Any offer received by the Regional Tenders Board beyond the deadline for the submission of offers in accordance with article 22 of the General Regulations shall be declared late and consequently rejected.

Article 24: Modification, substitution and withdrawal of offers

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

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

24.3 Offers being requested to be withdrawn in application of article 24(1) shall be returned unopened.

24.4 No offer may be withdrawn during the interval between the submission of offers and the expiry of the validity of offers specified by the model tender. The withdrawal of an offer by a bidder during this interval may lead to the confiscation of the bid bond in accordance with the provisions of article 17(6) of the General Regulations.

E. Opening of envelopes and evaluation of offers

Article 25: Opening of envelopes and petitions

- 25.1 The Regional Tenders Board shall open the envelopes in single phase in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.
- 25.2 Firstly, envelopes marked “withdrawal” shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding offer shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked “Replacement offer” are opened and announced to the hearing of everyone and the new corresponding offer substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the offer shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked “modification” shall be opened and their contents read to the hearing of everyone with the corresponding offer. The modification of the offer shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only offers which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.
- 25.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates [*in case of opening of financial offers*] and any variant, where necessary, the existence of a guarantee of the offer if it is required and any other details which the Delegated Contracting Authority deems useful to be mentioned. Only rebates and variants of offers announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.
- 25.4 Offers (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.
- 25.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of offers, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.
- 25.6 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Public Contracts Authority with copies being sent to the body in charge of the regulation of public contracts, the Delegated Contracting Authority.
- It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.
- The Independent Observer attaches to his report the sheet that was handed to him, including any related commentaries or observations.

Article 26: Confidentiality of the procedure

- 26.1: No information relating to the examination, clarification, evaluation and comparison of offers and verification of the qualification of the bidders and the recommendation for the award shall

be given to bidders or to any person concerned with the said procedure before the announcement of the award.

26.2 Any attempt by a bidder to influence the Evaluation sub-committee of bids or the Delegated Contracting Authority in his award decision may cause the rejection of his offer.

26.3 Notwithstanding the provisions of paragraph 26.2, between the opening of bids and the award of the contract, if a bidder wishes to enter into contact with the Delegated Contracting Authority with reasons having to do with his offer may do so in writing.

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

27.1 To ease the examination, evaluation and comparison of offers, the chairperson of the Tenders Board may, if he desires, request any bidder to give clarifications on his offer. This request for clarification and the response given are formulated in writing but no change on the amount or content of the offer 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 29 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 offers, between the opening of envelopes and the award of the contract.

Article 28: Determination of Conformity of offers

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

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

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

- i) which substantially limits the scope, quality or realisation of the works;
- ii) which substantially limits and is not in conformity with the Tender File, the rights of the Delegated Contracting Authority or the obligations of the bidder in relation to the contract;
or
- iii) Whose correction would unjustly affect the competitiveness of the other bidders who presented offers that essentially conformed to the Tender File

28.4 If an offer is essentially not in conformity it shall be rejected by the competent Tenders Board and shall not eventually be rendered in conformity.

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

Article 29: Qualification of the bidder

The Evaluation sub-committee shall ensure that the successful bidder because having an offer substantially in conformity with the provisions of the Tender File, fulfils the qualification criteria stipulated in article 6 of the Special Regulations. It is essential to avoid any arbitrariness in determining qualification.

Article 30: Correction of errors

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

- (a)** where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.
- (b)** If the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.
- (c)** Where there is a difference between the price indicated in letters and in figures, the amount in letters shall be considered authentic, unless the amount is linked to an arithmetical error confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

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

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

Article 31: Conversion into a single currency

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

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

Article 32: Evaluation of financial offers

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

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

- a)** By correcting any possible error in accordance with the provisions of article 30.2 of the General Regulations;
- b)** By excluding projected sums and where necessary provisions for the unforeseen occurrences featuring in the bill of quantities and estimates but by adding the amount of works

done under State supervision where they are cost 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 the Special Regulations and the Technical Specifications, the proposed technical variants, if they are permitted, shall be evaluated according to their own merit and independently of the fact that the bidder offered or not a price for the technical solution specified by the Delegated Contracting Authority in the Special Regulations.

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

The Delegated Contracting Authority reserves the right to accept or reject any modification, difference or reservation. The modifications, differences, variants or other factors which exceed the requirements of the tender file are not taken into account during the evaluation of offers.

32.4 If the offer judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Delegated Contracting Authority, the Evaluation sub-committee 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 to it, the Delegated Contracting Authority may reject the offer.

Article 33: Preference granted to local and national bidders

If this provision is mentioned in the Special Regulations, local and national contractors may benefit from a margin of national preference during the evaluation of offers as provided for in the Public Contracts Code.

F. Award of the contract

Article 34: Award

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

34.2 If, according to article 13(2) of the General Regulations, the invitation to tender comprises several lots, the lowest offer 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, as well as their financial situation at the time of award.

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

The Delegated Contracting Authority reserves the right to cancel a procedure of invitation to tender after the authorisation of the Minister of Public Contracts where the offers have been opened or to declare an invitation to tender unsuccessful after the advice of the competent Tenders Board, without any claims being entertained.

Article 36: Notification of the award of the contract

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

Article 37: Publication of results of award and petitions

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

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

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

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

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

Article 38: Signing of the contract

38.1 After publication of the results, the draft contract subscribed by the successful bidder is submitted to the Tenders Board and the competent Specialised Contracts Control Board, where need may be for approval.

38.2 The Delegated Contracting Authority has a deadline of seven (7) days to sign the contract from the date of reception of the draft contract approved by the competent Tenders Board and subscribed by the successful bidder.

38.3 The contract must be notified to the holder within five (5) days of its date of signature.

Article 39: Final Bond

39.1 Within twenty (20) days of the notification by the Delegated Contracting Authority, the contractor shall furnish the Delegated Contracting Authority with a final bond, in the form stipulated in the Special Regulations, in accordance with the model provided in the Tender File.

39.2 The bond whose rate varies between 2 and 5 percent of the amount of the contract may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Contracting Authority as beneficiary or by a joint or several guarantee.

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

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

Document N°3

SPECIAL REGULATIONS OF THE INVITATION TO TENDER

ARTICLE 1: DEFINITION OF WORKS

The present invitation to tender has as subject, **The continuation of the Construction works of the Regional Delegation of Social Affairs for the North West Phase 4**

ARTICLE 2: FINANCING

The works subject of the present invitation to tender will be financed by the BIP MINAS 2026

ARTICLE 3: DEADLINE FOR THE EXECUTION OF WORKS

The maximum delay of execution of works is fixed at Four (04) months.

ARTICLE 4: CONDITIONS OF PARTICIPATION

The Participation to the present invitation to tender is open to all enterprises and/or groupings of enterprises of public works installed in Cameroon.

ARTICLE 5: RESPECT OF THE CONDITIONS OF INVITATION TO TENDER

All tender no-compliant to provision of the present invitation to tender will be declared prohibited. The tender should be deposit at the place, date and hour indicated in the tender notice against receipt of deposit. All tender delayed at one hour or one ulterior date will be refused merely.

All documents submitted by the bidder to some title that it is, in application of the present invitation to tender will be exclusively established in French or English language, while using the metric system and while expressing all prices in currency CFA franc for the assessment of tenders.

After the deposit of its tender, the bidder cannot withdraw it, nor to modify it or to correct it for some reason that it is. This condition is as much valid before as after the expiration of the submission deadline of tenders.

ARTICLE 6: CONSTITUENT PARTS OF THE TENDER FILE

The documents being part of the present call of offers are composed as follows:

- Document N° 0 - Open National Invitation to Tender - ONIT (AAO);**
- Document N° 1 General Regulations of the Invitation to Tender - GRIT (RGAO);**
- Document N° 2 - Special Regulations of the Invitation to Tender - SRIT (RPAO);**
- Document N° 3 - Special Administrative Provisions Logbook - SAPL (CCAP);**
- Document N° 4 - Special Technical Provisions Logbook - STPL (CCTP);**
- Document N° 5 - Setting of the Mail Enclosure for Unit Prices - MUP (BPU);**
- Document N° 6 - Descriptive estimates;**
- Document N° 7 - Setting of the estimate detail;**
- Document N° 8 - Setting of the Sub-detail of Prices;**
- Document N° 9 - Models Documents:**
 - 9.1: Model of Tender;**
 - 9.2: Model of Bid Bond;**
 - 9.3: Definitive Security Bond Model;**
 - 9.4: Model of banking guarantee of refund of preparatory advance;**
 - 9.5: Model of bond of restraint of guaranty;**
 - 9.6: Model of Contract;**
 - 9.7: Model of Power of Attorney;**
 - 9.8: Model of Joint venture agreement;**
 - 9.9: model of Location;**
 - 9.10: model calculation of the majority's coefficient.**
- Document N° 10 - Annex:**
 - 10.1: Model of general information Notebook concerning the bidder;**

10.2: Setting of the list of materials (Machines and equipment) that the bidder intends to use for the execution of works;

10.3: List of the staff that the bidder intends to use for the execution of works;

10.4: Setting of the program of execution of works;

10.5: Attestation of site visit;

Document N° 11: Grid of Tenders analysis;

Document N° 12: Banking establishment list and financial organisms allowed giving out bonds in the setting of publics' contracts;

Document N° 13: Plans

ARTICLE 7: ENLIGHTENMENTS AND MODIFICATIONS TO DOCUMENTS OF THE TENDER FILE

The bidders can request for information concerning the documents of the Invitation to Tender. If the case arises, they should refer by writing to the Delegated Contracting Authority, in view of to get the wished precisions, before the deposit of their Tenders. The Delegated Contracting Authority will have to answer in writing before the fourteen (14) day that precedes the deadline of the deposit of the Tenders.

No answer will be given to unwritten questions and all interpretation by a bidder of the documents of Invitation to Tender not have been subject of an addendum will be merely rejected and will not be able to imply the responsibility of the administration.

Addendums to the Tender file could also be brought by the Delegated Contracting Authority, in order to make more comprehensible the documents of the Invitation to Tender or to bring technical modifications or other documents of the Invitation to Tender. These addendums will be part of the Tender file and will be communicated by mail, telex, fax or e-mail to all purchasers of the file who will acknowledge receipt of it by the same ways. The Delegated Contracting Authority will have to, as much as possible, to report the date of deposit of tenders to take in account of the aforesaid addendums.

ARTICLE 8: ESTABLISHMENT OF THE BID

The establishment of the prices by the bidder is reputed have been made on the basis of the perfect knowledge of rules, dues and taxes in force in Republic of Cameroon and applicable to Public Contracts.

The amount of the tender will dispose the amount without taxes, the amount of the value-added tax, and the amount all taxes includes in CFA francs.

The bidder should fill in letters and in numbers, the prices of the mail enclosure of the unit prices, carry them in the setting of the estimate detail and multiply them by the indicated quantities, in order to get the total amount of its tender. In case of conflict between the prices in letters and those in numbers, the first will be those to consider and will act as basis to the calculation of the amount of the tender, unless this amount is bound to an arithmetic mistake in the sub-detail of prices, in that case the amount in numbers will prevail.

Upon dismissal, the mail enclosure of the unit prices should be inevitably complete. The possible mistakes of calculation will be straightened by the subcommittee in charge of analysis of tenders and the amount will be reviewed, if necessary, without it leading to some complaints by the bidder.

ARTICLE 9: PRESENTATION OF BIDS

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

A) Containing the administrative documents (Volume 1);

B) Containing the technical documents (Volume 2);

C) Containing the financial documents (Volume 3);

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

« OPEN NATIONAL INVITATION TO TENDER

N°...../ONIT/NWRTB/GOV-NW/2026 OF /..... /2026 FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST REGION PHASE 4

“TO BE OPENED ONLY DURING BID OPENING SESSION”.

9.1 Administrative Documents (Volume 1)

It is about the furnishing subsequent documents dated for not more than three (03) months:

DOCUMENT N°	DESCRIPTION
A.1	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.2	Certified Copy of the Business Registration, not more than three months old.
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.
A.5	Purchase receipt of Tender File issued by public treasury
A.6	A bid bond of 1,500,000 FCFA (one Million five hundred thousand FCFA) issued in compliance with CDEC prescription and by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBA conditions and a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund.
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 valid within the given time.
A.9	Tax compliance certificate or Clearance Certificate signed by the chief of Centre of Taxes that the bidder has met all the statutory declarations in issues of taxes in the current financial year; This certificate should be less than three months old.
A.10	Certified Copy of a valid taxpayer's card, delivered by the chief of center of Taxes.
A.11	A certified copy by MINMAP of the Certificate of categorization or receipt of deposit of file for categorization of the enterprise in the “Building and General Equipment” sub Sector of activities
A.12	An original of CDEC Receipt of payment and a proof of the bank transfer
A.13	Plan and attestation of location of the Company signed by the Chief of Taxation
A.14	Power of attorney if necessary
A.15	Group agreement where applicable
A.16	Special Administrative Clauses completed and initialed on all the pages, signed, dated and Stamped on the last page.
A.17	The Special Regulation Condition for Tender initialed on every page;

9.2. Technical bid (volume 2)

It will bear the quoted documents below and placed in the following order:

N° ORDER	DESIGNATION	DETAILS	JUSTIFICATION
B.0	- Attestation of Site Visit - Site Visit Report	Following model in appendix	Date, Signature and stamps of the bidder
B1	Similar work reference	To indicate the similar work list achieved during the last 5 years	Attach the first and last pages of the contracts recorded, attached with the minutes of temporary or definitive reception of the aforesaid contracts or attestation of good end.
B2	List of equipment and Tools	In accordance with the appendix 10.2 To indicate the list of the working materials and other motorised materials;	Attach legalised photocopies of the registration document (carte grise) duly signed by the competent services of the Ministry of the Transport or the Hiring Agreement for equipment to be hired and the Purchase receipt or invoice for the rest of the tools.
B3	List of personnel	In accordance with the appendix 10.3 To indicate the Monitoring staff.	Attach curriculum vitae duly dated and signed, certified photocopies of the diploma duly legalised by the competent administrative authority, attestation of availability duly dated and signed, an attestation of membership into the National Order (ONIGC) for the current year, and all must have had at least five years of general experience in the domain.
B4	Technical proposals and of planning works	In accordance with the appendix 10.4 - Define the methodology and planning of work; - Indicate the measures proposed for the security and the preservation of the health of the workers in site	Initialled on every page, dated and signed.
B5	Special Technical Conditions Logbook	To insert the CCTP includes in the present tender file	Initials on every page, date, signature and stamps of the bidder at the end of the document.
B6	Attestation of solvency	To indicate the amount of the capacity of pre-financing of the bidder.	Date, stamps and signature of the issuing bank, recognised by the MINFI.

9.3 Financial Bid (volume 3)

It should contain the quoted documents below and should place in the following order:

N° ORDER	DESIGNATION	DETAILS	AUTHENTICATION
C1	Bid	Attached Model duly completed with indication of the amount of the proposal	- Date, signature, name and stamp of the bidder. - Fiscal stamp at the rate in force.
C2	Mail enclosure slip of the Prices	Original of the setting duly completed in letters and in numbers by the bidder	Initials on every page, date, signature and stamp of the bidder at the end of the slip.
C3	Bill of Quantities and Cost Estimate	Original of the setting duly completed by the bidder	Initials on every page, date, signature and stamp of the bidder.
C4	Sub-detail of the Prices unit	Details of every price unit following the rules in force and according to the model joins to the tender file	Initials on every page, date, signature and stamp of the bidder.

All bids non-accompanied above by the documents and which do not comply to the required models shall be rejected.

ARTICLE 10: SECURITY BOND

Every bidder shall attach to its administrative documents, a security bond delivered in line with the prescription of CDEC, **One million Five Hundred thousand (1,500,000) Francs CFA**. Only the original of the security bond shall be admitted.

The security bond shall be released after ninety (90) days after the validity deadline of the tenders for the bidders not having been retained and at the request of the bidder. For the retained bidder, the security bond shall only be released after constitution of the final bond.

The temporary security bond shall be valid for One Hundred and Twenty (120) days taking effect from date of deposit of tenders.

Fifteen (15) days after declaration of the retained bidder, the Delegated Contracting Authority will restore the security bond to each of the bidders whose offers shall not have been retained, and not more than ninety (90) days after expiration of their validity deadline. For the retained bidder, the bid security bond will remain valid until the final bond is submitted.

The bid bond could be seized if the retained enterprise doesn't sign the Contract or don not submit the final bond within the time limit.

ARTICLE 11: DEPOSIT OF THE BIDS

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

“OPEN NATIONAL INVITATION TO TENDER

N°...../ONIT/NWRTB/GOV-NW/2026 OF /..... /2026 FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4

“TO BE OPENED ONLY AT THE BID OPENING SESSION”.

File size and format

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

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

Supported format shall include

- **PDF format for text document**
- **JPEG format for images**

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

ARTICLE 12: VALIDITY DEADLINE OF BIDS

The length of validity of the bids is of ninety (90) days as from date of deposit of tenders.

ARTICLE 13: 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 ____/____/2026 at 12 noon local time, in the conference hall of the regional Tenders' Board, by its competent Members. Only bidders may attend or be represented by duly mandated persons of their choice.

ARTICLE 14-ASSESSMENT OF THE BIDS

The bids shall be assessed following the criteria define below.

14.1: Eliminary criteria

- a. The absence insufficient of bid bond document in the administrative file;
- b. Non respect of forty-eight (48) hours given for absence or non-conformity of a document in the administrative file;
- c. Non respect of 70% of essential criteria;
- d. Deadline for execution more than that prescribed;
- e. False declaration or falsified documents;
- f. Omission in the financial document of quantified price in the bill of quantities
- g. Failure to provide a backup copy of offers saved in a USB key or a CD/DVD on time;
- h. Failure to comply with the format of file type and size for online submission;
- i. Failure to present a CDEC receipt or proof of deposit of the amount of the bid bond requested into the Deposit and Guarantee Fund.

- j. Failure to present a certificate of categorization or receipt of deposit of file for categorisation of the enterprise in the "Building Construction works and General Equipment" sub-sector of activities

B Incomplete technical file absence:

- b1) of the attestation of site visit duly signed on honour;
- b2) of the methodological Note (organisation, planning and mastering of the project);
- b3) of a work's director, Civil Engineer having minimum of BSC in civil engineer and with at least five years of experience, and having proof of having managed at least ten (10) similar projects in the domain;
for the work's director and all Civil Engineer or Higher Technician of Civil Engineering proposed as monitoring staff;
- b4) proof to have during the last five years carried out a similar work of an amount superior or equal to Seventy-Five Million (75 000 000) of FCFA;

Non justification of being in possession of or of hiring of the following minimum equipment:

S/N	Description/Type of equipment	Minimum Number	State
01	Front Wheel Loaders	02	
02	Motor Grader	02	
03	Bulldozers	01	
04	Excavators	02	
05	Double Cylinder Compactors	02	
06	Soil Stabilizer(<i>pulvoinixeur</i>)	01	
07	Concrete plant	01	
08	Concrete vibrators	02	
09	Hand Compactors	02	
10	Tipper trucks Bernne	07	
11	Water tankers	02	

- k. Omission in the financial tender of a quantified unit price.

1. Not to have satisfied to at least 28 points of the essential criteria.

14.2: Essential Criteria

The technical tender will be valued according to the following notation grid:

- A - References 03 points
- B - Key Staff 31 points
- C - Equipment09 points
- D - Financial Capacity 02pointts

The detail of the grid is as followed:

N°	CRITERIA	NOTATION (YES/NO)		
A	REFERENCES	YES/NO		
1	Number of projects achieved in the domain of Public Works with the minimal amount of two (02) billion Francs - (the references will be justified by the first and last pages of the contracts together with the pertaining minutes of the reception or attestation of good end) for the last five years	Yes/No		
2	Number of projects of road works executed with a minimal amount of 3 billion Francs (the references will be justified by the first and last pages of the contracts together with the pertaining minutes of the reception or attestation of good end) during the last five years	Yes/No		
3	Number of projects of urban buildings network executed with minimum amount of two (02) billion (the references will be justified by the first and last pages of the contracts together with the pertaining minutes of the reception or attestation of good end) during the last five years	Yes/No		
			/03	/03
B	SUPERVISORY PERSONAL			
B1	Works Engineer: Civil Engineer or Bachelor in Civil Engineering with atleast 05yrs of experience and member of the National order			
a	Certified copy of valid national identity card	Yes/No		
b	Diploma of work Engineer certified	Yes/No		
c	CV signed and dated by works Engineer	Yes/No		
d	Attestation of Membership of the order of civil engineers	Yes/No		
e	Attestation of availability dully signed by bearer and dated	Yes/No		
f	Attestation of presentation of originals	Yes/No		
B2	Site foreman: Senior Civil Engineering technician or HND with atleast 5yrs experience			
a	Certified copy of valid national identity card	Yes/No		
b	Certified copy of certificate of Foreman	Yes/No		
c	CV signed and dated by site foreman	Yes/No		
d	Attestation of availability dully signed by bearer and dated	Yes/No		
e	Attestation of presentation of originals	Yes/No		
B3	Chief builder: BAC F4, atleast 5yrs of experience			
a	Certified copy of valid national identity card	Yes/No		
b	Certified copy of diploma	Yes/No		
c	Cv signed and dated	Yes/No		
d	Attestation of availability dully signed by bearer and dated	Yes/No		
e	Attestation of presentation of originals	Yes/No		
B4	Chief carpenter: Atleast CAP in wood work/joinery atleast three years			
a	Certified copy of valid national identity card	Yes/No		
b	Certified copy of diploma	Yes/No		
c	Cv signed and dated	Yes/No		
d	Attestation of availability dully signed by bearer and dated	Yes/No		
e	Attestation of presentation of originals	Yes/No		

N°	CRITERIA	NOTATION (YES/NO)		
B5	Chief electrician: BAC in electricity/house lighting atleast 5years			
a	Certified copy of valid national identity card	Yes/No		
b	Certified copy of diploma	Yes/No		
c	Cv signed and dated	Yes/No		
d	Attestation of availability dully signed by bearer and dated	Yes/No		
e	Attestation of presentation of originals	Yes/No		
B6	Chief Plumber; Atleast Probatoir in plumbing/sanitation atleast three years			
a	Certified copy of valid national identity card	Yes/No		
b	Certified copy of diploma	Yes/No		
c	Cv signed and dated	Yes/No		
d	Attestation of availability dully signed by bearer and dated	Yes/No		
e	Attestation of presentation of originals	Yes/No		
	TOTAL		/31	/31
C	EQUIPMENT			
	Proof of ownership or hire of a liason vehicle (Pick up 4 x 4 or van) (Hired or owned)	Yes/No		
	Proof of ownership or hire of a truck of atleast 20 tonnes capacity	Yes/No		
	Proof of ownership or hire of a hand compactor in good condition	Yes/No		
	Prof of ownership of a carpentry kit	Yes/No		
	Prof of ownership of a masonry kit	Yes/No		
	Prof of ownership of a Electrical kit	Yes/No		
	Prof of ownership of a Plumbing kit	Yes/No		
37	Sufficient small tools: Shovels, wheelbarrows, Pickaxes, etc....	Yes/No		
38	Minimum laboratory tools (balance, Proctor mould, densitometer with membrane, set of sieves, sand machine, steam cup)	Yes/No		
			/09	/09
	FINANCIAL CAPACITY			
40	Balance sheet certified by a Chartered Accountant for the last five years	Sup or equal to 75 million		
41	Attestation of pre-financing capacity of works (attestation of solvency delivered by a recognised bank)	Sup or equal to 55 million		
			/02	/02

A technical Bid will be judged acceptable when it will have, to the term of the analysis, gotten at least 29 positive points of the essential criteria. All tenders that shall not meet these conditions shall not be admitted for financial assessment.

14.3: Financial bid assessment

The tender board will verify if the financial bids are in compliance and complete. It shall besides, proceed to the verification of calculations operations and the pertaining possible mistakes.

The financial bids of bidders shall be verified and subsequently rectified on the following bases:

a. If there is contradiction between the unit price and the total price gotten while multiplying the unit price by the quantities, the unit price will make faith and the total price will be corrected,

unless, upon the opinion of the subcommittee in charge of analysis of tenders, the comma of the decimals of the unit price is obviously badly placed, to which presses the indicated total price will prevail and the unit price will be corrected;

b. If the total obtained by addition or subtraction of sub- totals is not accurate, the sub- totals will make faith and the total will be corrected;

c. If there is contradiction between the price indicated in letters and in numbers, the amount in letters will make faith, unless this amount is bound to an arithmetic mistake confirmed by the sub-detail of the aforesaid price, to which presses the amount in numbers will prevail subject to the paragraphs (a) and (b) above.

d. In case of omission of a unit price quantified in the bid, this bid will be merely disqualified.

ARTICLE 15- ATTRIBUTION OF THE BID

The Contract will be assigned to the bidder presenting the least saying offer and satisfying the requisite technical and administrative capacities.

ARTICLE 16-VERIFICATION OF BIDS

16-1 the administration reserves a necessary time for the verification of the tenders and to make its selection. It will possibly rectify, as indicated to the article 14. If the provisional retained bidder doesn't accept this correction, its offer will be rejected and its bid bond could be seized in this case.

16-2 on the request of the President of Delegated Contracting Authority, the bidder should provide in writing, in the seven calendar (07) days following the request all necessary information to the examination of its bid or concerning the omissions or mistakes raised on.

ARTICLE 17-PROCEDURE OF CONSTITUTION OF CONTRACT

The contract resulting from the present call for invitation to tender will be prepared, approved and executed in accordance with provision of the decrees N°2004/275S of 24th September 2004 bearing Public Contract Code.

The retained entrepreneur will receive notification to his official address or by way of press. In the case where the retained contractor won't have fulfilled his liabilities, the administration reserves the right to cancel the contract without the contractor having the possibility for a last resort.

Once the contract is approved and signed, the beneficiary receives notification of it. Het must in the twenty (20) days that follow, to produce its definitive security bond (according to the model joins in appendix) and to proceed to its registration according to the procedures and duties in force. The retained contractor, after signature of the contract and in accordance with its conditions will have to take all necessary arrangements in order to insure the quick start of works upon receipt of the Jobbing Order of the Delegated Contracting Authority.

ARTICLE 18: COMPLEMENTARY INFORMATION

The complementary information can be obtained at the Regional Delegation of Social Affairs

ARTICLE 19: SUBSCRIPTION OF THE CONTRACT PROJECT

The Notice publishing the results will fix the deadline of subscription of the contract project by the retained contractor. Failing to conform itself to this deadline, the Delegated Contracting authority will reserve the right to annul this assignment.

Document N°4

SPECIAL ADMINISTRATIVE CONDITIONS TO TENDER

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CHAPTER I: GENERAL PROVISIONS

Article 1: Subject of contract

The subject of this contract shall be for the continuation of the construction works of the regional delegation of social affairs for the North West phase 4

Article 2: Contract award procedure

This contract shall be awarded by Opened National Invitation to Tender N° ___/ONIT/GOV-NWR/NWRTB/2026 OF ___/___/2026

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

3.1 General definitions (cf. Code)

- ✓ The Delegated Contracting Authority shall be **the Governor of North-West Region**; in this respect he preserves the original documents relating to the Contract and transmits copies to the Public Contract Regulatory Agency.
- ✓ The **Regional Delegate of Social Affairs** for North-West (Authorizing Officer). In this capacity, he shall respect the administrative, technical and financial clauses of this Contract. He shall notify the Contractor; the Service Orders related to the execution of the said project and inform the Contract Engineer within 48 hours. He shall take care of the regular follow-up of work at the site.
- ✓ The Contract Engineer shall be the **RD MINTP NW** for North-West who shall validate the different crucial phases of work done, from the installation of the Contractor to the Provisional Technical Reception.
- ✓ The Regional Delegation of **MINMAP North-West** shall carry out unannounced control for the execution of this project.
- ✓ The project manager of the contract is the **chief of service in charge of civil construction works** at the Regional Delegation of public works NW. He shall be in charge of reporting on the day-to-day report of the project to the contract Engineer.
- ✓ The Contractor shall be *[to be specified]*.

3.2 Security

This Contract may be used as security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be the **Regional Delegated MINAS** for North-West (Authorizing Officer).
- The body or official in charge of payment is the **Treasurer Paymaster General -Bamenda**
- The body or official in charge of clearance is the **Regional Finance Controller- NW**
- The official competent to furnish information within the context of execution of this Contract shall be *the* Regional Delegate MINAS (Authorizing Officer).

3.3 Duties of the Control Mission, Contract Engineer

3.3.1 Missions *[not applicable]*.

3.3.2 Means put at the disposal of the Control Mission *[not applicable]*.

Article 4: Language, applicable law and regulation

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

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

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

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

The constituent Contractual documents of this Contract are in order of priority are:

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;
- 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.

Article 6: General instruments in force

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

1. Law No. 2018/011 of 11 July, 2018 on the Code of Transparency and Good Governance in the management of Public Finances in Cameroon;
2. Law No. 2018/012 of July 11, 2018 on the financial regime of the state and other public entities;
3. Law No. 96/12 of 5th August 1996 on the management of the environment;
4. Law No. 2025/012 of 17 December, 2025 bearing on the Finance Law of the Republic of Cameroon for the 2026 Financial Year
5. Decree No. 2013/159 of 15th May, 2013 putting in place a special regime on Administrative Control of Public Finances
6. Law No. 2016/017 of 14th December 2016 instituting the Mining Code;
7. Decree No. 2018/366 of 20th June 2018 to institute the Public Contracts Code and its texts of application;
8. Decree No. 2018/4992/PM of 21st June, 2018 putting in place the General Rules regulating the maturation of Public Investment projects;
9. Decree No. 2020/375 of 07 July, 2020 on the General Regulations of Public Accounting.
10. Decree No.2001/048 of 23rd February 2001 relating to the Setting up, Organization and Functioning of the Public Contracts Regulatory Agency
11. 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;
12. Decree No. 2012/075 of 8th March 2012 to organise the Ministry in charge of Public Contracts;
13. Order No 212/A/MINMAP of September 28, 2021 organizing the operation of internal structures for the administrative management of public contracts;
14. Order No. 000007/MINMAP of 01 January.... laying down the procedures for awarding and executing framework agreements
15. Order No. 168/A/MINMAP of August 11, 2021 setting the terms and conditions for the award and execution of design-build contracts;
16. Circular Letter No. 000010/LC/MINMAP/CAB of 22nd September 2020, the clarifying the payment documents of the Administrative co-contractors to be submitted for visa prior to the Ministry in charge of Public Procurement
17. OrderNo.001/CAB/PR of 19th June 2012 relating to the Award and Control of Execution of Public Contracts;
18. Letter No 00006/LC/PR/MINMAP/CAB of 17th August, 2021 clarifying the control of public procurement and specifying the procedures for its exercise to project owners and delegated project owners circular.
19. Circular No. 0001877/C/MINFI of 31stDecember, 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;
20. Circular No. 0001/PR/MINMAP/CAB of 2th April, 2022 relating to the application of the Public Procurement Code
21. 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
22. The MINCOMMERCE Decree setting the Price List

23. 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;
24. 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
25. Circular letter No. 00000002/LC/MINMAP/CAB of 12th May 2022 relating to the continuity of the public procurement service in the event of a sanction by a Project Owner or Delegated Project Owner some members of a commission public procurement in accordance with the provision of articles 195 of the code of public contracts.
26. 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
27. Unified Technical Documents (DTU) for building works;
28. Applicable standards;
29. Other instruments specific to the domain concerned with the Contract.

Article 7: Communication (Articles 6 and 10 supplemented)

7.1 All notifications and written communication within the framework of this Jobbing order shall be sent to the following address:

- a) In the case where the contractor is the addressee: beyond the time-limit of 15 days fixed in Article 6 (1) of the GAC to make his domicile known to the Chief of Service and immediately after completion of the works, correspondences shall be validly address to council where the Contractor Resides.
- b) In the case where the Delegated contracting authority in the addressee: The Governor for North West Region with copies addressed to the Chief of Service and the Engineer.

7.2 The contractor shall address all written notifications or correspondences to the Engineer with a copy to the Chief of Service.

Article 8: Administrative Orders (Article 8 of GAC)

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

- 8.1 The Administrative Order to start execution of works shall be signed by the Delegated Contracting Authority and notified to the Contractor by the Project Owner with a copy to the Delegated Contracting Authority, the Regional Delegation of Public Contract North West, Contract Engineer, the Paying Body and the Contract Engineer, where applicable.
- 8.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Delegated Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Delegated Contracting Authority, the Regional Delegation of Public Contract North West, the Contract Engineer, the Contract Engineer 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 Contract Engineer (where applicable) with a copy to the Delegated Contracting Authority and Contract Manager.
- 8.4 Administrative Orders serving as warnings shall be signed by the Delegated Contracting Authority and notified to the Contractor by the Contract Engineer with a copy to the Project Owner and Contract Engineer.
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Delegated Contracting Authority and notified by the Contract Engineer to the Contractor with a copy to the Project Owner, Contract Manager and Contract Engineer.
- 8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the Contractor by the Contract Engineer.

- 8.7 The Contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.
- 8.8 Concerning Administrative Order signed by the Delegated Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of 30 days** from the date of transmission by the Contracting Authority to the Contract Engineer. **Beyond this deadline, the Delegated Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.**

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

- 9.1 This Contract has only one phase for 2026 financial year. At the end of phase one, the Project Owner shall carry out the acceptance of the works and issue an attestation of proper execution to the Contractor.
- 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 Contract Engineer 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 45 below or the application of penalties.

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 Delegated Contracting Authority within a maximum **deadline of twenty (20) days** of the notification of the Contract. It must also have a CDEC receipt or proof of deposit of the amount of the final bond requested into the Deposit and Guarantee Fund.

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 **Delegated Contracting Authority** upon request by the Contractor.

If cautioned, the Performance bond must also have a CDEC receipt or proof of deposit of the amount of the Performance bond into the Deposit and Guarantee Fund.

11.3 Guarantee of start-off advance

The contractor may be granted a start off amount of 20% of the contract amount (inclusive of taxes) upon request.

The start-off payment shall be guaranteed at 100% by a Cameroonian bank recognized by the Ministry in charge of Finance.

The Guarantee of start-off advance must have a CDEC receipt showing the deposit of the amount of the Guarantee of start-off advance into the Deposit and Guarantee Fund.

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 N°. _____ opened in the name of the Contractor in _____ bank.

Article 14: Price variation (Article 20 of GAC)

1.1 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.

1.2 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)

The work done shall be evaluated using the unit price.

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

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

Article 20: Advances (article 28 of the GAC)

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

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

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

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

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

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

21.1 Establishment of works executed

Before the 30th of each month, the Contractor and the Contract Engineer 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 Contract Engineer 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:

- 100-2,2 or 5.5% paid directly into the account of the Contractor;
- 2.2 Or 5.5 % paid to the Public treasury as AIR due by the Contractor.

The amount of payment on account shall not exceed the value of the technical execution phases carried out.

Payment on account may be spread over the duration of the execution of the Jobbing Order according to technical execution phases as defined in the Jobbing order.

Payment on account shall take place within thirty (30) days from the date of transmission to the competent accounting officer, of the documents giving entitlement to payment.

The contractor shall transmit seven (7) copies of the partial invoices to the Engineer for approval before the 5th of the month following the works executed.

The Engineer shall within a time-limit of seven (7) days forward the approved partial invoices to the Chief of Service. The Chief of Service has a maximum time-limit of twenty-one (21) days to sign the partial invoice and to produce the documents giving entitlement to payment on account and transmit same to the competent accounting officer.

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. 2018/366 of 21 June 2018 to institute the Public Contracts Code.

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

A. Penalties for delay

23.1 The amount set for penalties for delays shall be set as follows:

- a) One two thousandth ($1/2000^{\text{th}}$) 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;
- b) One thousandth ($1/1000^{\text{th}}$) 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 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 Engineer has up to thirty (30) days to notify the corrected and approved draft to the Project owner.*

25.3 *The Contractor has up to thirty (30) days to return the corrected and approved final detailed account to the competent accounting officer.*

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

26.1 The Contract Manager or the Contract Engineer 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 Authorising Officer draws up the general and final detailed accounts of the Contract which he 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 AIR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the Contract;
 - o Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
 - o Council dues and taxes;
 - o Dues and taxes relating to the extraction of building materials and water.

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

All taxes inclusive prices means VAT included.

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

Seven (7) original copies of the Contract shall be stamped by and at the cost of the Contractor, in accordance with the applicable regulations.

Chapter III: Execution of works

Article 29: Consistency of Works

Works to be realised consists of:

R.C for casting in place for ramp including support beams and pillars at 350kg/m³

Ets ELEVATION, PLASTERING AND TILING

Blocks of 15x20x40 for wall elevation for first and second floor

RC for, lintel dosed at 350kg/m³

Plastering of internal and external walls including dressing of pillars and beams for ground floor

PVC pipe 63 for ventilation with fly screen

ROOFING

Purlin and rafters with hard wood treated with xylamon

Aluminum roofing sheets (tole bac 6/10mm) with all accessories

Aluminum fascia board

Top rigid zinc

Gutter and accessories

pvc pipe 63 for roof drainage

WOOD and metallic WORKS

Complete metallic door fitted with a solid lock 150X210 for entrance

Complete wooden door and frames with hard wood fitted with a solid lock 90x200

Complete metallic door fitted with a solid lock 90x210 for entrance into the hall

Complete metallic windows and frames fitted 120x120 for ground and first floor

Complete metallic windows and frames fitted 70x70 for ground and first floor

Complete wooden door and frames with hard wood fitted with a solid lock 70x210 for toil

Article 30: Site Notebook

The Site notebook is to be held by the chief of works. It will consign:

- the advancement of works;
- The administrative operations in relation to the execution or to the regulation of the contract (notification, result of tests, report of works, etc.);
- the atmospheric conditions;
- the reception of the materials and different approvals given by the Contract Engineer or its representative;
- Incidents or details of all sorts presenting some interests in the point of view of influencing the potential progress of works, or their duration;
- Works achieved by the subcontractors with their references.

The contractor will be able to consign there, incidents or observations susceptible to lead to a complaint of its part. The newspaper will be signed contradictorily by the Contract Engineer and the Chief of works at every visit of the site. For the contractor possible complaint, he won't be able to be made state that of the events or documents mentioned to the site notebook in due time.

Article 31: Site Disposal

All temporary site facilities of necessary to the execution of works, as offices, laboratories, garages, workshops, lodging of the staff, quarries, diversions and tracks, won't be able to be built that on the sites approved by the contract engineer in agreement with the local administrative authorities.

To the extent of its possibilities, the administration will put free of charge at the disposal of the contractor for the length of works, the private state or public property necessary for the needs of the building site. The state properties belonging to the administration and put at the disposal of the contractor should be put back in good state at the end of works.

Article 32: Maintenance of the Circulation

The contractor should take all necessary arrangements so that the maintenance of the circulation is assured during the whole length of works on the buildings and existing tracks. He won't be able to take advantage of the vassalages that would result from to elude the liabilities of its contract, nor to raise any complaint.

Article 33: Security Measures

The contractor will have the consignment to provide and to maintain at his expenses, all method of signalization, protection, fencing and security that he will deem necessary for the good execution of works or that will be required by the contract engineer.

The contractor will be personally responsible of all direct or indirect consequences of a defaulting signalization or in the maintenance of provisional structures necessary to the fluidity of the circulation.

Article 34: Damages to the Owners on the Right of Way

The indemnities that ensue of the expropriations of the cultures that will be necessary because of the situation of the right of way of the present works (quarries and access to quarries) will be at the contractor's charges. This one will be held to organise before execution of works, the contradictory recognition of the cultures and properties that will be valued in agreement with the contract engineer and the local administrative authorities.

Article 35: Protection of the Environment

The contractor will be held to conform itself to the texts governing the protection of the environment in force in Republic of Cameroon, notably the law N° 096/12 of August 05, 1996 on the management of the environment. He should conform himself notably to the prescriptions of the CCTP.

35.1: Restoration of the Site

The restoration of the site by the removal of equipment, materials and remnants of building site, must be completed within thirty (30) days as from the date of signature of the provisional reception and in any case before the approval of the general and definitive deduction of works. However, the administration reserves the right to ask the contractor to let the equipment that it would be susceptible to reuse. In case of an agreement, the transfer of this equipment will be established with an amicably consideration price.

Article 36: Role and Responsibility of the Contractor

The contractor has for mission to insure the execution of works under the control of the Contract Engineer and in accordance with the rules and norms in force. He is held notably to do (if necessary) the calculations, tests and analyses, to determine, to choose, to buy, and to supply all equipment, materials and necessary supplies for the execution of works. He is held to employ the useful staff, specialised or not.

The contractor is responsible vis-à-vis the Delegated Contracting Authority of the quality of the materials and supplies used, of their perfect adaptation to the needs of the building site, of the good execution of works, of the supplies and interventions done by the recognised subcontractors.

He has the obligation to put back in state the works damaged because of its works and to conform itself to the legislation in force in Cameroon concerning the respect of the environment. He should execute all works specified to the (CCTP) and the texts and instructions mentioned to article 41 of the present (CCAP). He will have the obligation notably to display a discipline code in the enterprise while taking in account the environmental problems.

36.1: Subcontracting

The present contract gives the possibility for the contractor to make execute, after express authorisation of the Delegated Contracting Authority, a part of works by subcontractors. The amount of works susceptible to be subcontracted is limited to 30% of the amount of the contract.

This authorisation doesn't free the contractor of none of his contractual liabilities. The subcontractors should satisfy to the same conditions that the holder of the contract. They will execute their parts of works under the contractor only and full responsibility. The recognized subcontractors won't be able to get the profit of the direct regulation of works.

36.2: Plans and Documents of Execution

The detailed plans and other necessary documents to the execution of works will be established by the contractor on the basis of the data of the Tender File.

They will be forward to the Contract Engineer within at least ten (10) days before all beginning of execution of the corresponding works. This last has a delay of seven (7) days to make part to the contractor of his observations and remarks. He will transmit the document corrected including his opinion to the approval of the Contract Engineer with copy to the Contract Manager.

At the latest one month after the provisional reception and in all before the payment of the final deduction, the contractor will forward to transmit by the cares of the Contract Engineer to the Delegated Contracting Authority three (3) copies of the revised plans of works of which a reproducible original, approved by the Contract Engineer and the Contract Engineer.

36.3: Public and Private Networks

The contractor must take some precautions with cables and pipelines in the neighbourhood. For that to happen, he should search for before the beginning of execution of works the existing buried cables and pipelines (electricity, water, telephone etc...) situated in the zones concerned with the works.

In the event where the staff or the machine of the contractor or his subcontractors would cause a damage to these cables or pipelines, the repair works will be done at the contractor's expense. To this effect he will sort the services of the concerned networks for repairs.

36.4: Material and Personal To Put In Place

In his bid, the contractor committed to mobilise the necessary human and material resources for the good execution of works according to the rules of the art and according to the conditions of the present CCAP and CCTP.

The contract has been assigned on the basis of the detailed lists of the material and the supervisory staff possibly completed at the demand of the administration. Any modification even partial proposed on the technical tender will only intervene after written agreement of the Contract Manager. In case of modification, the contractor will make a replacement of a staff of the same expertise (qualifications and experience) or a replacement of a similar performance material and in good working order.

In any case, the lists of the material and of the supervisory staff to put in place will be submitted to the approvals of the Contract Engineer after opinion of the Contract Engineer, in the fifteen (15) days that follow the jobbing order. The Contract Engineer will have eight (8) days to notify his opinion in writing. Past this delay, the lists will be considered like approved.

Unilateral modification brought to the propositions in material and in supervisory staff of the technical tender, before and during works constitutes a cause of termination of the contract as aimed on article 52.

36.5: Project of Execution

In a maximum deadline of ten (10) days from the assignment of the contract, the contractor will submit to the approval of the Contract Engineer, after motivated opinion of the Contract Engineer, in Five (05) copies, the program of execution of Works containing:

- The global summary of deterioration;
- The global estimate;
- The minute of description of tasks to execute;
- The description of the processes and the methods of execution of works considered with the forecasting of employment the staff, the material and the equipment;
- The results of the asked geotechnical tests sustained with the pertaining technical choice note;
- The structural plans and notes of calculation for the execution of works;
- The plans of furniture;
- The description of the processes and the methods of maintenance of the security, the circulation and respect of the environment;
- A graphic planning of works;
- Quality control Plan (PAQ)
- Environmental management plan (PGE)
- The works that the contractor will make execute by subcontractors (if there is);
- The itinerary scheme or the linear of works to execute.

Two (2) copies of this project will have returned him within eight (8) days from their reception with:

- either the mention of approval « GOOD FOR EXECUTION »
- either the mention of their dismissal sustained by the purposes of the aforesaid dismissal

The contractor will have seven then (7) days to hand a new file to the Contract Engineer who will have a deadline of five (5) days for its approval or to make possible remarks after opinion of the Contract Engineer. In this case, the procedure is re-lunched. Past the deadline of forty-five (45) days after notification of the jobbing order, the non-approval of the program will trigger the penalties of delay mentioned to the article 26 below.

The approval given by the Contract Engineer won't attenuate in anything the contractor responsibility. Works executed before the approval of the program won't be received nor remunerated.

The planning actualised and approved will become the contractual planning. It must make to appear critical tasks. The contractor will daily produce in the building site, an updated planning of works that will take into account the real advancement of works.

37: Prohibition to Work in the Night, In Holidays and In Sundays

Works won't be able to continue the night, nor Sundays, nor the holidays without the previous written authorisation of the Contract Engineer.

38: Site Meetings

38.1 Weekly meetings of Site are to be hold regularly. The involvement of the chief of works to the meetings of site is obligatory.

38.2 Monthly meetings of site will be held in presence of the Contract Manager, of the Contract engineer or their representatives.

35.3 These meetings will be subject of a minute signed by the participants, the Contract Engineer assuring the secretariat.

38.4 The Contract engineer will invite in writing, with copy to the Contract Manager, the Mayor of the council concerned to represent itself to the meetings of site.

Article 39: Destruction Deficient Work and Removal of Refused Materials

The Contract Engineer will have the power to order by writing:

The removal from the building site within forty-eight (48) hours, of all materials identified as non-compliant to the requirements of the contract and their replacement by other appropriate materials and approved after tests of laboratory.

The destruction and the correct reconstruction works to expenses of the contractor of all works identified as non-compliant to the requirements of the contract with regard to the method of execution that the used materials.

Article 40: Modification of the Works

The Delegated Contracting Authority, reserves the faculty to introduce in the works, at the stage of the phase of execution, all modifications, additions, suppressions of works as well as the possible suppressions of category of works that he will estimate necessary for the good success and the economy of works, without for it the contractor can pretend to some compensation or indemnity that it is, outside of those indicated in the present CCAP.

Article 41: Materials

41.1. The contractor will have to use at his expenses type of quarries mentioned in the CCTP or, if they are insufficient, he will search for new places of extraction of the necessary materials to the realisation of the works.

41.2. The materials will be compliant to the specifications of the CCTP. They will be submitted to the tests or tests that the Contract Engineer will judge useful to prescribe according to the specifications of the contract.

41.3. The essential means of control put in place by the contractor at its expenses, should permit him to insure a constant repeated and regular control, in the places of extraction, preparation or manufacture and on the building site.

Article 42: Invention License

The contractor should get along, if necessary, with the owners or the possessors of license of which he would like to apply or would have applied; he will adjust the necessary payment and will guarantee the Contracting Authority against all pursuit.

Article 43: Execution Deadline

The execution deadline is four (04)) months as from the date of notification of the Service Order to begin works delivered by the Delegated Contracting Authority.

Due to extra works or justified circumstances, the contractor will be able to present a demand of prolongation. The length of the prolongation fixed by the Delegated Contracting Authority will be subject of an amendment.

43.1 Site Installation

The Installation commission shall comprise:

- 1- The Delegated Contracting Authority or his representative(Chairman)
- 2- The Authorizing Officer or his representative.(Member)
- 3- The Contract Engineer.....(Secretary)
- 4- The Contract manager.....(member)
- 5- The RDMINEPAT/NW or his representative.....(Member)
- 6- The Stores Accountant of the Authorizing Officer.....(Member)
- 7- The RDMINMAP/NW or his representative.....(Observer)
- 8- The Contractor or his Representative..... (Observer))

Chapter IV : Acceptance

Article 44: PROVISIONAL ACCEPTANCE

44.1 PRE- ACCEPTANCE OPERATIONS

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

- The qualitative and quantitative recognition of the works executed,
- The possible observation of imperfections or deficiency,
- The respect of environmental prescriptions,
- The examinations possibly foreseen by the CCTP,
- The probable observation of the non-execution of the works provided on the contract,

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

- Contract Engineer,
- Follow-up Engineer
- Contractor.

At the tenure of this pre-reception visit, the Contract Engineer possibly specifies the reserves issued and the corresponding works to done before the date of the provisional reception that he will fix in agreement with the Contract engineer. The Contract Engineer, will look after to uplift the reserves and will raise a minute of uplift of the reserves of the pre-reception that will be joined to the convocation of reception, addressed to all members of the reception commission

44.2 Acceptance

The acceptance commission shall comprise:

1. The Delegated Contracting Authority or his representative(Chairman)
2. The Authorizing Officer or his representative.....(Member)
3. The Contract Engineer.....(Secretary)
4. The Contract manager..... (member)
5. The RDMINMAP/NW or his representative.....(Observer)
6. The Stores Accountant of MINAS North West.....(Member)
7. The Contractor or his Representative..... (Observer))

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 signed by all the commission members.

ARTICLE 45: DOCUMENTS TO BE FURNISHED AFTER EXECUTION

45.1 The contractor shall furnish within one (1) month after completion of the works three (3) copies of all working documents and drawings as executed, especially those relevant to the exploitation and maintenance of the works.

45.2 A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with Article 43.1 above.

Article 46: GUARANTEE PERIOD.

Concerning the maintenance works of the road networks in earth, the deadline of guarantee only concerns the realized drainage system works. This delay is of four (04)) month from the date of Provisional reception of works.

46.1: Maintenance during the Period of Guarantee

During the period of guarantee, the contractor should execute in due time at his expenses, all necessary works to remedy the messes not being a matter for a normal maintenance that would appear in the works of realized drainage structures.

If the contractor didn't conform himself within fifteen (15) days to the prescriptions of a relative service order to these works, the Contract Manager will be in right to make execute them by his own workers or by another enterprise and the bill will be recover at the expense of the contractor by deduction on all dues or fees owe to him in the regard of the contract.

Article 47: Final acceptance (article 72 of the GAC)

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

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

Chapter V: Sundry provisions**Article 48: Termination of the Contract (article 180 of the PCC)**

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

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

48.1: 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.*

48.2: 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 court in the North-West Region of the Republic of Cameroon.*

48.3: Production and dissemination of this Contract

Twenty (20) copies of this Contract shall be produced at the cost of the Contractor and furnished to the Contract Manager.

Article 49 and last: Entry into force of the Contract

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

Document N°5

SPECIAL TECHNICAL CONDITIONS TO TENDER

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ARTICLE B 100- GENERALITIES

ARTICLE B 101 - SUBJECT OF THE PRESENT SPECIFIC TECHNICAL CLAUSES

The purpose of this Book is for the continuation of the Construction works of the Regional Delegation of Social Affairs for the North West Phase 4

ARTICLE B 102 - ABBREVIATIONS

The abbreviations used in this Technical Prescription Book have the following meanings:

- C.C.A. P. Book of Special Administrative Clauses
- C.C.T.P. Book of Particular Technical Clauses
- or C.C.T.G. General Technical Clauses Book
- A.S.T.M. American Society for Testing and Materials
- A.A.S.H.T.O. American Association of States Highway and Transportation Officials
- I.S.O. International Organization for Standardization
- A.W.W.A. American Water Work Association
- O.P.M. Optimum Proctor Modified
- LABOGENIE National Laboratory of Civil Engineering of CAMEROON
- C.A.M. WATER: Cameroon Water Utilities Corporation
- E.N.E.O The Cameroon Electricity Supplier
- CAMTEL CAMEROON Telephone Network

ARTICLE B103 - STANDARDS AND REGULATIONS

The applicable standards are those in force in the Republic of Cameroon or failing that, the French standards in force in the construction industry.

Other standards will be accepted if their quality is equal to or better than the specified standard after submission for approval by the Inspection Engineer.

The sources, qualities, types, dimensions, weight, and characteristics, as well as the methods of testing, marking, checking and acceptance of materials and supplies, must meet the standards in force at the time of signing the Contract.

The Co-contractor is deemed to be familiar with these standards and in particular the following documents:

B103.1 Technical Clauses Book (C.C.T. ex-C.P.C)

- Booklet N ° 1: General provisions common to the various types of work
- Fascicle N ° 2: General earthworks
- Fascicle N ° 3: Supply of hydraulic binders
- Fascicle N ° 4 (Title 1): Steel for reinforced concrete
- Booklet N ° 7: Soil recognition
- Fascicle N ° 23: Road aggregates
- Fascicule N ° 24: Supply of hydrocarbon binders used in the construction and maintenance of pavements
- Fascicle N ° 26: Execution of surface plasters
- Fascicule N ° 31: Borders and gutters in natural stone or concrete and concrete retaining devices
- Fascicle N ° 32: Construction of sidewalks.
- Fascicule N ° 35: Works of green spaces, sports and leisure areas
- Fascicle N ° 50: Topographic works, large-scale plans
- Booklet N ° 61:

Title 4:

Title 5:

Climatic actions

Design and calculations of bridges and metal construction

- Booklet N ° 62

(Title 1 - Section 2): Technical rules for the design and calculations of reinforced concrete structures and structures according to the limit states method

- Fascicle N ° 63: Execution and implementation of unreinforced concrete, preparation of mortars
- Fascicle N ° 64: Masonry work for civil engineering structures
- Fascicle N ° 65: Execution of civil engineering works in reinforced or prestressed concrete
- Fascicle N ° 66: Execution of bridges and other metal frames of similar techniques
- Booklet N ° 67: Waterproofing of engineering structures

- Fascicle N ° 68:

Title 1:

Execution of foundation works

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- Fascicle N ° 68:

Title 1:

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- Fascicle N ° 70: Sewerage pipes and ancillary works
- Fascicule N ° 71: Supply and installation of water pipes, accessories and connection

The Common Prescriptions applicable to the construction of a public lighting network from March 1974.

All the technical rules published by the UTE in their up-to-date edition for electrical installations.

ARTICLE B104 - STUDY DESCRIPTIONS

Within thirty days from the date of the start of the works, the Co-contractor will delimit the right-of-way of the works and undertake the delimitation of the construction works within these rights-of-way after agreement or according to the instructions of the Contract Engineer. Then, he will establish from the plans and tender documents the complete execution project defining the adaptation of the works to the actual execution conditions.

The execution plan will include all the modifications or variants proposed by the Co-contractor as well as the calculation notes and drawings referred to in article A 327.3 of the Special Prescriptions Specifications.

The execution plan must be submitted to the Contract Engineer within thirty days before the start date of the corresponding part of the work.

The Contract Engineer will have a period of fifteen days to approve the execution plan or to make known his observations under the conditions defined in the Special Prescriptions Book. The execution project will include:

- Formwork and reinforcement plan for sanitation structures at 1 / 20th (scuppers, manholes, heads of structures, etc.),
- All calculation notes for sanitation works,
- Calculation notes for sanitation and outlet of structures,
- Program, plan and results of geotechnical tests (foundation soils, cuttings reusable as backfill, purges, groundwater level, deflection tests, etc.),
- Detailed pre-survey by section and structures.

ARTICLE B105 - DESCRIPTION OF THE WORK

- R.C for casting in place for ramp including support beams and pillar at 350kg/m³
- **ESTIVATION, PLASTERING AND TILING**
- Blocks of 15x20x40 for wall elevation for first and second floor
- RC for, lintel dosed at 350kg/m³
- Plastering of internal and external walls including dressing of pillars and beams for ground floor
- PVC pipe 63 for ventilation with fly screen
- **ROOFING**
- Purlin and rafters with hard wood treated with xylem
- Aluminium roofing sheets (tole bac 6/10mm) with all accessories
- Aluminium fascia board
- Top rigid zinc
- Gutter and accessories
- pvc pipe 63 for roof drainage
- **WOOD and metallic WORKS**
- Complete metallic door fitted with a solid lock 150X210 for entrance
- Complete wooden door and frames with hard wood fitted with a solid lock 90x200
- Complete metallic door fitted with a solid lock 90x210 for entrance into the hall
- Complete metallic windows and frames fitted 120x120 for ground and first floor

- Complete metallic windows and frames fitted 70x70 for ground and first floor
- Complete wooden door and frames with hard wood fitted with a solid lock 70x210 for toilet

GENERAL

ARTICLE 200B QUALITIES AND PREPARATION OF MATERIAL TO BE USED

The control tests and execution studies prescribed in this CCTP will be the responsibility of the Co-contractor who is required to submit the results for the approval of the Contract Engineer. Samples of the materials and equipment that will have been retained by the Contract Engineer will be kept in the premises of the Contract Engineer on the site.

ARTICLE B201 - AGGREGATES FOR MORTARS AND CONCRETE

Aggregates for mortars and concretes must meet the requirements of the French standards cited in fascicules 65 of the C.C.T.G. (see B103.1). The aggregates will be of uniform quality and without excess of flat or elongated lumps, dust or impurities.

In addition, it is specified that the dimension of the gravel for concrete will be at most equal to 25 mm. This maximum size will be reduced to 15 mm in the rubbed areas.

However, in massive structures and with the express agreement of the Contract Engineer, the maximum size may be increased to 40 mm.

Concrete 0/25 will be made up of at least three classes of aggregates, the grain size curves being taken from the following series of sieve dimensions, expressed in millimetres: 2 - 4 - 6.3 - 10 - 20 or 3 - 5 - 8 - 12.5 - 15 - 25.

The sands will be of good quality, stable, clean and free of dust, shale, clay or organic debris. They should not contain more than 5% of fine elements passing through an 80 micron sieve. No grain should be larger than 6.3 mm. The sand equivalent will necessarily be greater than 70.

The aggregates will be stored in such a way that the different classes cannot mix. Contamination by mud and dust should be avoided. A good drainage of stocks must be ensured.

The quality and size of the aggregates must be subject to the approval of the Contract Engineer. This approval will only be acquired after the resistance tests on concrete specimens carried out with the proposed aggregates have been found to be satisfactory.

ARTICLE B205 - COMPOSITION OF CONCRETE AND MORTARS

B205.1 Concrete

The concretes used for the construction of the Bridge and other road structures will meet the following specifications:

Designation	Minimum Dosage cement	with	Usage	Minimum resistance at 28 days Mini compression Mini traction	Ratio W/C maximal

Plain concrete BC	200 Kg	Béton de propriete		0,70
Concrete 1(BQ1) 20	250 Kg	Béton de forme	18 MPa 1,8 Mpa	0,60
Concrete 2(BQ2)	300 Kg	Non reinforced or lightly reinforced element	23 MPa 2,05 MPa	0,55
Concrete quality 3(BQ3)	350 Kg	Footings foundation etc...	27 MPa 2,32 MPa	0,55
Concrete quality 4(BQ4)	400 kg	Highly solicited structures	33 Mpa 2,6Mpa	0,55

The W / C (water / cement) ratio indicated in the table is the maximum admissible for the implementation of the corresponding type of concrete.

The dose of cement indicated in the table cannot be reduced even if the resistance of the tests exceeds the prescribed values.

a) Consistency

The consistency of quality concretes BQ2, BQ3 and BQ4 will be measured with the AGTM cone, the subsidence will be less than 5cm. The Co-contractor must in all cases have the necessary equipment so as to ensure satisfactory vibration of the concrete.

b) Composition

The study of the composition of concrete is the responsibility of the Co-contractor.

The Co-contractor must present his proposals to the Contract Engineer and submit for his approval the particle size composition and the volumes of water to be incorporated per cubic meter and this in good time to meet the contractual execution period.

The Co-contractor has a period of fifteen (15) working days from the notification of the market to present the composition of the concrete.

The Contract Engineer will make its observations or give its approval within seven (07) working days from the date of receipt of the Co-contractor 's proposals.

Following the approval by the Contract Engineer of the concrete compositions proposed, the Co-contractor will carry out mix tests for each concrete quality indicated. The tests must correspond to the manufacturing conditions on the site.

The Co-contractor will only apply the mixtures approved by the Contract Engineer.

B205.2. Mortars

Depending on their destination, the mortars will have the following compositions:

M400:

Mortar at 400 kg of cement per cubic meter of sand. It will be used to produce the coatings seen from the structures (manhole cover slabs, superstructure structure).

M500:

Mortar at 500 kg of cement per cubic meter of sand with the addition of Sika N1 product following the dosage prescribed by the manufacturer and subject to the approval of the Contract Engineer. This mortar will be used for the waterproof interior plasters of the structures.

The W / C (water / cement) ratio indicated in the table is the maximum admissible for the implementation of the corresponding type of concrete.

The dose of cement indicated in the table cannot be reduced even if the resistance of the tests exceeds the prescribed values.

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M600:

Mortar dosed at 600 kg of cement per cubic meter of sand. It will be used for all seals (metal profile descent rungs, etc.) and for repointing masonry rafters

Mortars will be manufactured mechanically or exceptionally, manually for very small quantities. Manufacturing equipment must provide the same dosage guarantees as for concrete. Any mortar which has started to set or which has dried out will be rejected and must not be mixed with fresh mortar.

B205.3 Control of concrete

The Co-contractor is responsible for carrying out the study tests and suitability tests in good time to meet its contractual obligations relating to the time limits for execution, whatever the results of said tests.

The test pieces will be made in approved molds. The transport to the control laboratory of the convenience and information control test pieces will be carried out by the Co-contractor.

Concrete control will be carried out according to the services in the table below:

Concrete class	Number of samples	Compression	Traction frequency	Consistency
BQ3 350 kg	Daily concreting - cylinders	2 tests At 7 days	2 tests At 7 days	1 per 1/2 day
	6 samples	4 tests à 28 days	4 tests at 28 days	
BQ4 400 kg	10 samples	3 tests at 3 days 2 tests at 7 days	3 tests at 3 days 2 tests at 7 days	1 per 1/2 day
	10 samples	5 tests à 7 days	5 tests à 28 days	

Structures or parts of structures, for which the tests thus carried out show resistances 15% lower than the required resistances, will be refused.

ARTICLE B207 - STEELS FOR REINFORCED CONCRETE

The steels used for the reinforced concrete will be as follows:

Steels with high adhesion Fe400 in accordance with the standards cited in booklet 4 in title 1 of the C.C.T.G.

Minimum yield strength: 400 MPa

For each supply of steels intended for the works, the Co-contractor will provide certificates indicating the results of tests undergone by the materials. If test results are not available, the Employer may refuse its use. The steels will be securely tied in bundles. The bundles must be clearly marked with the supplier, the quality, the delivery date and the length, diameter and number of bars.

Steels for reinforced concrete will be stored on supports above the ground and will be protected against rust, oil and other harmful influences.

ARTICLE B209 - FORMWORK

The formwork will be made up of metal elements, wood or any other equivalent material. They will be subject to the approval of the Contract Engineer.

The slab, raft and wall forms that will remain in view will be smooth, ensuring smooth and even surfaces. They will comply with the prescriptions of fascicle 65 of the C.C.T.G.

ARTICLE B210 - SHAPING OF REINFORCEMENT FOR REINFORCED CONCRETE

The conditions of use of the reinforcements must comply with the prescriptions of booklet 4, title 1 of the C.C.T.G.

Article 21 of fascicle 65 of the C.C.T. is completed as follows:

When it is necessary to constitute reinforcement with several bars, the joints are distributed over a certain length so that, in a section, there are at least 2/3 of the continuous bars, it being accepted that the overlap of the reinforcements to improved adhesion will comply with the requirements of the reinforced concrete rules in force.

Immediately before placement, the steels will be clean and rust-free. The reinforcements will be well fixed so that there is no risk of displacement during the pouring of the concrete. Are forbidden:

- the deliberate folding and unfolding of the reinforcements,
- the assembly of reinforcements by welding.

ARTICLE B303 - PRELIMINARY WORK

ARTICLE B304 - SITE CLEARING

The Co-contractor will carry out the general clearing of the land, the felling of trees and their stump removal, as well as the evacuation of all the corresponding elements outside the site, in a place approved by the Contract Engineer. On the instructions of the inspection engineer, certain trees may be preserved as long as they do not constitute an obstacle to the execution of the work.

SITE WORK

SCOPE OF WORK

1. Setting out building, establishing of lines, grades and benchmarks,
2. All excavation work including all necessary shoring, bracing, and drainage of storm water from site.
3. All backfilling and grading, removal of excess material site.
4. Protection of property, work structures, workmen, and other people from damage injury.

LINES, GRADES AND BENCHMARKS

1. Set out accurately the line of the building and of the other structures included in contract, and establish grade therefore, after which secure approval by engineer before any excavation work is commenced.
2. Erect some basic batter boards and basic reference marks, at such places where they will not be disturbed during the construction of the foundation.

2. EARTHWORKS

EXCAVATION:

Excavations shall be to the depths indicated for safe bearing values, excavations for footings and foundations required depths shall be filled with concrete, and bottom of such shall be levelled. All structural excavations shall extend a sufficient distance from the walls and footings to allow for proper erection and dismantling of forms, for installation of services and for inspection. All excavations shall be inspected and approved before pouring any concrete, as well as for the placing of selected fill materials.

The contractor shall control the grading in the vicinity of all excavated areas to prevent surface drainage running into excavations. Water accumulated in executed areas shall be removed by pumping before concrete is placed.

FILLING AND BACKFILLING

After forms have been removed from footing, piers, foundations, walls, etc and when setting of concrete is hard enough to resist pressure resulting from fill, backfilling may then be done. Materials excavated may be used for backfilling, all filling shall be placed in layers not exceeding (15 cm) in thickness, each layer being thoroughly compacted and rammed by wetting, tamping and rolling to desired density.

PLACING AND COMPACTING FILL

- Ordinary fill shall be approved on site-and could be select approved excavated material free from roots, stumps and other perishable or objectionable matter.
- Select fill-shall be placed where indicated and shall consist of crushed rock, or a combination there of. The material shall be free from, vegetable matter and shall be thoroughly tamped after placing.
- Before placing fill material, the surface upon which it shall be placed shall be cleared of all bush roots, vegetable matter and debris, scarified and optimally wetted to insure good bonding between the two layers

DISPOSAL OF SURPLUS MATERIALS

- Any excess material remaining after completion of the earthwork shall be
- disposed of by hauling and spreading in nearby spoil areas designated by the
- OWNER. Excavated material deposited in spoil areas is graded to a uniform surface.

3. WATER PROOFING

DAMP-PROOF COURSE:

The horizontal and vertical damp-proof course, unless otherwise specified, shall be:

- (a) Of BITUMINOUS sheeting.
- (b) Of POLYETHYLENE sheeting, surfaces 0, 38 mm thick (375 microns).

The damp-proof course shall be the full thickness of walls above foundations, plus the width of sleeper plates where these occur, and shall be laid without longitudinal joints. At end joints, angles and intermediate junctions the sheeting shall be lapped 150 mm. Where so specified all laps in the damp proof course shall be sealed over the whole area of laps, to an approved method. Care shall be taken not to tear or otherwise damage the sheeting.

Similar damp-proof course, 120 mm wide, shall be laid on sleeper piers under the floor bearers.

DAMP-PROOF MEMBRANE:

The under-surface bed damp-proof membrane, unless otherwise specified shall be: of polyethylene sheeting, plain surfaces 0,25 mm thick (250 microns) laid in the widest practical widths to minimize joints and shall be turned up, dressed to load bearing walls and if applicable lapped with the damp-proof course in the walls.

4. REINFORCED CONCRETE:

GENERAL

Unless otherwise specified herein concrete works shall conform to the standard requirements of civil engineering practise

MATERIALS

- Cement for the Concrete shall conform to the requirements of specifications for the Artificial Portland cement (CPA 325) of the CIMENCAM S.A.
- Water used in mixing block work or concrete shall be clean and free from any other injurious amounts of oils, acids, alkaline, organic materials or other substances that may be deleterious to concrete or steel.
- Sand: Fine aggregates shall consist of hard, tough, durable and uncoated particles. The shape of the particles shall be generally rounded or cubicle and reasonably free from flat or elongated particles. The stipulated percentages of fines in the sand shall be obtained either by the processing of natural sand or by the production of suitably graded manufactured quarry sand.
- Gravel: Coarse aggregate shall consist of, crushed gravel or rock; it shall be of hard, tough, durable, lean and uncoated particles.
- Reinforced Bars shall conform to the requirements of standard specifications for steel Bars for concrete reinforcement and to specification for minimum requirements for the deformed steel bars for concrete specifications.

All secondary ties such as stirrups, spirals and insets may be plain bars. The main reinforcing bars shall be as follows:

NO 1.	<input type="checkbox"/>	6mm
NO 2.	<input type="checkbox"/>	8mm
NO 3.	<input type="checkbox"/>	10mm
NO 4.	<input type="checkbox"/>	12mm
NO 5.	<input type="checkbox"/>	14mm

The reinforcement must be tied form using binding wire. Do not superpose more than 3 bars by putting 1 on top of the other. Bars having the largest section must always be provided with hooks at their extremes.

PROPORTIONING AND MIXING OF CONCRETE

- Proportions of materials in 1 m³ of concrete shall be as follows

Class	Cement	Sand	Gravel	Use
'A'				
450Kg/1m ³	1	1	2	Retailing walls, concreting under water
'B'				
350Kg/1m ³	1	1	2.5	Footings, columns, beams & R.C. slabs

'C'

250Kg/m³ 1 3 4 Blinding concrete, slab

- All class of concrete shall have a 28-day strength of 2.5KN/m³, for all concrete work, except otherwise indicated on the plan.
- Mixing - concrete shall be machine mixed. Mixing shall begin within 30minutes after cement has been added to aggregates. In the absence of a concrete mixer, manual mixing is allowed on a clean slab and has to be approved by the engineer.

FORMS

- Forms shall be used wherever necessary to confine the concrete and shaped it to the required lines to avoid the concrete from contamination with materials from the surroundings. Forms shall be of sufficient strength to withstand the pressure resulting from placement and vibration of the concrete, and shall be maintained rigidly in the correct position. Forms shall be sufficiently tight to prevent loss of mortar from the concrete, for forms exposed surfaces against which backfill is not to be placed shall be lined with form grade plywood.
- Cleaning and oiling of forms - Before placing the concrete, the contact surfaces of the form shall be cleaned of mortar, grout or other foreign materials, and shall be coated with commercial form oil that will effectively prevent sticking and will not stain the concrete surface.
- Removal of forms - Forms shall be removed in the manner, which will prevent damage to the concrete. Forms shall not be removed without approval. Any repairs of surface imperfections shall be performed at once and airing shall be started as soon as the surface is sufficiently hard.

PLACING REINFORCEMENT

- GENERAL - Steel reinforcement shall be provided as indicated, together with all necessary wire ties, chairs, spacers, supporters and other devices necessary to install and secure the reinforcement properly. All reinforcement, when placed shall be free from loose, flaky crust and scale oil grease, clay and foreign substances that would reduce or destroy its bond with concrete. Reinforcement shall be placed accurately and secured in place by use of metal or concrete supports, spacers and ties. Such supports shall be of sufficient strength to maintain the operation. The supports shall be used in such manner that they will not be exposed or contribute in any way to the deterioration of the concrete.
- PLACING - Concrete shall be vibrated into the corners and angles of the forms and around all reinforcements and embedded items without permitting the material to segregate. Concrete shall be deposited as close as possible to its final position in the forms so that flow within the mass does not exceed two (2) meters and consequent segregation is reduced to a minimum near forms or embedded items or elsewhere as directed, the discharge shall be so controlled that the concrete may be effectively compacted into horizontal layers not exceeding 30 centimetres in depth within the maximum, lateral movements specified.
- Time interval between mixing and placing concrete shall be placed before initial set has occurred and before it has contained its water content for more than 45 mins.
- Consolidation of Concrete - Concrete shall be consolidated with the aid of; mechanical vibration equipment and supplemented by hand spading and tamping vibrators shall not be inserted into the lower course that have commenced initial set and reinforcement embedded in concrete beginning to set or already set shall not be disturbed by vibrators. Consolidation around major embedded parts shall be by hand spading and tamping and vibration shall not be used.
- Placing concrete through reinforcement - In placing concrete through reinforcement, care shall be taken that no segregation of the coarse aggregate occurs. On the bottom of beams and slabs, where the congestion of steel near the forms makes placing difficult, a layer of mortar of the

same cement sand ratios as used in concrete shall be first deposited to cover the surface.

CURING

- **GENERAL** - All concrete shall be moist cured for a period not less than 7 consecutive days by an approved method or combination applicable to local conditions.
- **Moist Curing** - The surface of the concrete shall be kept continuously wet by covering with plastic or other approved materials thoroughly saturated with water and keeping the covering by wet spraying or intermittent hosing.

FINISHING

- Concrete surfaces shall not be plastered unless otherwise indicated. Exposed concrete surfaces shall be formed with plywood, and after removal of forms, the surfaces shall be smooth to line and shall present finished appearance except for minor defects which can easily be repaired by patching with cement mortar or can be grounded to a smooth surface to remove all joint marks of the form work.
- Concrete slabs on fill. The concrete slab on fill shall be laid on a prepared foundation consisting of sub grade and granular fill with thickness equal to the thickness of over laying slab except as indicated otherwise.

5. BLOCK WORKS

MATERIALS

- Concrete hollow blocks shall have a minimum face wall thickness of 20cm. Normal size shall be 20, 15, 10cm thick with height of 20cm and length of 40cm. All units shall be stored for a period of not less than 28days (including curing period) and shall not be delivered to the job site prior to that time unless the strength equal or exceed those mention in these specification.
- Wall reinforcement shall be No. 3 or 10mm steel bars.
- Sand shall be river sand, well screened, clean, hard, sharp siliceous, free from loam, silt or other impurities, composed of grains of varying sizes within the following limits:

Sieve No	Passing/Retain	Percentage
9	Pass	100
16	Retained	5
100	Retained	7

- Cement shall be Artificial Portland cement, (APC 325)
- Mortar - Mix mortar from 3 - 5 mins in such quantities as needed for immediate use, re-tampering will be permitted if mortar stiffens because of premature setting. Discard such materials as well as those, which have not been used within 1hr after mixing.
- Proportioning: Cement mortar shall be one (1) part Portland cement and two (2) parts sand by volume but not more than one part Portland cement and three (3) parts sand by volume.

	Normal Proportion	Maximum Proportion
Cement	1	1
Sand	2	3

ERECTION

- All masonry shall be laid plumb, true to line, with level and accurately spaced courses, and with each course breaking joint with the course below. Bond shall be kept plumb throughout; corners shall be plumb and true. Units with greater than 12% absorption shall be wet for at least 2

hrs. before lying. Work required to be built in with masonry, including anchors, wall plugs and accessories, shall be built as the erection progresses.

- **Masonry Units** - Each course shall be solidly bedded in Portland cement mortar. All horizontal and vertical points shall be completely filled with mortar and as laid, each course shall be bonded at corners and intersections. No cells shall be left open in face surfaces. All cells shall be filled up with mortar for exterior walls. Units terminating against beam or slab so fit shall be wedged tight with mortar. Do not lay cracked, broken or detached block.

- The block work shall be carried up in a uniform manner; no one portion being raised more than 1,2 m above another at one time.

- Lintels shall be of concrete and shall be enforced as shown on the drawings.

- Lintels shall have minimum depth of 20 cm and shall extend at least 20cm on each side of opening.

MORTAR JOINTS:

- Mortar joints to block work generally shall be 10 mm in thickness.

- The joints in block work receiving plaster, tiling or similar finishing, shall be raked out whilst the mortar is soft to form key for the plaster or mortar backing. The depth of the raking out will depend on the condition of the blocks; the rougher the blocks on face the shallower the raking out and the smoother the blocks the deeper the raking out.

6. PLASTERING:

Walls shall be well wetted before plastering is commenced.

The surfaces of internal plaster shall be steel trowel led to a smooth, even and true finish. External plaster shall be finished to a true and even surface with a wood float. All plaster surfaces shall be free from blemish.

Plaster shall be returned into reveals and soffits of openings, and all angles shall be true and straight with salient angles slightly rounded.

The Engineer shall approve the rendering coat of plaster in two-coat work before the setting coat is applied, and notice shall be given to the Engineer, when it is ready for inspection.

All cracks, blisters and other defects shall be cut out and made good and the whole left perfect at completion.

Plaster on walls shall be not less than 12 mm or more than 20 mm in thickness, and plaster on concrete ceilings and beams shall not be less than 9 mm or more than 16 mm in thick-ness, unless otherwise specified.

SCAFFOLDING

- Provide all scaffolding require for masonry work, including cleaning down on completion remove.

7. FLOORING AND TILING

SCREED FLOOR:

- Concrete sub-floors finished with wood mosaic, vinyl sheeting and tiles, and similar finishing shall be screeded with 3:1 cement mortar, of thickness required but in no case less than 12 mm, and steel trowelled to a true and smooth surface suitable to receive finishing's. Concrete

sub floors finished with wood block and similar finishing, shall be similarly screeded but finished to a true and even surface with a wood float. The sand used in the mortar shall be of such fineness as will allow of the screed being trowelled to a surface suitable to receive the finishing.

- The screeding shall be laid before the concrete sub-floors have matured otherwise the exposed surfaces of concrete shall be thoroughly cleaned with a wire brush, and a coat of neat cement grout applied immediately before the screeding is laid.
- The screeding shall be laid in good time to allow of it being perfectly dry when the finishings are laid.
- No traffic shall pass over nor shall any building operations take place on the screeding without proper covering first being provided.

VITRIFIED FLOOR TILE INSTALLATION

- Do not start floor tiling in works that involve tiling both wall and floor, finish with wall tiles before starting the flooring
- Before spreading setting bed, establish borderline centre wires in both directions to permit laying pattern with minimum of cut tiles. Lay floors without borders from centreline outwards. Make adjustments at walls.
- Clean concrete sub floor and moisten it without soaking. Sprinkle dry cement over surface. Spread setting bed mortar on concrete and tamp to assure good bond over the entire area then screed to smooth level bed. Set average setting bed thickness at 15mm but never less than 12mm.

WALL TILE INSTALLATION.

- Scratch coat for application, as foundation coat shall be at most 12mm while still plastic, deeply scratch coat or scratch and cross scratch. Protect scratch coat and keep reasonably moist within seasoning periods. Use mortar for scratch, float coat, within 1hr after mixing. Tempering of partially hardened mortar is not permitted. Scratch coat shall be cured for at least 2 days before starting tiling.
- For last coat, use one part Portland cement, one-part hydrated lime.
- The tiles shall alternatively be fixed directly to plastered walls with an adhesive approved by the Engineer or the tiles shall be fixed direct to walls in 3:1 cement mortar with horizontal and vertical joints continuous, and shall have all joints rubbed in solid with neat white cement grout. Tiles shall be well soaked in water before fixing and thoroughly cleaned off after fixing.

8. CARPENTRY AND JOINERY WORK

MATERIALS

QUALITY OF TIMBER: Timber shall be of approved quality of the respective kind for the various part of the works, well-seasoned, thoroughly dry, and free from large, loose, or unsound knots, saps, shakes and other imperfections impairing its strength durability or appearance. All finishing timber to be used shall be completely dried and shall not contain more than 14 % moisture. It may be of the following (Doussie, Maobi, Tali, Azobe, Iroko, Bibinga, Mahogany etc)

TREATMENT OF THE TIMBER:

- All concealed timber shall be sprayed with so lignum or its equivalent
- Surface in contact with masonry and concrete shall be coated with creosote or
- Equivalent.
- All door/window sashes shall be well-seasoned, flush type or semi hollow core or solid core, plywood veneers on both sides. Exterior door shall be of dried panel doors

KIND OF TIMBER

All unexposed timber for framing shall be of hard wood (mahogany, iroko, etc). All window and doorjambes shall be of hard wood Balcony railings, flooring, girder and joints shall be also of hard wood. All interior flooring shall be of well-seasoned mahogany. Living room wood panels at the

second floor shall be of plywood. Eaves shall be of seasoned white wood or Bac Alu. Exterior sidings shall be seasoned sun-dried V-cut white wood or Bac Alu.

9. ARCHITECTURAL FINISHES SCHEDULE:

FLOORING

Interior flooring may be normal or of vitrified tiles of 210 x 210mm

Toilet floors shall be mosaic tiles.

Balcony floors may be normal or of 210x210mm vitrified tiles

WALLING

All interior partitions shall be of 15cm thick block walls.

Exterior walling shall be 20cm thick block work.

Walls shall be plastered and given a good finish.

Toilet wall finish shall be of 100x100mm ceramic tiles.

CEILINGS

All interior ceiling shall be of strip ceiling

Outside ceiling eaves shall be of strip ceiling, with air Vents covered with screen.

DOORS

All interior, doors shall be hollow core flushed door using plywood veneer.

All toilet doors shall have one side using waterproofed plywood facing inside. Bring float coat to flush with screed or temporary guide strips placed to the even surface at proper distance from the tile-finished face.

Setting wall tiles; soak wall tiles thoroughly in clean water before setting. Set wall tile by trowelling neat Portland cement skim coat on the float coat or apply skim coat to back of each tile unit. Immediately float tile in place. Make joints straight, level and perpendicular. Maintain vertical joints plumb.

Grouting: Grout joints in wall tile with neat white cement immediately after suitable area of tile has been set. Tool joints slightly concave, cut excess mortar and wipe from face tile. Roughen interstices of depressions in mortar joints after grout has been cleaned from surface. Make joints between wall tile, plumbing and other built-in fixtures with light colored caulking. Immediately after grout has had its initial set, give the wall surfaces protective coat of non-corrosive soap.

All exterior doors shall be solid panel doors or metallic

WINDOWS

All windows shall be wood casement.

Other windows as indicated in the plan shall be glass jalousie.

Glass and glazing: all windows shall be glazed on the outside with steel casement putty, glass shall be puttied and face-puttied in a neat trim line manner, with steel glazing chips.

Provide louvers below the ceiling and wall partition of bedrooms without exterior window access.

FINISHING HARDWARE.

Butt hinges: unless otherwise approved, use brass, polished and finely finished, mortise ball bearing 5 knuckles, non-rising loose pins, use one and one-half pairs (3) pairs of hinges per leaf of doors more than 1.80m high, loose pin butt for room doors, fixed pin butt for closed.

Keying and keys; locks shall be keyed in sets and sub sets to provide maximum expansion. All sets shall be grand master and all entrance locks shall be great grand mastered keyed per unit.

RIM BOLTS: Rim bolts keeper shall be chrome finished.

DOOR BUMPERS: Where wooden doors shall strike an object during opening provide door bumper.

Cabine hinges shall be "Washington" type or plano hinges heavily chrome or nickel-plated.

Cabinet and closet catches shall be plastic roller types.

Provide yale door closers for all swing exterior doors. (pivoted)
Provide heavy-duty head and foot bolt for the main entrance doors.

10. ROOFING

MATERIALS:

ROOF SHEATHING: shall be roofing tiles or corrugated aluminium according to standard specifications

INSTALLATION WORKMANSHIP:

Sheathing - layout the roofing tiles/sheets in a manner that the side over lap faces away from the prevailing wind. Provide adequate overlap on ends. Secure the roofing tiles/sheets to purlin by using hook on the tiles.

11. PLUMBING WORKS:

GENERAL:

All work shall be done under the direct supervision of a licensed plumber and in strict accordance with this specification and of the methods as prescribed.

MATERIALS:

Diameters, of evacuation tube to be used in fitting.

Wash hand basin.....32mm

Vitrified porcelain urinals40mm

Pool baths40mm

Taps32mm

Showers40mm

Toilet seats100mm

Collections & canalisation of rain water100/125/200mm

ALTERNATE MATERIALS:

Alternate material allowed, provided such alternate as approved by engineer such as PVC pipes for sewer and drainage pipes.

Each length of pipe, fitting, fixture and device used in plumbing system shall have cast, stamped or indelibly marked on it, manufacturer's trademark.

INSTALLATION:

- Install plumbing fixtures as indicated on drawing, furnishing all bracket, cleats clip plates and anchors required supporting fixtures rigidly in place.
- Install all fixtures and accessories in locations directed in accordance with the manufacturer's instructions, minimizing pipe fittings.
- Protect items with approval means to maintain perfect conditions. remove work damaged or defective and replace with perfect item without extra cost to owner:
- All PVC soil drainage pipes shall have a minimum slope of 1%.
- Vertical pipes shall be secured strongly by hooks to building framing. Provide suitable bracket or chairs at the floors from which they start. Where an end or circuit vent pipe from any fixtures or line of fixture is connected to a vent line serving other fixtures, connection shall be at least 1.20m above floor on which fixtures are located, to prevent use of any vent line as a waste. Horizontal pipes shall be supported by well-secured strap hangers.
- Connection of water closets to soil pipes shall be made by means of flanged plates and asbestos packing without use of rubber putty or cement.

ROUGH-IN

- All items to be embedded in concrete shall be thoroughly clean and free from all rust, scale and paint.
- All changes in pipe sizes on soil, wash and drain shall be provided with reducing fittings or recess reducers.

- Plumber shall take high corrosive nature ground within site into account. Protective features shall be installed to prevent corrosion of all water pipes installed underground.
- Extend piping to all fixtures, outlets and equipment, from gate valves installed in the branch near the riser.
- All pipes shall be cut accurately to measurements, and worked onto place without springing or forcing.
- Care shall be taken as not to weaken structural portions of the building.

12. ELECTRICAL WORKS

SCOPE OF WORK

- The work consists of furnishing of all materials and labour, tolls and equipment and all necessary services to complete the electrical work ready for operation as shown in the drawings and specified as follows:
- Supply and installation of the main and sub-feeders from electrical panel boards up to service entrance.
- Supply and installation of electrical panel boards, gutters, pull box and accessories box as required.
- Supply of wiring devices porcelain receptacles, outlets, switches etc. complete with suitable cover plates as per specifications.
- Supply and installation for all branch feeders' circuits from panel boards up to all outlets, switches, controls other loads; wiring as show in plan.
- Installation of all owners furnished material such as lighting fixtures and electrical control.
- Grounding system as per EE Code requirements.
- The contractor shall secure that all EE standards are respected

CODES AND REGULATIONS:

The electrical work shall be done in accordance with all the requirements from the latest issue Cameroon Electrical codes, with rules and regulations and ordinances of the local enforcing authorities and Requirements of the AES SONEL Company.

DRAWINGS AND SPECIFICATION:

- All installation shall be done in a workmanlike manner and include all necessary works that may not be clearly indicated in the plans or schematic but necessary to attain the purpose or intent of the design scheme.
- The plane indicating the general lay out of the system and the location of outlets are diagrammatic, and may be adjusted as required by the Engineer before installation.
- The contractor shall record all accomplishments as work progresses in a set of records plan. Three (3) sets of drawing shall be duly signed and sealed by the supervisor-in charge of construction shall be submitted for the owners and Engineer's references and maintenance purposes.

MATERIALS AND WORKMANSHIP.

All materials to be supplied shall be new and of high quality. Materials shall be standard products from reputable manufactures.

TECHNICAL SPECIFICATIONS:

- Power service 220 volts, single phase, and 3 wire solid neutral 50hertz.
- Wiring methods: all power and control wiring shall be in rigid mild steel conductor.

- **Grounding:** Panel boards, race ways, gutters, metallic conduits and other non-current carrying metal parts of equipment, heaters, motor frames, shall be provided with effective grounding connection to a grounded cold centre pipe.

- **Main and branch feeders:**

- Conductors and complete conduct systems shall be provided as shown in drawing and no change, in sizes shall be made without approval by the Engineer or his authorized representative.

- **Panel Board:**

- Furnish and installs the electrical panel-boards as shown in plan.

- **Receptacles switches: Outlets:**

1. Provide as indicated in drawing, the switches and receptacles with proper cover plates: Switches shall be of the quiet-matic type, or approved equal.

2. Receptacles shall be duplex with proper cover plates rated 10amp. Min 220vV.

3. Lighting outlets at ceiling shall be provided with 100mm octagonal box. Using TW wire CHB in flexible conduit makes connection from fixture to boxes.

LIGHT FIXTURES:

- Lighting fixtures shall be furnished and installed by the contractor. Detail of fixture design when not standard shall be shown in the Architectural Drawing.

- Fluorescent fixtures shall be complete set with lamps and ballast of high quality, Philips G. C. phallic or approved equal.

WIRES AND CABLES:

No wires shall be drawn into a raceway until it is complete with all necessary fitting, boxes support. Connections shall be securely fastened such as not to loosen under vibration and normal strain. All connections splices shall be made with approved methods.

13. APPLICATION:

- Fire retardant chemicals must be applied by the fire-Retardant applicator duly authorized by the fire-retardant chemical manufacturer/blender and certified by the fire code implementing agencies. The applicator and/or his men must follow good painting practices using paintbrush, spray or rollers. They must conform to the following rate of application

- All wooden doors and stairs shall be treated with fire retardant at the rate of 3m² per gallon for class a flame spread rating or the three (3) coatings.

- All ceiling boards, panelling and all wooden structures of the building that are found along corridors, lobbies and kitchen shall be treated at the rate of 13.5m² per gallon or two (2) coating.

- All interior panelling, ceiling, floors, closets, cabinets and all other wooden components found in the interiors of the building shall be treated with fire retardant chemicals at the rate of 18.6m. I gallon or one coat.

- All other exterior wooden based component of the building such as sidings, fascia boards, eaves, etc. shall be treated with fire retardant at the rate of 13.5m² per gallon or two (2) coatings.

14. GUARANTEE:

- The contractor shall and hereby warrants that all fire retardation work executed under this section shall be free from defects of materials and workmanship for a period of two (2) years from the date of completion of application.

- The contractor further agrees to that he will at his own expense repair and replace all such defective work and all other works damage thereby which becomes defective during the term of this warranty.

a) 15. SANCTIONS AND PENALTIES

- b) Law No. 96/12 of August 5, 1969 provides respectively in its articles 79, 82, 84 and 88 as follows:

- c) **Is punished by a fine of two million (2,000,000) to five million (5,000,000) CFA francs and a prison sentence of six (06) months to (01) year or one only, anyone with:**
- d) **- carried out, without an impact study, a project requiring an impact study;**
- e) **- carried out a project that did not comply with the criteria, standards and measures set out for the impact study;**
- f) **- prevented the completion of the checks and analyzes provided for by said law and / or by its implementing texts;**
- g) **Is punished by a fine of one million (1,000,000) to five million (5,000,000) CFA francs and a prison sentence of (06) months to (01) year or one of these two penalties only, any person who pollutes, degrades soils and subsoil, alters the quality of the air or water, in violation of the provisions of the said law. In the event of a repeat offense, the maximum amount of penalties is doubled;**
- h) **Is punished by a fine of five hundred thousand (500,000) to two million (2,000,000) CFA francs and a prison sentence of six (06) months to one (01) year or one of the only two, any person who operates an installation or uses a movable object in violation of the provisions of the said law. In the event of a repeat offense, the maximum amount of penalties is doubled;**
- i) **Without prejudice to the prerogatives recognized to the public prosecutor, to judicial police officers with general competence, the sworn officers of the administration in charge of the environment or of other administrations concerned are responsible for the search, the observation and the prosecution in repression of infringements of the provisions of this law and its implementing texts.**
- j) **A company violating or having violated the law raised during road works will be excluded for a period of one year from the right to tender.**
- k) **Any breach of the requirements duly notified to the company by the Contract Engineer must be rectified. The resumption of work or additional work resulting from non-compliance with the clauses is the responsibility of the Co-contractor**

Document N°6
UNIT PRICE SCHEDULE

GENERAL - DEFINITIONS - PRICE CONSISTENCY

CONTENT OF THE PRICES

In accordance with the articles of the CCAP, the prices of the schedule include all the expenses of the Co-contractor without exception, with a view to carrying out all the work provided for in this contract, in particular the expenses for the provision of equipment, supply of materials to the contractor. except that mentioned explicitly in the definitions of prices, the expenditure of labor, transport, general expenses, and in general, all expenses which are the necessary and direct consequence of the works.

The prices include all the works provided for in the project, the testing and preliminary study costs indicated to the CCTP.

The Co-contractor will take into account in these prices the constraints due to the presence of surface water, rainwater and groundwater.

Transport costs are included in the price of the works regardless of the movements of land carried out, the general earthworks and the deposit or in public landfill being carried out within the limits of the territory of the Urban Commune of the town of jurisdiction.

REFRACTION IN PRICES

If it turns out that the resistance of a concrete at twenty-eight (28) days, determined during the control tests in accordance with the CCTP, is less than the required resistance and the Engineer does not however require the demolition of the work or part of the work executed with its concrete, the Co-contractor will bear the costs of verification, consolidation and repair that may be required by the Engineer.

In addition, for the regulations of the offending part of the work, the price of the corresponding concrete will be struck, without prior notice, by a reducing coefficient obtained by raising to the power of three (03) the ratio of the real resistance of the concrete to its required strength.

This coefficient will not be applied as long as a report:

Resistance achieved / resistance required will be greater than or equal to zero point ninety-eight (0.98).

QUANTITY OF IMPLEMENTATION NOT LEADING TO PAYMENT

Since the work must be carried out in accordance with the specifications of the technical file, parts and approved plans "Good for execution", the quantities to be taken into account will be effectively calculated on the basis of the dimensions and dimensions fixed in these plans or modified by service order.

If it turns out that through negligence, or for the convenience of execution, the Co-contractor implements quantities greater than that provided for in the approved plans (size of excavations for structures, concrete blocking or filling, etc.) alone the quantities resulting from the approved plans "Good for execution" will be taken into account for payment.

UNIT PRICES WILL BE GIVEN TAX FREE

For this purpose, the Co-contractor will fill in the price schedule according to the attached models with prices excluding VAT as well as the corresponding estimated quotes.

DEFINITION OF CUBIC METERS OF EARTHWORKS

The cuttings are measured in place by difference in profiles before and after the earthworks, at the project dimensions.

The backfill is measured, after compaction, by difference in profiles before and after earthwork, at the project dimensions.

The purges are measured contradictorily by difference in survey, before and after the work.

Excavations are considered to have vertical walls and are paid per cubic meter of excavation according to the width of the structure increased by 2 m, or according to the outside diameter of the pipes increased by 0.60 m.

This price takes into account all shielding constraints, widths and exhaustion of water from all sources. It also includes backfilling of excavations after completion of works or laying of pipes, in Footings of 0.30 m of compacted to 95% of the OPM, with materials usable in backfill (CBR > 5 and IP < 4).

NB: The amount of network travel cannot exceed that set aside in the market. The co-contracting party's sales coefficient may not exceed 15% of the amount of the services of the subcontractors, including the costs of studies and control of the concessionaire.

As for other contract provisions, the amount to be considered is that of the subcontractor validated by the Contract Engineer, the Engineer and the Head of the Market Department, increased by the fixed sales coefficient of the company capped at 1.15. In the case of compensation, it is the amount of the affected goods defined by the commission for the observation and evaluation of the implicated goods which is increased by 1.15.

UNIT PRICE SCHEDULE (UPS)

BILL OF QUANTITIES AND COST ESTIMATES FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS MINAS				
Nº	DESIGNATION	UNIT	UNIT PRICE IN FIGURES	UNIT PRICE IN WORD
100	Concrete works			
101	<p>R.C for casting in place for ramp including support beams and pillar at 350kg/m3;</p> <p>Reinforced concrete with a dosage of 350kg/m3 for the following:</p> <ul style="list-style-type: none"> • Ground floor columns • floor columns • lintels • top chainwork of the ground floor • top floor chain-layers • façade decoration • chain-links <p>Cubic metre.....</p>	m3		
	SUB-TOTAL 100			
200	ELEVATION, PLASTERING AND TILING			
201	<p>Blocks of 15x20x40 for wall elevation for first and second floor; This price covers the supply and installation of concrete block masonry in cement mortar, with a thickness in accordance with the architectural plans, including all the necessary details, in particular</p> <ul style="list-style-type: none"> - Thickness of the joints (2 cm) ; - Binding mortar dosed at 350 kg/m3 ; - Harpooning with framing posts - Verticality and flatness. <p>This price applies to each square metre... of masonry installed.</p>	m2		
202	<p>RC for, lintel dosed at 350kg/m3; lintels help carry openings above doors and windows, in constructing a lintel or beam will intel you mix is control to have good nix the formwork is checked and the concreting be done while controlling the road which will be of Dia 8 or 10mm</p> <p>Cubic metre.....</p>	m3		
203	<p>Plastering of internal and external walls including dressing of pillars and beams for ground floor;</p> <p>Plastering on interior masonry</p> <p>Execution, including all supplies and fittings, of a cement mortar coating 1.5 cm thick, dosed at 350kg/m3 , flatness and edges according to the technical specification.</p> <p>Per square metre</p>	m2		
204	<p>PVC pipe 63 for ventilation with fly screen; Pvc pipes of 60 to 100mm should be used for the evacuation og toilets, the kitchen and other waste water</p>	ml		
	SUB-TOTAL 200			

300	ROOFING			
301	Purlin and rafters with hard wood treated with xylamon; the purlins must be treated with xylamon before placement. Hardwood purlins treated with Koat sawing or similar, section 8x8 cm, including all fixing requirements. This price covers the supply and installation of purlins of section 8x8 in dry wood, of approved species perfectly upright, without any trace of rot, heating or vicious knots, treated by soaking with Koat sawing or similar before installation, including all fixing requirements. Per cubic metre.....	m3		
302	Aluminum roofing sheets (tole bac 6/10mm) with all accessories; Aluminium tray 6/10ths sheets This price covers the supply and installation of aluminum sheets of the SOCATRAL type or similar, in a colour chosen by the project owner, in accordance with the NF 50.835 standard, 6/10th thick, including the bottom pulls, all contingencies and all other fixing procedures. Per square metre.....	m2		
303	Aluminum facia board; This price covers the supply and installation of coloured ridge sheets of the SOCATRAL type or similar, measuring 2 metres, including all fixing requirements. The linear metre.....	ml		
304	Top rigid zinc; This price covers the supply and installation of coloured ridge sheets of the SOCATRAL type or similar, measuring 2 metres, including all fixing requirements. The linear metre.....	ml		
305	Gutter and accessories; This price is per linear metre for the construction works of 50x50 BA channels in accordance with the specifications of the CCTP. It includes : - The supply of the necessary tools, equipment and materials; - Execution of excavations in gutters - The construction works of the RC channels; Linear metre	ml		
306	pvc pipe 63 for roof drainage; Supply and installation including all the necessary steps. EU-EV pipes in PVC series EU including: elbows, tees, grooves, drain plugs, support collars and all connection to manholes. Linear meter.....	ml		
	SUB-TOTAL 300			
400	WOOD and metallic WORKS;			
401	Complete metallic door fitted with a solid lock 150X210 for entrance; This price covers the supply and installation of metal doors, including all installation requirements and in accordance with the CCTP: The supply of hinges, locks and other fixing accessories. The supply of hinges, locks and other fixing accessories. Unit.....	u		

402	<p>Complete wooden door and frames with hard wood fitted with a solid lock 90x200; This price covers the supply and installation of metal doors, including all installation requirements and in accordance with the CCTP: The supply of hinges, locks and other fixing accessories. The supply of hinges, locks and other fixing accessories. Unit.....</p>	u		
403	<p>Complete metallic door fitted with a solid lock 90x210 for entrance into the hall; This price covers the supply and installation of metal doors, including all installation requirements and in accordance with the CCTP: The supply of hinges, locks and other fixing accessories. The supply of hinges, locks and other fixing accessories. Unit.....</p>	u		
404	<p>Complete metallic windows and frames fitted 120x120 for ground and first floor; This price covers the supply and installation of metal louvred windows and grilles, including all the necessary installation procedures and includes: *The supply and installation of the metal louvered window; The supply of hinges, locks and other fixing accessories. Unit.....</p>	u		
405	<p>Complete metallic windows and frames fitted 70x70 for ground and first floor; This price covers the supply and installation of metal windows and grilles, including all the necessary installation procedures and includes: *The supply and installation of the metal window; The supply of hinges, locks and other fixing accessories. Unit.....</p>	u		
406	<p>Complete wooden door and frames with hard wood fitted with a solid lock 70x210 for toilets; This price covers the supply and installation of metal windows and grilles, including all the necessary installation procedures and includes: *The supply and installation of the metal window; The supply of hinges, locks and other fixing accessories. Unit.....</p>	u		

Document N°7

**BILL OF QUANTITIES AND ESTIMATES FOR THE CONTINUATION
OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION
OF SOCIAL AFFAIRS FOR THE NORTH WEST REGION PHASE 4**

BILL OF QUANTITIES

FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST REGION PHASE 4

BILL OF QUANTITIES AND COST ESTIMATES FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS MINAS					
N°	DESIGNATION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
100	Concrete works				
101	R.C for casting in place for ramp including support beams an pillar at 350kg/m3	m3	65		
	SUB-TOTAL 100				
200	ELEVATION and PLASTERING				
201	Blocks of 15x20x40 for wall elevation for first and second floor	m2	1000		
202	RC for, lintel dosed at 350kg/m3	m3	10		
203	Plastering of internal and external walls including dressing of pillars and beams for ground floor	m2	1592		
205	PVC pipe 63 for ventilation with fly screen	ml	12		
	SUB-TOTAL 200				
300	ROOFING				
301	Purlin and rafters with hard wood treated with xylamon	m3	15		
302	Aluminum roofing sheets (tole bac 6/10mm) with all accessories	m2	850		
303	Aluminum facia board	ml	200		
304	Top rigid zinc	ml	120		
305	Gutter and accessories	ml	200		
306	pvc pipe 63 for roof drainage	ml	50		
	SUB-TOTAL 300				
400	WOOD and metallic WORKS				
401	Complete metallic door fitted with a solid lock 150X210 for entrance	u	2		
402	Complete wooden door and frames with hard wood fitted with a solid lock 90x200	u	25		
403	Complete metallic door fitted with a solid lock 90x210 for entrance into the hall	u	4		

404	Complete metallic windows and frames fitted 120x120 for ground and first floor	u	20		
405	Complete metallic windows and frames fitted 70x70 for ground and first floor	u	10		
406	Complete wooden door and frames with hard wood fitted with a solid lock 70x210 for toilets	u	10		
	SUB-TOTAL 400				
	Grand Total Without Taxes				
	TVA (19.25%)				
	AIR (2.2 or 5.5%)				
	NET TO BE PAID				
	TOTAL WITH TAXES				

Document N°8
SUB-DETAILS OF PRICES

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

Document N°9
MODEL CONTRACT

Awarded through Open National Invitation to Tender

N°...../ONIT/NWRTB/GOV-NW/2026 OF /..... /2026 FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4

ENTERPRISE:

[indicate name and full address of holder]

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

Business Registry N° _____ at

Taxpayer's No. _____

EXECUTION DEADLINE: _____

AMOUNT OF CONTRACT IN FCFA:

Total exclusive of all taxes	
VAT (19.25%)	
I.R (2.2 or 5.5%)	
TOTAL inclusive of all taxes	
Net Payment (Total – IR)	

FINANCING: BIP MINAS 2026

SUBSCRIBED ON: _____

SIGNED ON: _____

NOTIFIED ON: _____

REGISTERED ON: _____

BETWEEN

**the Governor of The North West, herein referred to as the "Delegated Contracting Authority"
ON THE ONE HAND**

AND

**THE COMPANY: _____
Represented by the General Manager
Hereafter known as the "The Contractor" ON THE OTHER HAND**

THE FOLLOWING AGREEMENT HAS BEEN ENTERED INTO

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

CONTRACT N°/ONIT/NWRTB/GOV-NW/2026 OF/...../2026 FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4

DURATION OF EXECUTION: Four (04) calendar months

AMOUNT OF CONTRACT IN FCFA:

Total exclusive of all taxes	
VAT (19.25%)	
I.R (2.2 or 5.5%)	
TOTAL inclusive of all taxes	
Net Payment (Total - IR)	

Read and accepted by the contractor

Date _____

Signature of Delegated Contracting Authority

Date _____

Registration

Document N°10

ANNEX

SUMMARY

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ANNEX No. 1: DECLARATION FORM

THE MODEL UNDERTAKING BY THE BIDDER

Name of project:.....Invitation to tender N° :.....

FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4

(We) the undersigned (8)

Acting in the capacity of (9)in the name and on behalf of (10)..... atRC N°.by virtue of the power vested in me (us), domiciled at P.O.Box..... (Town), telephone N°, after having studied all the documents of the tender file relating to the Invitation to Tender N°, and after having assessed in my (our) point of view and under my (our) responsibility the nature and difficulties entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to carry out works **FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4** in keeping with the terms and conditions of the tender file.

I commit myself (We commit ourselves) in case my (our) tender is retained, to execute the contract within (.....) months as from the date of notification of award of the contract.

I hereby commit myself (We hereby commit ourselves) to maintain the amount of my (our) tender for a period of sixty (60) days with effect from the deadline for submission of bids.

Done at, on

General Manager

Signature(s).....

Bidder(s).....

For companies, indicate:

The company (company or trade name, form, nationality and registered office)

« represented by the undersigned » (name, first name and status)

For companies without a legal status, indicate:

« We, the undersigned, »

(For each person: name, first name, company name, nationality, location of the registered office)

« Constituted in a group of companies for the execution of this contract, jointly commit ourselves »

(8) Name, first name, profession, residence

(9) Position in the enterprise

(10) Company name

Annex No. 2: Model tender

I the undersigned Mr.
Taxpayer n°
Acting on the name and on behalf of ETS..... P.O. BOX

After having taken knowledge, of all relative files of the present contract document **FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4** “hereby:

1 - Submit and commit to execute the works in accordance with the invitation to tender file according to the prices that I have fixed after having appreciated to my point of view and under my responsibility, the nature and the benefit, which make up the sum of Francs cfa all taxes included.

Amount in figures FCFA TTC:

2 - Commit to undertake from the receipt of the service order to begin works given out by the Delegated Contracting Authority, the setting up of the personnel for the works and the material as foreseen in the terms of the contract file.

3 - Declare that this tender remains valid within ninety (90) days counting from the limit date of the submission of the bid.

4 - Commit to respect the duration of three (03) months foreseen by the planning of execution of the works that I myself have established.

5 - Affirm by right at the risk of termination that I have not fallen as well as the enterprise for which I act, under the influence of legal interdictions decreed in the Republic of Cameroon.

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

Signature (s)

ANNEX No. 3: MODEL BID BOND

Bank

Reference of guarantee: No.

To , of the Governor of the North West Region Room No

Republic of Cameroon

Invitation to Tender No.

Bid bond for the execution of THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4

The Contractor (5) hereby submits on to the Governor of the North West Region Room No a bid relating to the rehabilitation of some road stretches in Bamenda city

To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the Governor of the North West Region Room No acting in the capacity of Delegated Contracting Authority, a bid bond amounting to CFA Francs (6).

By this guarantee, we the undersigned, (7)with our registered office in, are committed towards the Governor of the North West Region Room No (Delegated Contracting Authority), through the bidder for the sum of CFA Francs(in figures).....(in full).

By this guarantee, we irrevocably commit ourselves, without any argument or delay, to pay into an account indicated by the North West Region Room No, the amount of the guarantee at the first written request, as soon as the latter shall inform us in writing that the bidder does not keep the commitment he took in his tender.

The request for payment of guarantee shall be countersigned by the Governor of the North West Region Room No. This guarantee shall be released latest ninety (90) days after the expiration of the validity of the tender or, in case the enterprise shall be the successful bidder, after presentation of the performance bond which shall be kept by the Council Internal Tenders Board.

The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

Done at, on

Mr (Messrs).....

Signature(s) & stamps

(5) Bidder

(6) Stated in the Special regulations governing the invitation to tender

(7) Bank

ANNEX No. 4: MODEL OF PERFORMANCE BOND (RETENTION BOND)

Bank:

Reference of bank guarantee:

N°

To the Governor of the North West Region Room No (Delegated Contracting Authority)

The enterprise.....

SECURITY BOND FOR THE GUARANTEE OF GOOD EXECUTION OF WORKS FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4

We, Bank..... have been informed that between, the Governor of the North West Region Room No acting as the Delegated Contracting Authority, and..... acting as entrepreneur, a contract has been concluded **FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4** covering the guarantees, engagement and other liabilities being incumbent upon the entrepreneur because of the contract of an amount equal to.....

We, Bank..... engage ourselves irrevocably and without profit of discussions by this present, to pay in favour of the Cameroonian administration at the first written request of the Governor of the North West Region Room No and within eight (08) weeks maximum period, up to the amount of this present guarantee, the sum of

All that could be due , of the Governor of the North West Region Room No by the entrepreneur because the entrepreneur would not fulfil one or several of his/her engagement as stipulated in his/her bid.

A mobilisation request of this present guarantee will be object of a justifying recommended letter with accused receipt and copy to the entrepreneur clearly formulating completely the reasons of this request. This present banking guarantee will enter in force at the date of notification of the contract to the entrepreneur.

The original of this present guarantee will be preserved in the services of the Governor of the North West Region Room No.

This guarantee will be released within sixty (60) days counting from the date of the provisional reception of works.

After this date, the guarantee will be without object and should be returned to us without express demand of our part.

The law as well as the jurisdiction applicable to this guarantee are those of the Republic of Cameroon.

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

Signature (s)

ANNEX No. 5: MODEL OF START-OFF ADVANCE BOND

Bank

**Reference of guarantee No.....
To the Governor of the North West Region Room No
Republic of Cameroon
Invitation to Tender N°.**

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE CONSTRUCTION WORKS

We..... (Bank) have been informed that a contract has been signed between , of the Governor of the North West Region Room No, acting in the capacity of Delegated Contracting Authority, and....., acting as contractor FOR THE CONTINUATION OF THE CONSTRUCTION WORKS OF THE REGIONAL DELEGATION OF SOCIAL AFFAIRS FOR THE NORTH WEST PHASE 4

In compliance with the provisions of Article of Contract N°, the contractor shall be bound to present to the Governor of the North West Region Room No, Delegated Contracting Authority, a bank guarantee with the purpose to assure the refund of the start-off advance granted to the enterprise and amounting to CFA Francs

We, (bank) do hereby commit ourselves, irrevocably and without arguing to pay to the Governor of the North West Region Room No, at the written request from the Governor of the North West Region Room No and within three (03) weeks the amount of this guarantee, that is to say., all the amounts that the contractor may owe the Delegated Contracting Authority for failing to fulfil one or more of his obligations under the contract.

The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request. This letter shall be countersigned by the Governor of the North West Region Room No.

The bank guarantee shall take effect as from the date of payment of the start-off advance. The original of this guarantee shall be kept by the Council Internal Tenders Board. The guarantee shall be released upon refund of the full amount of the advance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.

The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

Done at, on

**Mr (Messrs).....
Signature(s) & stamps of the bank**

ANNEX No.6: MODEL OF COMMITMENT OF AVAILABILITY

To Whom It May Concern:

Subject: COMMITMENT OF AVAILABILITY.

I the undersigned, (specify Name, qualification -diploma or certificate) and holder of National Identity Card N° _____ issued on _____ at _____ Tel: _____ is committed and will be available to work as (specify post occupied) with (name of enterprise) if Open National Invitation to Tenders No. 001/ for (indicate the name of project) is awarded to ETS

Done at _____ the _____

Sign; _____

ANNEX No. 7: MODEL REFERENCES OF THE ENTERPRISE

The most representative services and similar to those described in the Special technical conditions above over the last three years

N°	Year	Contract	Purpose	Funding	Amount (ATI) (CFAF)	Acceptance date
1						
2						

NB : for each contract named in the above board, please joint :

- **Photocopy of first and last pages of the contract,**
- **Photocopy of provisional (or final) acceptance report.**

Done on, at

Mr (Messrs).....

Signature(s).....

ANNEX No. 8: MODEL EQUIPMENT LIST.

DESIGNATION	NUMBER	AGE-STATE	ORIGIN	STATUS

ANNEX No.9: KEY STAFF

	NAME	QUALIFICATION	EXPERIENCE	FUNCTION
ADMINISTRATIVE AND TECHNICAL STAFF OF THE ENTERPRISE				
SUPPORT STAFF				

SITE VISIT REPORT [not more than five (05) pages]

I) INTRODUCTION

TENDER N° (with project title)
NAME OF ENTERPRISE
DATE: TIME:

II) COMMENTARY:

- II-1) Nature of the project site**
- II-2) Accessibility to the project site:**
- II-3) Vegetation (trees, shrubs etc)**
- II-4) Topography of the site**

III) AVAILABILITY OF SERVICES (water, electricity, etc)

IV) AVAILABILITY OF CONSTRUCTION WORKS AL MATERIAL (stones, sand, gravel, wood etc)

V) DIFFICULTIES:
.....
.....

VI) CONCLUSION
.....

SIGNATURES:

Visa of project owner or Representative	Contractor's Engineer
--	------------------------------

Document N°11

LIST OF BANKING INSTITUTIONS AND INSURANCES

BANKS

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

II- Insurance companies

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

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

Document N°12

DRAWINGS