

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

\*\*\*\*\*

REGION DU NORD -OUEST

\*\*\*\*\*

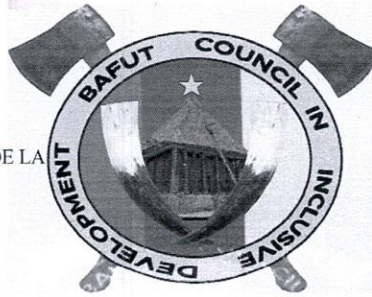
MINISTERE DE LA DECENTRALISATION ET DE LA DEVELOPEMENT LOCALE

DEPARTEMENT DE MEZAM

\*\*\*\*\*

COMMUNE DE BAFUT

\*\*\*\*\*



REPUBLIC OF CAMEROON

Peace -Work-Fatherland

\*\*\*\*\*

NORTH WEST REGION

\*\*\*\*\*

MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT

MEZAM DIVISION

\*\*\*\*\*

BAFUT COUNCIL

\*\*\*\*\*

# BAFUT COUNCIL INTERNAL TENDERS BOARD

\*\*\*\*\*

## OPEN NATIONAL INVITATION TO TENDERS

### TENDER FILE

**OPEN NATIONAL INVITATION TO TENDER**  
**N° 10/ ONIT/MINDDEVEL/BC/BCITB/2026 OF 15/06 /2026**  
**FOR THE CONSTRUCTION OF A COMMUNITY HALL IN MFORA**  
**BAFUT, MEZAM DIVISION OF THE NORTH WEST REGION**  
**BY AN EMERGENCY PROCEDURE**

PROJECT OWNER: MAYOR BAFUT COUNCIL

FINANCING: MINADER PUBLIC INVESTMENT BUDGET (TDR) - 202

PROJECT	BUDGET HEAD
FOR THE CONSTRUCTION OF A COMMUNITY HALL IN MFORA BAFUT	



FINANCIAL YEAR 2026

**Document No. 1**  
**Tender Notice**

REPUBLIQUE DU CAMEROUN

Paix-Travail-Patrie

\*\*\*\*\*

REGION DU NORTH -OUEST

\*\*\*\*\*

MINISTERE DE LA DECENTRALISATION ET DE LA  
DEVELOPEMENT LOCALE

DEPARTEMENT DE MEZAM

\*\*\*\*\*

COMMUNE DE BAFUT

\*\*\*\*\*



REPUBLIC OF CAMEROON

Peace-Work-Fatherland

\*\*\*\*\*

NORTH WEST REGION

\*\*\*\*\*

MINISTRY OF DECENTRALIZATION  
AND LOCALE DEVELOPMENT

MEZAM DIVISION

\*\*\*\*\*

BAFUT COUNCIL

\*\*\*\*\*

## TENDER NOTICE

### OPEN NATIONAL INVITATION TO TENDER

N°10/ONIT/MINDDEVEL/BC/BCITB/NWR/2026 OF 15/06/2026

#### FOR THE CONSTRUCTION OF A COMMUNITY HALL IN MFORYA BAFUT, MEZAM DIVISION OF THE NORTH WEST REGION BY AN EMERGENCY PROCEDURE

Financing: MINADER Public Investment Budget of 2026

**1. Subject of the invitation to tender**

Within the framework of the 2026 Investment Budget, the Mayor of Bafut Council, the Contracting Authority, hereby launches an Open National Invitation to Tender for the **CONSTRUCTION OF A COMMUNITY HALL IN MFORYA BAFUT, MEZAM DIVISION OF THE NORTH WEST REGION, BY AN EMERGENCY PROCEDURE**

**2. Nature of work**

Work to be done consists of:

- Plastering
- Metallic works
- Other works

**3. Execution deadline**

The maximum duration provided by the Contracting Authority for the execution of the works forming the subject of this invitation to Tender is **three (03) calendar months**

**4. Lots:**

The work is in a unique lot as follows:

**The construction of a community hall in MFORYA Bafut, Mezam Division of the North West Region by an Emergency procedure**

**5. Estimated cost**

The estimated cost after preliminary studies of PHASE 3 is **Fifteen Million CFA Francs (15, 000, 000 CFA)**

**6. Participation and origin**

Participation to this Invitation to Tender is open to all Cameroonian Enterprises that are in compliance with the fiscal laws

**7. Financing**

Works which form the subject of this Invitation to Tender are financed by the 2026 Public Investment Budget head N° .....

**8. Bid bond**

Each bidder must include in his administrative documents, a bid bond issued by a first-rate banking establishment approved by the Ministry in charge of finance and whose list is found in document No. 12 of

the Tender File, of an amount of *Three Hundred Thousand Francs CFA (300,000 CFA)* valid for thirty (30) days beyond the date of validity of bid. The said guarantee must be accompanied by a receipt issued by CDEC in accordance with circular letter No.000019/L/MINMAP of 5<sup>th</sup> June 2024 relating to deposit, retention, restitution and deconsignment of bonds on public contracts.

#### **9. Consultation of Tender File**

The file may be consulted during working hours at the SIGAMP service of the Bafut council, as soon as this Tender Notice is published

#### **10. Acquisition of tender file**

The file may be obtained from the SIGAMP service of the Bafut council as soon as this Tender notice is published against the payment of a non-refundable sum of **Twenty Thousand CFA Francs (20,000 CFA)** payable at Bafut council Treasury, representing the cost of purchasing the Tender file.

#### **11. Submission of bids:**

Each offer drafted in English or French in 07 (seven) copies including one (01) original and six (06) copies should reach the Bafut Council Internal Tender's board secretariat not later than **07/07/2026** at 10 AM local time and should carry the inscription:

### **<< OPEN NATIONAL INVITATION TO TENDER**

**N° 10/ MINDDEVEL/BC/BCITB/NWR/2026 OF 15/06 /2026**

**FOR THE CONSTRUCTION OF A COMMUNITY HALL IN MFORYA BAFUT,  
MEZAM DIVISION OF THE NORTH WEST REGION. By an Emergency procedure**

*"To be opened only during the bid-opening session"*

#### **12. Admissibility of bids**

Under penalty of being rejected, only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officer, Divisional Officers) must imperatively be produced in accordance with the Special Regulations of the invitation to tender.

They must obligatorily be not older than three (3) months preceding the date of LAUNCHING OF THE TENDERS or may be established after the publication of the tender notice

Any bid not in compliance with the prescriptions of the Tender File shall be declared inadmissible. This refers especially to the absence of or insufficient bid bond issued by a first-rate bank approved by the Minister in charge of Finance, absence of a CDEC receipt issued by the competent authority and a valid certificate of Categorisation under the competent sub sector. (Legalised by the competent authority)

#### **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 on the **07/07/2026** at 11 AM local time, at the Conference Hall of the Bafut Council by the Bafut Council Internal Tenders Board. Only bidders may attend or be represented by duly mandated persons of their choice having a good knowledge of the file.

#### **14. Evaluation criteria**

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

##### **i. Eliminary criteria**

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

- ◆ Absence of or insufficient bid bond
- ◆ Absence of a CDEC receipt issued by the competent authority
- ◆ Non respect of the 48hrs given for absence or non-conformity of any other document in the administrative file
- ◆ False declaration or forged document
- ◆ Deadline for delivery higher or greater than the prescribed
- ◆ Non-respect of at least 75% of the essential criteria
- ◆ Incomplete bid
- ◆ Financial situation below 50% of the project cost
- ◆ A bid with external envelop carrying a mark or sign leading to the identification of the bidder

- Change of quantity or unit price in the financial file
- Absence of a quantified unit price
- Absence of a certificate of categorisation under the competent sub sector. (legalised by the competent Authority)

ii) Essential criteria:

**NB.** Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their **TECHNICAL FILE documents relating to ; Their turnover, References of the company, own minimum technical and Logistics means ,permanent staff and head office location**

- a. General presentation of Tender
- b. Financial capacity
- c. References of the company in similar works
- d. Quality of personnel
- e. Technical organisation of works
- f. Safety measures on the site
- g. Logistics
- h. Attestation or report of site visit
- i. Special technical clauses initialled on all pages and last page signed
- j. Special administrative clauses initialled on all pages and last page signed

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

**15. Award**

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

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

Pursuant to justification by bidder, unaccounting abnormally low costing will not be accepted spelled out in the Special Regulations of the invitation to tender.

**16. Validity of bids**

Bidders will remain committed to their offers for sixty (60) days from the deadline set for the submission of tenders.

**17. Complimentary information**

Complimentary technical information may be obtained during working hours at the SIGAMP service of the Bafut council

Done at Bafut on the 15/06/2026

THE MAYOR BAFUT COUNCIL

Copies:

- MINM PNHUZANI
- ARMP
- MINDDEVEL
- Chairperson of BCITB
- Member Boards
- Site



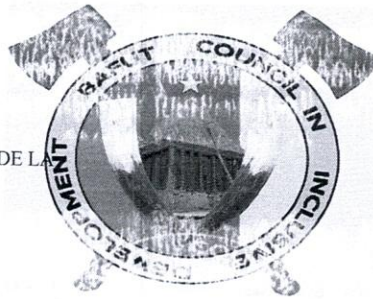
REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie  
\*\*\*\*\*

REGION DU NORTH -OUEST  
\*\*\*\*\*

MINISTERE DE LA DECENTRALISATION ET DE LA  
DEVELOPEMENT LOCALE

DEPARTEMENT DE MEZAM  
\*\*\*\*\*

COMMUNE DE BAFUT  
\*\*\*\*\*



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland  
\*\*\*\*\*

NORTH WEST REGION  
\*\*\*\*\*

MINISTRY OF DECENTRALIZATION  
AND LOCALE DEVELOPMENT

MEZAM DIVISION  
\*\*\*\*\*

BAFUT COUNCIL  
\*\*\*\*\*

## AVIS D'APPEL D'OFFRES NATIONAL OUVERT

N° 10/ ONIT/MINDDEVEL/BC/BCITB/2026 de 15/ 06 /2026

**POUR LES TRAVAUX DE CONSTRUCTION D'UN CASE COMMUNAUTAIRE A  
MFORYA BAFUT ; DEPARTEMENT DE LA MEZAM, REGION DU NORD-OUEST.  
(par procédure d'urgence)**

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

1. **Objet de l'Appel d'Offres**

Dans le cadre de l'exercice budgétaire 2026, M. le Maire de la Commune de Bafut, Maître d'Ouvrage lance un Appel d'Offres National Ouvert pour les Travaux De **CONSTRUCTION D'UN CASE COMMUNAUTAIRE A MFORYA Bafut ; Département De La Mezam, Région Du Nord-Ouest. (par procédure d'urgence)**

2. **Consistance des travaux**

Les travaux comprennent notamment

- Enduits
- Menuiserie métallique
- Menuiserie aluminium et vitrée

3. **Délais d'exécution**

Le délai maximum prévu par le Maître d'Ouvrage é pour la réalisation des travaux objet du présent appel d'offres est de **trois (03) mois calendaires et court à compter de la date de notification de l'ordre de service de démarrage des travaux.**

4. **Alloissement**

Les travaux objet de cet appel d'offres sont en un lot unique et concernent la Travaux De **CONSTRUCTION D'UN CASE COMMUNAUTAIRE a MFORYA BAFUT ; Département De MEZAM, Région Du Nord-Ouest (par procédure d'urgence)**

5. **Coût prévisionnel**

Le coût prévisionnel de la troisième phase d'opération à l'issue est de quinze million (15,000,000) de Francs CFA

6. **Participation et origine**

La participation à cette consultation est ouverte aux entreprises de droit camerounais ayant une expérience avérée dans le domaine concerné et ayant réalisées des opérations similaires et qui sont en règle sur le plan fiscal

7. **Financement**

Les travaux objet du présent appel d'offres sont financés par le Budget d'Investissement Publics de l'exercice 2026 sur la ligne d'imputation budgétaire N°.....

8. **Cautionnement de soumission**

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission établie par une banque de premier ordre agréée par le Ministère chargé des Finances et dont la liste figure dans la pièce 12 du DAO, d'un montant de **Trois cent mille (300,000) FCFA** et valable pendant trente (30) jours au-delà de la date de validité des offres.

9. **Consultation du Dossier d'Appel d'Offres**

Le Dossier d'Appel d'Offres peut être consulté et aux heures ouvrables au Service de SIGAMP Commune de Bafut, dès publication du présent avis.

10. **Acquisition du Dossier d'Appel d'Offres**

Le dossier d'Appel d'Offres peut être obtenu aux heures ouvrables au Service de SIGAMP, dès publication du présent avis, sous présentation d'une quittance de versement au Trésor de la commune de Bafut de la somme non remboursable de vingt mille (20,000) F CFA de frais d'acquisition du Dossier

11. **Remise des offres**

Chaque offre rédigée en français ou en anglais en sept (07) exemplaires dont un (01) original et six (06) copies marquées comme telles, devra parvenir contre récépissé au Service de SIGAMP au plus tard le 07/07/2026 à 10 heures locale et devra porter la mention suivante :

« AVIS D'APPEL D'OFFRES NATIONAL OUVERT N° 10/ ONIT/MINDDEVEL/BC/BCITB/2026 DU 15/ 06 /2026 POUR LES TRAVAUX DE CONSTRUCTION D'UN CASE COMMUNAUTAIRE A MFORYA Bafut: DEPARTEMENT DE LA MEZAM, REGION DU NORD-OUEST (par procédure d'urgence)»

**«A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT»**

12. **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 (Préfet, Sous-préfet,...) conformément aux stipulations du Règlement Particulier de l'Appel d'Offres.

La date limite de validité des pièces administratives susvisées doit être postérieure à celle de lancement de la consultation (date de publication de l'Avis d'Appel d'Offres).

Toute offre incomplète conformément aux prescriptions du Dossier d'Appel d'Offres sera déclarée irrecevable. L'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère chargé des Finances entraînera un rejet séance tenante de l'ouverture des plis.

13. **Ouverture des plis**

L'ouverture des plis se fera en un seul temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu le 07/07/2026 à 11 heures précises, dans la salle de conférences de la Commune de Bafut sis à Bafut, par la Commission interne de Passation de Marchés de la Commune de Bafut siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance de leurs offres.

14. **Critères d'évaluation**

Les offres seront évaluées selon les principaux critères suivants :

**A - Critères éliminatoires**

Il s'agit notamment:

- 1- Absence ou insuffisance de caution de soumission ;
- 2- Non-respect de 48 heures pour l'absence ou non-conformité du dossier administratif
- 3-Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- 4-Fausse déclarations ou pièces falsifiées;
- 5-Offre dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- 6-Offres incomplète,
- 7-Le changement d'une unité ou d'une quantité du DAO dans l'offre financière ;
- 8-Le non-respect de 75% des critères essentiels ;
- 9- Capacité financières inférieure a un tiers de cout du projet

**B- Critère Essentiels**

**N/B** : La présence de la copie certifiée conforme d'attestation catégorisation délivré par le Ministre charge des marches publics ou par son représentant dument mandaté, disperse les soumissionnaire catégorisées de la production dans leurs dossiers techniques, des pièces justificatives relatives au chiffre d'affaires, aux références, aux

moyens techniques, et logistiques propres minima, au personnel permanent et à la localisation du siège.

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

1. Présentation générale de l'offre ;
2. Capacité financière;
3. Références de l'entreprise dans les travaux similaires;
4. Qualité des ressources humaines;
5. Méthodologie d'exécution des travaux;
6. Mesures de sécurité envisagées pour l'exécution des travaux;
7. Moyens matériels de l'entreprise;
8. Attestation et rapport de visite du site;
9. Cahier des Clauses Techniques Particulières paraphé à chaque page et signé à la dernière page; Cahier des Clauses Administratives Particulières paraphé à chaque page signé à la dernière page;

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

#### 15. Attribution

Cette évaluation se fera de manière purement binaire dont des positifs (oui) ou négatifs (non) et dont le minimum des « oui » acceptable est d'au moins **75%** des critères essentiels pris en compte.

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

#### 16. Durée de validité des offres

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

#### 17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès de Service du SIGAMP de la Commune de Bafut

Fait à Bafut, le \_\_\_\_\_

*Maire de Bafut*

Affichage.

- MINMAP-MEZAM
- ARMP: NORD GUEST
- Maître d'Ouvrage
- Ministère CIPM:
- Chrono



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

## Table of contents

<b>A. General</b>	
Article 1: Scope of the tender.....	
Article 2: Financing.....	
Article 3: Fraud and corruption.....	
Article 4: Candidates admitted to compete.....	
Article 5: Building materials, materials, supplies, equipment and authorised services...	
Article 6: Qualification of the bidder.....	
Article 7: Visit of site of works.....	
<b>B. Tender File.....</b>	
Article 8: Content of Tender File.....	
Article 9: Clarifications on Tender File and complaints.....	
Article 10: Modification of the Tender File.....	
<b>C. Preparation of Bids</b>	
Article 11: Tender fees.....	
Article 12: Language of bid.....	
Article 13: Constituent documents of the bid.....	
Article 14: Amount of bid.....	
Article 15: Currency of bid and payment.....	
Article 16: Validity of bids.....	
Article 17: Bid bond.....	
Article 18: Varying proposals by bidders.....	
Article 19: Preparatory meeting to the establishment of bids.....	
Article 20: Form and signature of bids.....	
<b>D. Submission of bids.....</b>	
Article 21: Sealing and marking of bids.....	
Article 22: Date and time-limit for submission of bids.....	
Article 23: Out of time-limit bids.....	
Article 24: Modification, substitution and withdrawal of bids.....	
<b>E. Opening and evaluation of bids.....</b>	
Article 25: Opening of bids.....	
Article 26: Confidential nature of the procedure.....	
Article 27: Clarifications on the bid and contact with Contracting Authority.....	
Article 28: Determination of their compliance.....	
Article 29: Qualification of the bidder.....	
Article 30: Correction of errors.....	
Article 31: Conversion into a single currency.....	
Article 32: Evaluation of financial bids.....	
Article 33: National preference.....	
<b>F. Award of the contract.....</b>	
Article 34: Award.....	
Article 35: Right of the Contracting Authority to declare an invitation to tender unsuccessful or to cancel a procedure.....	
Article 36: Notification of the award of the contract.....	
Article 37: Signature of the contract.....	
Article 38: Final bond.....	

# GENERAL RULES OF THE INVITATION TO TENDER

## A. General

### Article 1: Scope of the tender

1.1 The Contracting Authority as defined in the Special Regulations of the invitation to tender hereby launches an invitation to tender for the construction of the works described in the Tender File and briefly described in the Special Regulations.

1.2 The bidder retained or the preferred bidder must complete the works within the time-limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order.

1.2 In this Tender File, the term "day" means a calendar day.

### Article 2: Financing

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

### Article 3: Fraud and corruption

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

a) The following definitions shall be admitted:

i) Shall be guilty of "corruption" whoever offers, gives, requests or accepts any advantage in view of influencing the action of a public official during the award or execution of a contract;

ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of a contract;

iii) "Collusive practices" shall mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of bids at levels not corresponding to those resulting from competition;

iv) "Coercive practices" shall mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.

b) Any proposed award shall be rejected if it is proved that the proposed preferred bidder is directly or through an intermediary, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

3.2 The Minister Delegate at the Presidency in charge of public contracts may, as a precaution, take a decision of exclusion from bidding for a period not exceeding two (2) years against any bidder found guilty of influence peddling, of conflicts of interest, insider trading, fraud, corruption or production of non-genuine documents in the bid, without prejudice to criminal proceedings that may be brought against him.

### Article 4: Candidates allowed to compete

4.1 If the invitation to tender is restricted, consultation is addressed to all candidates retained after a pre-qualification procedure.

4.2 Generally, the invitation to tender is addressed to all entrepreneurs, subject to the following provisions:

- (a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder), in accordance with the funding agreement.
- (b) The bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest, subject to disqualification. A bidder shall be judged to be in a situation of conflict of interest if he:
  - i) is or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender; or
  - ii) Presents more than one bid within the context of invitation to tender, except authorised variants according to article 17, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one bid.
  - iii) The Contracting Authority or Project Owner has financial interests in the capital in a way as to compromise the transparency of the procedures of award of public contracts.
- (c) The bidder must not have been excluded from bidding for public contracts.
- (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 and (iii) not under the direct supervisory authority of the Contracting Authority or Project Owner.

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

5.1 Building materials, the contractor's materials, supplies, equipment and services forming the subject of this contract must originate from countries meeting the criteria of origin defined in the Special Regulations of the invitation to tender and all expenditure done within the context of the contract shall be limited to the said building materials, materials, supplies, equipment and services.

5.2 Within the meaning of this 5.1 above, the term "originate" shall designate the place where the goods are extracted, cultivated, produced, manufactured and from where the services originate.

#### **Article 6: Qualification of bidder**

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

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

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

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

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

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

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

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

#### **Article 7: Visit of works site**

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

7.2 The Project Owner shall authorise the bidder and his employees or agents to enter the premises and the land for the said visit but only on the express condition that the bidder, his employees and agents free the Project Owner, his employees and agents of any responsibility that may ensue and indemnify them if necessary and that they shall remain responsible for any deadly or corporal accident, loss or material damages, costs and fees incurred from this visit.

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

#### **B. Tender File**

##### **Article 8: Content of Tender File**

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

- Document No. 1. The tender notice;
- Document No. 2. The General Regulations of the invitation to tender;
- Document No. 3. The Special Regulations of the invitation to tender;
- Document No. 4. The Special Administrative Conditions;
- Document No. 5. The Special Technical Conditions;
- Document No. 6. The schedule of unit prices;
- Document No. 7. The bill of quantities and estimates;
- Document No. 8. The sub details of unit prices;
- Document No. 9. Model documents of the contract:
  - a. The execution schedule;

- b. Model of forms presenting the equipment, personnel and references;
- c. Model bidding letter;
- d. Model bid bond;
- e. Model final bond;
- f. Model of bond of start-off advance;
- g. Model of guarantee in replacement of the retention fund;
- h. Model contract;

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

- a. Model contract;

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

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

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

#### **Article 9: Clarifications on the Tender File and complaints**

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

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

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

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

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

#### **Article 10: Amendment of the Tender File**

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

10.2 Any published addendum shall be an integral part of the Tender File, in accordance with article 8.1 of the General Regulations of the invitation to tender and must be communicated in writing or made known by a traceable means to all bidders who bought the Tender File.

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

## C Preparation of bids

### Article 11: Tender costs

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

### Article 12: Language of bid

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

### Article 13: Constituent documents of the bid

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

#### a. *Volume 1: Administrative file*

It includes:

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

#### b. *Volume 2: Technical bid*

##### *b.1 Information on qualifications*

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

##### *b.2 Methodology*

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

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

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

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

*b.4 Commentaries (optional)*

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

*c. Volume 3: Financial bid*

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

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

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

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

**Article 14: Bid price**

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

**Article 15: Currency of bid and payment**

- 15.1 In case of international invitations to tender, the currencies of the bid shall follow the provisions of either Option A or Option B below, the applicable option being that retained in the Special Regulations of the invitation to tender.
- 15.2 **Option A:** The amount of the bid shall be entirely made in the national currency. The amount of the bid, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in CFA francs in the following manner:

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

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

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

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

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

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

#### **Article 16: Validity of bids**

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

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

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

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

#### **Article 17: Bid Bond**

- 17.1 In application of article 13 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which bid bond shall be a full part of his bid.
- 17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of bids or any other validity time-limit requested by the Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.
- 17.3 Any bid without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the bid and mention each member of the associated grouping.
- 17.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.
- 17.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.
- 17.6 The bid bond may be seized:
- (a) if the bidder withdraws his bid during the period of validity;
  - (b) If the retained bidder:
    - i) fails in his obligation to register the contract in application of article 38 of the General Regulations;
    - ii) fails in his obligation to furnish the required final bond in application of article 33 of the General Regulations;
    - iii) Refuses to receive notification of the Administrative Order to commence execution.

#### **Article 18: Varying proposals of bidders**

- 18.1 Where the works can be executed within variable deadlines, the Special Regulations shall specify these deadlines and shall indicate the method retained for the evaluation of the completion deadline proposed by the bidder within the specified deadlines. Bids that propose deadlines beyond those specified shall be considered as not being in conformity.
- 18.2 Except in the case mentioned in article 18(3) below, bidders wishing to offer technical variants must first assess the basic solution of the Contracting Authority as described in the Tender File and furnish in addition all the information which the Contracting Authority needs for a complete evaluation of the proposed variant, including the plans, calculations, technical specifications, sub-details of prices and proposed construction methods and all other useful information. If necessary, the Contracting Authority will examine only the technical variants of the bidder whose bid is in compliance with the basic solution has been evaluated as the lowest bid.
- 18.3 When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. Such variants shall be evaluated on their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

#### **Article 19: Preparatory meeting to the establishment of bids**

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

- 19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at this stage.
- 19.3 As much as possible, the bidder is requested to submit any question in a way as to reach the Contracting Authority at least one week before the meeting. The Contracting Authority may not reply to questions received too late. In this case, the questions and answers shall be transmitted according to the methods set in article 19(4) below.
- 19.4 The minutes of the meeting, including the text of the questions asked and the replies given, including questions prepared after the meeting, shall be forwarded immediately to everyone who bought the Tender File. Any modification of documents of the Tender File listed in article 8 of the General Regulations which may prove to be necessary at the end of the preparatory meeting shall be done by the Contracting Authority by publishing an addendum in accordance with the provisions of article 10 of the General Regulations and not through the minutes of the preparatory meeting.
- 19.5 The fact that a bidder does not attend a preparatory meeting for the establishment of bids shall not be a reason for disqualification.

#### **Article 20: Form and signature of bid**

- 20.1 The bidder shall prepare an original of the constituent documents described in article 13 of the General Regulations in a volume clearly indicated "**ORIGINAL**". In addition, the bidder shall submit the number required in the General Regulations, bearing "**COPY**". In case of discrepancy, the original shall be considered as authentic.
- 20.2 The original and copies of the bid 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 bid containing alterations or changes must be initialed by the signatory (ies) of the bid.
- 20.3 The bid shall be bearing no modification, suppression or alteration unless such corrections are initialed by the signatory (ies) of the bid.

### **D. SUBMISSION OF BIDS**

#### **Article 21: Sealing and marking of bids**

- 21.1 The bidder shall seal the original and each copy of the bid in separate envelopes (internal envelopes) by marking on these envelopes "**ORIGINAL**" and "**COPY**", as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication regarding the identity of the bidder.
- 21.2 The external and internal envelopes:
- a) Should be addressed to the Contracting Authority at the address indicated in the Special Regulations;
  - b) should bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "**TO BE OPENED ONLY DURING THE BIDDING OPENING SESSION**" as specified in the Special Regulations.
- 21.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Contracting Authority return the sealed bid if it is late in accordance with article 23 and 24 of the General Regulations.

21.4 If the external envelope is not sealed and marked as indicated in paragraphs 21(1) and 21(2) above, the Contracting Authority shall not be responsible if the bid is misplaced or opened prematurely.

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

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

#### **Article 23: Late bids**

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

#### **Article 24: Modification, substitution and withdrawal of bids**

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

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

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

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

### **E. Opening of envelopes and evaluation of bids**

#### **Article 25: Opening of envelopes and petitions**

25.1 The Bafia Council Internal Tenders Board shall open the envelopes in a single phase and in the presence of duly mandated representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.

25.2 Firstly, envelopes marked "**withdrawal**" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding bid shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request this withdrawal and if this notification is read to the hearing of everyone. Then the envelopes marked "**Replacement bid**" are opened and announced to the

hearing of everyone and the new corresponding bid substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "**modification**" shall be opened and their contents read to the hearing of everyone with the corresponding bid. The modification of the bid shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only bids which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.

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

#### **Article 26: Confidential nature of the procedure**

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

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

- 27.1 To ease the examination, evaluation and comparison of bids, the Tenders Board may, if it so desires, request any bidder to give clarifications on his bid. This request for clarification and the response thereto are formulated in writing but no change on the amount or content of the bid is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the

Evaluation Sub-committee during the evaluation in accordance with the provisions of article 30 of the General Regulations.

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

#### **Article 28: Determination of compliance of bids**

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

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

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

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

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

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

#### **Article 29: Qualification of the bidder**

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

#### **Article 30: Correction of errors**

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

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

confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

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

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

#### **Article 31: Conversion into a single currency**

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

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

#### **Article 32: Evaluation and comparison of financial bids**

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

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

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

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

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

### **Article 33: Preference granted national bidders**

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

### **Article 34: Award**

- 34.1 The Contracting Authority shall award the contract to the bidder whose bid was judged essentially in compliance with the Tender File and who has the required technical and financial capacities to execute the contract satisfactorily and whose bid was evaluated as the lowest by including, where necessary, proposed rebates
- 34.2 If, according to article 13(2) of the General Regulations, the invitation to tender comprises several lots, the lowest bid shall be determined by evaluating this contract with other lots to be awarded concurrently by taking into account the rebates offered by the bidders in the case of more than one lot.
- 34.3 Any award of contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest.

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

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

### **Article 36: Notification of award of the contract**

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

### **Article 37: Publication of results of award and petitions**

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

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

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

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

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

### **Article 38: Signing of the contract**

- 38.1 After publication of the results, the draft contract subscribed by the successful bidder is submitted to the Tenders Board for examination and where applicable, to the Minister in charge of Public Contracts for prior endorsement.
- 38.2 The Contracting Authority has a deadline of seven (7) days to sign the contract from the date of reception of the draft contract examined by the competent Tenders Board and subscribed by the

successful bidder and where applicable, the endorsement of the Minister in charge of Public Contracts.

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

**Article 39: Final Bond**

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

**DOCUMENT No. 3:**  
**SPECIAL REGULATIONS OF THE TENDER**

# Special regulations of the invitation to tender

## Table of contents

References of the General regulations	General
1	<p><b>Definition of works:</b>  <b>THE CONSTRUCTION OF A COMMUNITY HALL IN MFORYA BAFUT,</b>                      Mezam Division of The North West Region <b>by an emergency procedure</b>                      Name and address of the Contracting Authority: The Mayor Bafut Council</p> <p>Reference of Invitation to tender: N° 10/ONIT/MINDDEVEL/BC/BCITB/NWR/2026 OF 15/06 /2026</p>
1.1	Execution deadline: three (03) calendar months
1.2	<p><b>Source of financing</b>                      Works which form the subject of this Invitation to Tender are financed by the 2026 Public Investment Budget</p>
1.3.	List of pre-qualified candidates, not applicable
1.4	Origin of building materials, equipment, materials, supplies and equipment: The materials will generally be from natural sources in Cameroon.

## 2. Evaluation criteria

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

### 2.1. Eliminary criteria

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

- ◆ Absence of or insufficient bid bond
- ◆ Absence of a CDEC receipt issued by the competent authority
- ◆ Non-respect of the 48hrs given for absence or non-conformity of any other document in the administrative file
- ◆ False declaration or forged document
- ◆ Deadline for delivery higher or greater than the prescribed
- ◆ Non-respect of at least 75% of the essential criteria
- ◆ Incomplete bids
- ◆ Financial situation below 50% of the project cost
- ◆ A bid with external envelop carrying a mark or sign leading to the identification of the bidder
- ◆ Change of quantity or unit price in the financial file
- ◆ Absence of a quantified unit price
- ◆ Absence of a certificate of categorisation under the competent sub sector. (legalised by the competent Authority)

### 2.2. Essential criteria

**NB. Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their TECHNICAL FILE documents relating to ; Their turnover, References of the company, own minimum technical and Logistics means ,permanent staff and head office location**

- a. General presentation of Tender
- b. Financial capacity
- c. References of the company in similar works
- d. Quality of personnel
- e. Technical organisation of works

- f. Safety measures on the site
- g. Logistics
- h. Attestation of report of site visit
- i. Special technical clauses initialled on all pages and last page signed
- j. Special administrative clauses initialled on all pages and last page signed

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

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

### 3. Language of the bids:

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

### 4-PRESENTATION OF THE TENDER.

The bids prepared in English or French and in seven (07) copies with one (01) original and six (06) copies marked thus, shall be presented in three (03) volumes as follows:

- A) **Administrative Documents**
- B) **Technical Documents**
- C) **Financial Documents**

#### 4.1 External envelope.

Each bid lot shall seal these three (03) envelopes (A, B and C) in one common envelope on which shall be written.

<<OPEN NATIONAL INVITATION TO TENDER N°:- 10/  
ONIT/MINDEVEL/BC/BCITB/NWR/2026 OF 15/06/2026 FOR THE CONSTRUCTION OF A  
COMMUNITY HALL IN MFORYA BAFUT, MEZAM DIVISION OF THE NORTH WEST REGION,  
by an emergency procedure

*"To be opened only during the bid-opening session"*

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

#### 4.2 Internal envelopes

Three (03) internal envelopes must be sealed in an external envelope.

The first internal envelope shall be labeled;

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

**ADMINISTRATIVE DOCUMENTS.**

### ANNEX 7: EVALUATION GRID

#### ADMINISTRATIVE DOCUMENTS.

NO	DESCRIPTION	YES	NO
A.1	Certified Copy of the Business Registration, not more than three months old.		
A.2	Declaration of Intention to Tender stamped with the tariff en force.		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance		

	or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.		
A.5	Purchase receipt of tender file issued by the Bafut Council Municipal treasury		
A.6	A bid bond of Three Hundred thousand FCFA (300 000 FCFA) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions.		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)		
A.8	An Attestation signed by the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.		
A.9	A valid Certificate of imposition certified by the chief of tax center		
A.10	Business License (photocopy certified by the chief of tax center, not more than three months)		
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of tax centre		
A.12	A Clearance Certificate signed by the chief of tax centre stating 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.		
A13	An Attestation of site visit signed by the authorizing officer		
A14	Power of attorney authorizing signatory to engage the enterprise in the Tender		

**The absence of or insufficient bid bond, a CDEC receipt, a valid certificate of categorization and the non-respect of the 48hrs given for the absence or non-conformity of any other document in the administrative file will result to the elimination of the offer.**

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

**NB.** Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their "ENVELOPE B, documents relating to 1.references of the company 2. Logistics, 3. Key staff of the company"

EVALUATION GRID OF TECHNICAL BID			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	YES	NO
<b>B) ESSENTIAL CRITERIA</b>			
<b>B.1</b>	<b>General presentation of the tender files</b>		
	- Document spirally bound		
	- Neatness and clarity of documents		

	- Page numbering		
	- Table of content page in this tender		
	- Colour sheets separation		
	- Presentation of documents in the order given		
<b>B.2</b>	<b>LIST OF REFERENCES OF THE ENTERPRISE IN SIMILAR JOBS</b>		
B.2.1	List of references of the enterprise in similar jobs justified by certified true copies of contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. Minimum of two contracts realized in the domain of building construction over the past five years		
	1 <sup>st</sup> Reference		
	2 <sup>nd</sup> Reference		
<b>B.3</b>	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF</b>		
B.3.1	<b>01 works supervisor (at least Civil or Rural Engineering or equivalent certificate)</b>		
	Qualification of the works supervisor (BAC +3)		
	Professional experience of the project engineer $\geq$ 05 years (signed CV)		
	➤ CV signed by the candidate.		
	➤ A certified copy of the technical diploma		
	➤ An attestation of availability signed by the candidate		
	➤ A certified copy of National Identity Card		
B.3.2	<b>01 Site foreman (Civil Engineering BAC)</b>		
	Qualification of the Site foreman: (Technical certificate in Building (BAC F4 or equivalent certificate)		
	Professional experience of the Site foreman $\geq$ 03 years (signed CV)		
	A certified copy of		
	➤ CV signed by the candidate,		
	➤ A certified copy of the technical diploma		
	➤ An attestation of availability signed by the candidate		
	A certified copy of National Identity Card		
B.3.3	<b>Other personnel</b>		
	➤ 02 two bricklayers with 3 years professional experience in building construction or similar works Only (CVs signed by the candidate)		
	➤ 01 one Carpenter with 3 years professional experience on carpentry or similar works Only CVs signed by the candidate		
	➤ 01 One Electrician with 3 years professional experience on Electricity or similar works (Only CVs signed by the candidate)		
	➤ 01 One painter with 3 years professional experience on painting. (Only CVs signed by the candidate)		
	(ALL Personnel on B.3.3 must be holders of at least CAP certificate)		
<b>B.4</b>	<b>TECHNICAL PROPOSALS</b>		
B.4.2	Organigram of the project signed		
B.4.3	Signed Logical sequence for the execution of the task		
B.4.5	Quality control method signed		
B.4.7	Environmental protection measures signed		

B.4.8	Security and safety at the site signed		
B.4.9	Duration of execution in respect with the Tender file signed		
<b>B.5</b>	<b>LOGISTICS (Equipment put aside for this project)</b>		
B.5.1	Prove of ownership or rental of a pick-up or other vans		
B.5.2	Prove of ownership or rental of a dump truck		
B.5.3	Prove of ownership or rental of a Concrete mixer		
B.5.4	Prove of ownership or rental of a concrete vibrator		
B.5.5	Prove of ownership or rental of a Hand compactor		
B.5.6	Masonry Kit : Wheelbarrows, masonry clamps, masonry harmer 300g, shovel, dig axe, building level, masonry bucket, trowels, etc. Carpentry Kit : carpentry clamps, saws, hammers, etc.		
<b>B.6</b>	<b>FINANCIAL CAPACITY</b>		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect CODAC conditions greater or equal to one third (1/3) of the project cost		
<b>B.7</b>	<b>Attestation of site visit</b> signed by the bidder		
<b>B.8</b>	<b>Comprehensive report of site visit</b> signed by the company administrator		
<b>B.9</b>	<b>Special Technical Clauses</b> initialed in all the pages and <b>last page signed</b>		
<b>B.10</b>	<b>Special Administrative Clauses</b> completed and initialed in all the pages and <b>last page signed</b>		

#### **ENVELOPE C- FINANCIAL FILE**

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

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

#### **ARTICLE 8: Currency of payment**

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

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

The unit Schedule prices expressed out in figures and letters and in six (07) copies will be joined to the offer. In the event of error between the prices in figures and letters, the latter will precede and be used as a basis of calculation of the amount of the offer.

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

#### **ARTICLE 9: Transport and delivery**

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

**ARTICLE 10: Guarantee and retention guarantee**

**10.1 Provisional guarantee**

The amount of the provisional guarantee or guarantee of tender is fixed at three Hundred Thousand FCFA. (300 000 FCFA). As per article 90 (9) of the Public contracts Code (Decree No. 2018/366 OF 20 June 2018), certified cheques or bank cheques are acceptable in the place of bid bond. The time of validity of this guarantee is sixty (60) days as from the date of depositing of the offers.

**10.2 Final Bond**

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

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

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

**10.3 Guarantee Retention**

Guarantee Retention of ten percent (10%) will be operated on amount including all taxes of the contract. The corresponding sum will be paid or the released guarantee, one year after provisional reception of works.

**ARTICLE 11: Period of validity of the offers**

The bidder will remain committed to his offer for sixty (60) days as from the handover date of the offers.

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

**ARTICLE 12: A number of copies of the offer which must be filled and sent**

The tender, as all the parts accompanying it will have to be given in seven (07) copies, including one (01) original and six (06) copies. The bidder will present his dossier inside a sealed outer jacket being marked:

<<OPEN NATIONAL INVITATION TO TENDER N°:-10/  
CNIT/MINDEVEL/BC/BCITB/NWR/2026 OF 15/06/2026 CONSTRUCTION OF A COMMUNITY  
HALL IN MFORYA BAFUT, MEZAM DIVISION OF THE NORTH WEST REGION; by emergency  
procedure.>>

<<TO BE OPENED ONLY DURING THE OPENING SESSION>>

**ARTICLE 13: Date and latest time of deposit of offers**

The offers will be deposited under closed fold and sealed envelopes latest 07/07/2026 at 10AM, against a receipt from the Bafut council

**ARTICLE 14: Opening of the tenders**

The opening of the bids will take place in the conference hall of the Bafut Council on 07/07/2026 as from 11AM, by the Bafut Council Internal Tenders Board sitting in the presence of the bidders or duly mandated representatives having a good knowledge of the file.

**AWARD OF THE CONTRACT**

**ARTICLE 15: Award of the contract**

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

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

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

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

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

Pursuant to justification by bidder, bids with unconvincing abnormally low costing will be rejected by the Delegated Project Owner as proposed by the Tenders Board.

Prior to this reject, the bidder must have been requested to produce written justification(s) and that these justifications have been appreciated to be unconvincing.

These justifications will concern amongst others

- The production of detailed pricing, its content and the coherency between the unit price, its mode of realisation and its timing.
- The purchase prices of materials
- The cost of exploitation of equipment
- The wages of technicians and labourers
- comparative advantages or favourable exceptional conditions that the bidder has for the realisation of the works
- measures relative to the condition of works

In the case where these justification(s) is or are not convincing, the Contracting Authority decides, but before the reject, he can only decide when the Public Contracts Regulatory Agency (ARMP) must have examined the unconvincing justification(s) and given his opinion in seven (07) working days from the date of receipt of these justifications from the Contracting Authority. *(The Tenders Board requests for justifications, bidder replies by writing, board examines and if not convincing, proposes reject to contracting Authority who decides after consulting ARMP)*

#### **ARTICLE 16: COMMENCEMENT OF WORK:**

Before the commencement of works, the contractor must make sure that she respects the elements of maturity of the project especially the location of the structure shown to him during the site visit.

However if for one reason or the other the initial location shown to the contractor during the site visit has to change at this phase, the following adhoc commission members will be convened to established A report of the change:

- ❖ The Authorizing Officer or his representative ..... (chairperson)
- ❖ The Divisional Delegate of MINMAP or his representative..... (member)
- ❖ The Chief of Rural Engineers MINADER ..... (secretary)
- ❖ The DD MINEPAT.....(member)
- ❖ The DD MINDDEVEL.....(member)
- ❖ The Council Development Officer (CDO).....(Member)
- ❖ The contractor.....(Member)

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

## **Table of content**

### **Chapter I: General**

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

### **Chapter II: Financial conditions**

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

### **Chapter III: Execution of the works**

- Article 29 - Nature of works
- Article 30 - Obligations of the Project Owner (GAC supplemented)
- Article 31 - Execution deadline of contract (article 38 of GAC)
- Article 32 - Roles and responsibilities of the contractor (article 40 of GAC)
- Article 33 - Making available documents and site (article 42 of GAC)
- Article 34 - Insurance of structures and civil responsibility (article 45 of GAC)
- Article 35 - Documents to be furnished by the contractor (article 49 supplemented)
- Article 36 - Organisation and security of sites (article 50 of GAC)
- Article 37 - Implantation of structures (article 52 of GAC)
- Article 38 - Sub-contracting (article 54 of GAC)
- Article 39 - Site laboratory and trials (article 55 of GAC)
- Article 40 - Site logbook (article 56 of GAC supplemented)
- Article 41 - Use of explosives (article 60 of GAC)

### **Chapter IV: Acceptance**

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

### **Chapter V: Miscellaneous provisions**

- Article 45 - Termination of the contract (article 74 of GAC)
- Article 46 - Force majeure (article 75 of GAC)
- Article 47 - Differences and disputes (article 79 of GAC)
- Article 48 - Drafting and dissemination of this contract
- Article 49 and last: Entry into force of the contract

## Chapter I: General

### Article 1: Subject of contract

The subject of this contract shall be for the Construction of a community Hall in Mforya; Bafut Sub Division in Mezam Division of The North West Region.

### Article 2: Contract award procedure

This contract shall be awarded by Open National Invitation to Tender

N°:10/ ONIT/MINDDEVEL/BC/BCITB/NWR/2026 OF 15/ 06 /2026

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

#### 3.1 General definitions (cf. Code)

- The Contracting Authority is the **Mayor Bafut Council**  
He awards the contract, ensures the preservation of originals of said contract documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation.
- The Contract Manager is the **Chief of Rural Engineers at MINADER Mezam**  
He defends the interests of the Project Owner and represents the delegated Project Owner in all the levels of the project
- The Contract Engineer is the **Chief of Rural Engineers at MINADER Mezam** hereinafter referred to as the Engineer.
- The Delegated Project Owner is the **Mayor of Bafut Council**. He represents the beneficiary administration of the works.
- The project Manager shall be the Council Development Officer (CDO). He/She ensures respect of the administrative, technical and financial conditions and contractual deadlines. He ensures the interest of the project owner at the definition, preparation, execution and acceptance stages
- The Service in charge of ensuring the effectiveness of the execution of works is the **Divisional Delegate of Public Contracts for Mezam**.
- The contractor is be [to be specified].

#### 3.2 Security

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

In this case:

- The authority in charge of ordering payment shall be *the Mayor of Bafut Council*.
- The authority in charge of the clearance of expenditures shall be *the Divisional Finance Controller for Mezam*.
- The body or official in charge of payment shall be *the Municipal Treasurer for Bafut Council*

#### 3.3 Duties of the Control Mission, Project Manager

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

##### 3.3.2 Means put at the disposal of the Control Mission and the other stake holders of the project:

In accordance with the provisions of article 153 paragraphs one (01) and two (02) of the Public, contract Code. (Decree No. 2018/366 OF 20 June 2018). The Contract Manager, the Contract Engineer as well as the other persons in charge of the control and follow up of the project shall perceive indemnities as well as logistics support for the realisation of the project from that shall be fixed by a decision of the Project Owner or delegated Project Owner.

#### **Article 4: Language, applicable law and regulation**

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

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

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

#### **Article 5: Constituent documents of the contract (Article 4 of GAC)**

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

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

#### **Article 6: General instruments in force**

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

1. Framework Law No. 96/12 of 5 August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
5. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
6. Decree No. 2018/366 OF 20 June 2018, to institute the Public Contracts Code;
7. Decree No. 2012/014 of 8 March 2012 relating to the creation, organisation and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;

8. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
9. Letter No; 00908/MINCOMMERCE/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
10. Circular [to be indicated as applicable] relating to the execution, and control of execution of the budget of the State, Public Administrative Establishments and Regional and Local Authorities and other bodies receiving government subsidies
11. Unified Technical Documents (DTU) for building works;
12. Applicable standards;
13. Other instruments specific to the domain concerned with the contract.

**Article 7: Communication (Articles 6 and 10 supplemented)**

- 1.1 All communications within the framework of this contract shall be written and notifications sent to the following address:
  - a) In the case where the contractor is the addressee: Sir/Madam.....  
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the [to the specified] council, chief town of the region in which the work was done;
  - b) In the case where the Project Owner is the addressee:  
Sir/Madam \_\_\_\_\_ [to be specified] with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.
  - c) In the case where the Contracting Authority is:  
Sir/Madam [to be specified] with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable
- 1.2 The contractor shall address all written notifications or correspondences to the Project Manager with a copy to the Contract Manager.

**Article 8: Administrative Orders (Article 8 of GAC)**

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

- 8.1 The Administrative Order to start execution of works shall be signed by the Contracting Authority and notified to the contractor by the Project Owner with a copy to the Contracting Authority, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.
- 8.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Project Owner to the Contractor with a copy to the Contracting Authority, the Contract Manager, the Contract Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.
- 8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.

- 8.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the contractor by the Contract Manager with a copy to the Contracting Authority, the Contract Engineer and Project Manager.
- 8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Contracting Authority and notified by his services to the contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.
- 8.6 Administrative Orders prescribing works necessary to remedy disorders which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Contract Manager upon the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer.
- 8.7 The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.
- 8.8 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of 30 days** from the date of transmission by the Contracting Authority to the Project Manager. **Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.**

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

9.1 *[Specify if the contract has one or several phases]*

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

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

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

- 10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).
- 10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has 5 (five) days to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.
- 10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the contract as mentioned in article 45 below or the application of penalties *[to be specified where need be]*.

## Chapter II: Financial conditions

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

#### 11.1 Final bond

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

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

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

#### 11.2 Performance bond

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

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

#### 11.3 Guarantee of start-off advance

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

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

The amount of this contract as indicated by the attached [detail or estimates] is \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words) CFA francs inclusive of All Taxes; that is:

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

### Article 13: Place and method of payment

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

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

### Article 14: Price variation (Article 20 of GAC)

#### 13.1 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.

#### 13.2 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 unforeseens.

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

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

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

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

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

**Article 20: Advances (article 28 of the GAC)**

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

20.2 This advance whose value cannot exceed twenty (20%) percent of the initial amount inclusive of all taxes, it 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 30<sup>th</sup> of each month, the contractor and the 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. This sheet shall be based on the certification of the various tasks jointly established by the contractor and the Project Manager*

**21.2 Monthly detailed account**

*Every month of during a periodic sequence established by contractor and representative of the project owner, 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 and/or - (5.5 or 15%)] paid directly into the account of the contractor;
- 2.2 % paid to the public treasury as AIR due by the contractor.
- 7.5% or 15% paid into the public treasury as TSR due by the contractor.

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

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

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

*Payments shall be done by the Municipal Treasurer Bamenda III Council within a maximum deadline of \_\_\_\_\_ calendar days from the date of submission of the approved detailed accounts.*

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

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

Possible interests on overdue payments are paid by statement of sums due in accordance with article 88 of Decree No. 2004/275 of 24 September 2004 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 30<sup>th</sup> 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 30<sup>th</sup> day.

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

**B. Specific penalties [amount to be indicated]**

23.3 Independently of penalties for overrun of contractual time-limit, the contractor shall be liable for the following special penalties for the non-observation of the provisions of the contract, especially:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;
- Registration dues in accordance with the Tax Code;
- Dues and taxes attached to the execution of services provided for in the contract;
  - 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: Nature of the works (article 46 of GAC)**

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

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

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

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

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

31.1 The time-limit for the execution of the works forming the subject of this contract shall be **Three (03) calendar months.**

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

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

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

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

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

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

**Article 34: Insurance of structures and civil liabilities (article 45 of GAC)**

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

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

**Article 35: Documentation be furnished by the contractor (Article 49 of the GAC supplemented)**

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

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

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

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

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

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

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

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

The contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the contractual programme upon receiving the approval of the Project Manager. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Contracting Authority

without staying its execution. However, if important modifications alter the objective of the contract or the nature of the works, the Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

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

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

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

### 35.2 Execution draft

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

b) The [Contract Manager or Project Manager] has a deadline of [five (05) days] to examine and make known his observations. The contractor then has a deadline of [04] four days] to present a new file including the said observations.

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

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

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

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

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

### Article 37: Implantation of structures

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

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

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

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

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

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

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

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

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

**Article 41: Use of explosives (article 60 of the GAC)**  
[Specify the possible restrictions or bans]

#### **Chapter IV: Acceptance**

**Article 42: PROVISIONAL ACCEPTANCE**

##### **42.1 PRE- ACCEPTANCE OPERATIONS**

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

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

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

- Contract Engineer,
- Contractor.

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

##### **42.2 Acceptance**

The acceptance commission shall comprise:

- ❖ The Authorizing Officer or his representative..... (chairperson)
- ❖ The Chief of Rural Engineers MINADER ..... (secretary)
- ❖ The Divisional Delegate of MINMAP or his representative..... (member)
- ❖ The Council Development officer.....(Member)
- ❖ The DD MINDDEVEL or her representative..... (member)
- ❖ The stores Accountant or representative..... (member)
- ❖ The contractor.....(member)

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

However, the report (process - verbal) shall be valid if two third (2/3) of the members including the chairperson append their signatures.

The chairperson can only convene the acceptance of works when he must have received from the Contract Engineer the report (process - verbal) of the technical acceptance of works with no reserves pending clearance.

This report (process - verbal) of the technical acceptance of works shall be an integral part of the acceptance of works' report (attached to acceptance of works report) and shall accompany the bills for settlement

In accordance with the provisions of article 153 paragraphs 1 and 2 of the Public contracts Code (Decree No. 2018/366 OF 20 June 2018), an indemnity to be fixed by the project Owner shall be perceived by the members.

**Article 43: GUARANTEE PERIOD.**

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

**Article 44: Article 45: Final acceptance (article 72 of the GAC)**

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

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

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

**Chapter V: Sundry provisions**

**Article 45: Termination of the contract (article 74 of the GAC)**

The contract may be terminated as provided for in article 182 of the Decree No. 2018/366 OF 20 June 2018 of the Public contract Code and equally under the conditions laid down in articles 74, 75 and 76 of the GAC especially in one of the following cases:

- dead of the contractor
- bankruptcy of the contractor
- judicial liquidation (contractor not authorised by court to exploit her enterprise
- sub contracting of works without the authorisation of the project owner or Delegated Project Owner, Contracting Authority in this case;
- Incompetence of the contractor duly notified by the Delegated project owner; Contracting Authority in this case.
- Non respect of labour code rules and regulations
- fraud and corruption duly noticed

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

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

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

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

Disagreements and disputes resulting from the execution of this contract may be settled amicably.

Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction, subject to the following provisions: *[to be filled, where need be].*

**Article 48: Production and dissemination of this contract**

In accordance with the provisions of article 125 of Decree No. 2018/366 OF 20 June 2018 of the Public contract Code, *[Ten (10)]* copies of this contract shall be produced by the Delegated Project Owner. Seven of which shall be notified to the contractor for registration.

**Article 49 and last: Entry into force of the contract**

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

Document No. 5:  
Special Technical Conditions (STC)

# TECHNICAL SPECIFICATIONS

- I - GENERALITIES
- II - RENDERING (PLASTERING) AND COATING
- III - METAL WORKS
- IV - OTHER WORKS

**1 – GENERALITIES:** This present special technical specifications For the Construction of a community Hall MFORYA Bafut, Bafut Sub Division In Mezam Division of The North West Region.

It is the duty of the contractor to realize the structure as per the execution plans that shall be approved by the competent authority and sample models of equipments and furniture provided by the project owner. Through the Project Engineer, the contractor shall furnish the owner of the project and other project team members within the shortest possible time with an execution plan showing clearly how he intends to run the work site. A fence in local materials shall enclose the whole work site to avoid trespassing.

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

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

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

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

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

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

**1- RENDERING (PLASTERING) AND COATINGS:** The wall rendering (thickness at least 2cm on both sides of the walls) will be of cement mortar at  $400 \text{ kg/m}^3$ . There will be an under-coat layer and a finish layer floated and foamed to finish. They must be well cut horizontally and vertically using a **straight edge**. All walls shall receive a base coat of spatadash before plastering is done.

#### **Metallic Doors**

All the doors and windows at sensitive areas shall be of high metal quality properly finished respecting the dimensions on the working drawings. They shall be received on site by the supervisor before fitting is carried out.

#### **- JOINERY**

##### **Doors and Windows:**

- Door shutters shall be made of metallic panels fitted with protection bars (vertical Strips), anchored to the wall with appropriate screws, (90X2,20)m hard wooden raise panels fixed on wooden frames and securely anchored to the walls, (90X2,20)m double metallic panels fixed on metallic angle bars securely anchored to the walls. All door shutters shall open to the outside.

-All window openings shall be fitted with fixed window protectors of vertical striped (metallic)

**11 -PROTECTION OF THE ENVIRONMENT:** The entrepreneur will propose to the Project Engineer, before the beginning of works, the place of his yard facilities and will request his authorization of installation.

The site must be chosen outside of the sensitive zones, in order to limit the site clearing, the extraction of bushes, the setting out of the building and general circulation.

The site must foresee an adequate drainage of waters on the whole surface. The maintenance areas and of washing should be concreted. These maintenance areas should have a slope toward a cesspool provided for the purpose and toward the inside of the platform in order to avoid the out-flow of the polluting products toward the site and the neighborhood.

At the end the works, the entrepreneur will do all necessary works to the restoration of the various places of the site. The entrepreneur should fold all his material, and equipment. He should demolish all stationary installation, as foundation, support made of concrete or metallic, etc. in order to put back the site in its nearest initial state. No equipment nor materials should be abandoned on the site, nor in the vicinity after the execution of all the works. Left-over materials are to be covered with a layer of earth, and the site has to receive an adequate drainage in order to avoid all erosion as the case may be.

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

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

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

NB: All rods should preferably be imported

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

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

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

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

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

- *Wood - Material:* The wood must be pure and should not have nodes, foreign bodies or fractures due to sawing. This shall be locally sawn eucalyptus.

Document No. 6:  
Schedule of unit prices

## Schedule of unit prices

<b>BILL OF QUANTITIES FOR THE COMPLETION OF THE MFORYA COMMUNITY HALL IN MFORYA BAFUT, BAFUT SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION</b>					
1000	PLASTERING AND OTHER WORKS	UNIT	QTY	UP IN FIG	UP IN WORD
1001	Rendering internal and external walls including soffits of suspended floor slabs and beams with 1.5cm thick mortar dosage at 300kg/m <sup>3</sup> .	U	2367.200		
1002	Provide and fit metallic door 80x2.10	U	3.000		
1003	Provide window protectors 2.40x1.00	U	20.000		
1004	Provide and place, Roll of conduit pipes 25mm/100m with cup and fuse boxes	LS	1.000		
1005	Provide and place, Roll of conduit pipes 13mm/100m with cup and fuse boxes	LS	1.000		
<b>S/TOTAL 1000</b>					
<b>SUMMARY</b>					
PLASTERING/ OTHER WORKS					
<b>TOTAL WITHOUT TAXES</b>					
TVA 19.25%					
AIR 2.2%					
<b>Total with taxes</b>					
<b>NET TO PAID</b>					

Document No. 7:  
Bill of quantities and estimates

BILL OF QUANTITIES FOR THE COMPLETION OF THE MFORYA COMMUNITY HALL IN MFORYA BAFUT, BAFUT SUB DIVISION, MEZAM DIVISION OF THE NORTH WEST REGION					
1001	PLASTERING AND OTHER WORKS	UNIT	QTY	UP	TP
1001	Rendering internal and external walls including soffits of suspended floor slabs and beams with 1.5cm thick mortar dosage at 300kg/m3.	U	2367.200		
1002	Provide and fit metallic door 80x2.10	U	3.000		
1003	Provide Window protectors 2.40x1.00	U	20.000		
1004	Provide and place, Roll of conduit pipes 25mm/100m with cup and fuse boxes	LS	1.000		
1005	Provide and place, Roll of conduit pipes 13mm/100m with cup and fuse boxes	LS	1.000		
	<b>S/TOTAL 1000</b>				
	<b>SUMMARY</b>				
	PLASTERING/ OTHER WORKS				
	<b>TOTAL WITHOUT TAXES</b>				
	<b>TVA 19.25%</b>				
	<b>AIR 2.2%</b>				
	Total with taxes				
	<b>NET TO PAID</b>				

This present estimate is closed at the sum of ..... FCFA all taxes included.

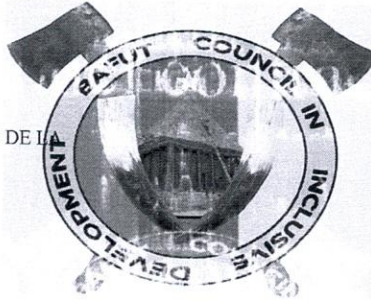
Document No. 8:  
Schedule of sub-detail of prices

Schedule of sub-detail of prices

DESIGNATION					
No	Daily out put	Total quantity	Unit	Duration of activity	
WORKMAN SHIP	Category	No	Daily wage	Days break up	Amount
TOTAL A					
ANDEQUIPMENT/MECHIN ES	Type	No	Daily rate	Days break up	Amount
TOTAL B					
MATERIAL MISCELLANOUS	Type	Unit	Unit cost	Quantity	Amount
TOTAL C					
D	DIRECT TOTAL COST			A+B+C	
E	GENERAL SITE EXPENSESES			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 No. 9:  
Model contract

REPUBLIQUE DU CAMEROUN  
 Paix-Travail-Patrie  
 \*\*\*\*\*  
 REGION DU NORD -OUEST  
 \*\*\*\*\*  
 MINISTERE DE LA DECENTRALISATION ET DE LA  
 DEVELOPEMENT LOCALE  
 DEPARTEMENT DE MEZAM  
 \*\*\*\*\*  
 COMMUNE DE BAFUT  
 \*\*\*\*\*



REPUBLIC OF CAMEROON  
 Peace -Work-Fatherland  
 \*\*\*\*\*  
 NORTH WEST REGION  
 \*\*\*\*\*  
 MINISTRY OF DECENTRALIZATION  
 AND LOCALE DEVELOPMENT  
 MEZAM DIVISION  
 \*\*\*\*\*  
 BAFUT COUNCIL  
 \*\*\*\*\*

**JOBING ORDER N°:10/JO/MINDDEVEL/BC/BCITB/NWR/2026 OF  
 15/06/2026  
 AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER  
 N°:10/ ONIT/MINDDEVEL/BC/BCITB/NWR/2026 OF 15/06/2026  
 FOR THE CONSTRUCTION OF A COMMUNITY HALL IN MFORYA  
 BAFUT MEZAM DIVISION OF THE NORTH WEST REGION, by emergency  
 procedure.**

Project Owner [*Indicate name and full address*]

**HOLDER** : [*indicate name and full address of holder*]

P.O. Box \_\_\_\_\_, Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Registry No. \_\_\_\_\_ at  
 Taxpayer's No. \_\_\_\_\_

**SUBJECT** : *Execution of* \_\_\_\_\_ *works;*  
*Lct No.* \_\_\_\_\_ : *Network* \_\_\_\_\_

**PLACE** : Region \_\_\_\_\_

**EXECUTION DEADLINE** : \_\_\_\_\_ ( \_\_\_\_\_ ) months

**AMOUNT IN CFA F:**

IAT	
EVAT	
VAT	
AIR (Income tax)	
Net to be paid	

**FINANCING** : [*indicate the source of financing*]

**BUDGET HEAD** : [*to be completed*]

SUBSCRIBED ON: \_\_\_\_\_  
 SIGNED ON: \_\_\_\_\_  
 NOTIFIED ON: \_\_\_\_\_  
 REGISTERED ON: \_\_\_\_\_

Between:

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

**On the one hand,**

**And**

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

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

**On the other hand,**

Agree on the following:

## Summary

Part I: Special Administrative Conditions (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates

Page \_\_\_\_\_ and last of JOBBING ORDER N°:-----/JO/NWR/MD/BC/BCITB/PIB/2026 OF  
 \_\_\_/\_\_\_/2026 AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER  
 N°:011/ ONIT/MINDDEVEL/BC/BCITB/NWR/2026 OF .../... /2026  
 FOR THE CONSTRUCTION OF A COMMUNITY HALL IN MFORYA, BAFUT  
 SUBDIVISION, MEZAM DIVISION OF THE NORTH WEST REGION

With \_\_\_\_\_,

For the execution of \_\_\_\_\_ works  
 Lot No. \_\_\_\_\_; \_\_\_\_\_ Network

**EXECUTION DEADLINE:** \_\_\_\_\_ (\_\_\_\_\_) months

**Amount of contract in CFA F:**

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

<b>Read and accepted by the contractor</b>
(place of signature) _____ (date)
<b>Signature of Contracting Authority</b>
(place of signature) _____ (date)
<b>Registration</b>

Document No. 10:  
Forms and models to be used by  
bidders

## Table of models

Annex No. 1: Model tender

Annex No. 2: Model bid bond

Model No. 3: Model final bond

Model No. 4: Model of start-off advance bond

Model No. 5: Model retention fund

Annex No. 6: Framework of schedule

Annex No. 7: Evaluation grid

Annex No. 8: Attestation of site visit

Annex No 9. Model Declaration of intention to Tender

## Annex No. 1: Model tender

I, the undersigned \_\_\_\_\_ [*indicate the name and capacity of signatory*]  
Representing the \_\_\_\_\_ company or enterprise or group with head office at \_\_\_\_\_  
registered in the trade register of \_\_\_\_\_ under the number No \_\_\_\_\_

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

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

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

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

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

## ANNEX No. 2: MODEL BID BOND

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

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

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

The conditions of this commitment are as follows:

If the bidder retires his bid during the validity period provided for in the Tender File;

Or

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

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

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

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

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

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

*[Bank's signature]*

**Annex No. 3: Model final bond**

Bank:

Reference of the bond: No \_\_\_\_\_

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

Whereas \_\_\_\_\_ *[name and address of Contractor]*, hereafter referred to as "the Contractor", has committed himself, in execution of the contract referred to as "the contract", to carry out *[indicate the nature of the works]*.

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

Whereas we have agreed to issue the Contractor this guarantee,

We, \_\_\_\_\_ *[name and address of bank]*

represented by \_\_\_\_\_ *[name of signatories]*,

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

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

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

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

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

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

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

*[Signature of the bank]*

**ANNEX No. 4: Model of start-off advance bond**

Bank: reference, address \_\_\_\_\_

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

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

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

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

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

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

[Signature of the bank]

**ANNEX No. 5: Model of performance bond (Retention fund)**

Bank: \_\_\_\_\_  
Reference of the bond: No \_\_\_\_\_

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

Hereinafter referred to as "the Project Owner"

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

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

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

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

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

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

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

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

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

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

*[Signature of the bank]*

**ANNEX 8: MODELE ATTESTATION OF SITE VISIT**

I the undersigned Mr./Mrs./Miss..... Engineer of the Company:..... (Name of Enterprise),

confirm that I Have actually visited the site which is going to receive the structure relative to Tender File ...../ONIT/BC/BCITB/NWR//2026 OF ...../..... of 2026 **FOR THE CONSTRUCTION OF A COMMUNITY HALL AT MFORYA BAFUT, MEZAM DIVISION OF THE NWR.**

I declare:

- To have carried out a thorough study of the site taking into consideration all the constraints relative to the execution of job with respect to norms.
- To establish my unit price schedules taking into account the difficulties of the site relative to the execution of the works and shall in no condition claim the Contracting Authority for any increase of unit price.

**THE GENERAL MANAGER OF THE ENTERPRISE**\_\_\_\_\_

**SIGN**\_\_\_\_\_

**DATE**\_\_\_\_\_

**(STAMP)**

**Annex No. 9; Model Declaration of Intention to Tender**

I the under signed \_\_\_\_\_ (name)  
Nationality \_\_\_\_\_

Function \_\_\_\_\_ (manager or director) of  
the \_\_\_\_\_ (enterprise)

Acknowledged having received the \_\_\_\_\_ (Tender File or Request  
for

Quotation) No \_\_\_\_\_ (reference) of \_\_\_\_\_ (date)

For The \_\_\_\_\_ (subject) And hereby

declare my intention to tender for the aforementioned project.

**DONE IN** \_\_\_\_\_

**BY** \_\_\_\_\_

**ON** \_\_\_\_\_

**SIGN** \_\_\_\_\_

# Document No. 11: Preliminary studies

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

## Note on preliminary studies

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

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

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

### Annex No. 7: Justification of preliminary studies

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

N.B. For services of less scope, the *Delegated Project* Owner may furnish a justification of calculation of quantities of the tender file.

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

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

## **I- BANKS**

1. Afriland First Bank
2. Banque Atlantique
3. Banque Gabonaise pour le Financement International (BGFI BANK)
4. Banque International du Cameroun pour l'Epargne et le Cr dit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank
9. Soci t  Camerounaise de Banque au Cameroun
10. Soci t  G n rale de Banque au Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank for Africa.
14. Bank of Africa Cameroon
15. Bank Camerounaise des petites et moyennes entreprises

## **II- Insurance companies**

16. Chanas Insurance;
17. Activa Insurance
18. ZENITHE Insurance
19. AREA INSURANCE
20. Antlantique Assurance S A
21. Beneficial General Insurance S A

## ANNEX 7: EVALUATION GRID

### ADMINISTRATIVE DOCUMENTS.

NO	DESCRIPTION	YES	NO
A.1	Certified Copy of the Business Registration, not more than three months old.		
A.2	Declaration of Intention to Tender stamped with the tariff en force.		
A.3	Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.		
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.		
A.5	Purchase receipt of tender file issued by the Bafut Council Municipal treasury		
A.6	A bid bond of Three Hundred thousand FCFA ( <b>300 000 FCFA</b> ) issued by a first rate-bank approved by the Ministry in charge of Finance in conformity with COBAC conditions.		
A.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)		
A.8	An Attestation signed by the National Social Insurance Fund stating that the bidder has met all his obligations vis a vis the Fund; the attestation should be less than three months old.		
A.9	A valid Certificate of imposition certified by the chief of tax center		
A.10	Business License (photocopy certified by the chief of tax center, not more than three months).		
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of tax centre		
A.12	A Clearance Certificate signed by the chief of tax centre stating 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.13	An Attestation of site visit signed by the authorizing officer		
A.14	Power of attorney authorizing signatory to engage the enterprise in the Tender		

**The absence of or insufficient bid bond, a CDEC receipt, a valid certificate of categorization and the non-respect of the 48hrs given for the absence or non-conformity of any other document in the administrative file will result to the elimination of the offer.**

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

**NB.** Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their "ENVELOPE B, documents relating to 1.references of the company 2. Logistics, 3. Key staff of the company"

EVALUATION GRID OF TECHNICAL BID			
N°	EVALUATION CRITERIA AND SUB-CRITERIA	YES	NO
<b>B)</b>	<b>ESSENTIAL CRITERIA</b>		
<b>B.1</b>	<b>General presentation of the tender files</b>		
	- Document spirally bound		
	- Neatness and clarity of documents		
	- Page numbering		
	- Table of content page in this tender		
	- Colour sheets separation		
	- Presentation of documents in the order given		
<b>B.2</b>	<b>LIST OF REFERENCES OF THE ENTERPRISE IN SIMILAR JOBS</b>		
B.2.1	List of references of the enterprise in similar jobs justified by certified true copies of contracts (first and last pages) and minutes of reception or attestation of clearances of works executed. Minimum of two contracts realized in the domain of building construction over the past five years		
	1 <sup>st</sup> Reference		
	2 <sup>nd</sup> Reference		
<b>B.3</b>	<b>QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF</b>		
B.3.1	<b>01 works supervisor (at least Civil or Rural Engineering or equivalent certificate)</b>		
	Qualification of the works supervisor: (BAC +3)		
	Professional experience of the project engineer $\geq$ 03 years (signed CV)		
	➤ CV signed by the candidate.		
	➤ A certified copy of the technical diploma		
	➤ An attestation of availability signed by the candidate		
	➤ A certified copy of National Identity Card		
B.3.2	<b>01 Site foreman(Civil Engineering BAC)</b>		
	Qualification of the Site foreman: (Technical certificate in Building (BAC F4 or equivalent certificate)		
	Professional experience of the Site foreman $\geq$ 03 years (signed CV)		
	A certified copy of		
	➤ CV signed by the candidate,		
	➤ A certified copy of the technical diploma		
	➤ An attestation of availability signed by the candidate		
	A certified copy of National Identity Card		
B.3.3	<b>Other personnel</b>		
	➤ 02 two bricklayers with 3 years professional experience in building construction or similar works Only( CVs signed by the candidate)		
	➤ 01 one Carpenter with 3 years professional experience on carpentry or similar works. Only CVs signed by the candidate		
	➤ 01 One Electrician with 3 years professional experience on Electricity or similar works. (Only CVs signed by the candidate)		
	➤ 01 One painter with 3 years professional experience on painting.		

	(Only CVs signed by the candidate)		
	( ALL Personnel on B 3.3 must be holders of at least CAP certificate)		
<b>B.4</b>	<b>TECHNICAL PROPOSALS</b>		
B.4.2	Organigram of the project signed		
B.4.3	Signed Logical sequence for the execution of the task		
B.4.5	Quality control method signed		
B.4.7	Environmental protection measures signed		
B.4.8	Security and safety at the site signed		
B.4.9	Duration of execution in respect with the Tender file signed		
<b>B.5</b>	<b>LOGISTICS (Equipment put aside for this project)</b>		
B.5.1	Prove of ownership or rental of a pick-up or other vans		
B.5.2	Prove of ownership or rental of a dump truck		
B.5.3	Prove of ownership or rental of a Concrete mixer		
B.5.4	Prove of ownership or rental of a concrete vibrator		
B.5.5	Prove of ownership or rental of a Hand compactor		
B.5.6	Masonry Kit : Wheelbarrows, masonry clamps, masonry harmer 300g, shovel, dig axe, building level, masonry bucket , trowels, etc. Carpentry Kit : carpentry clamps, saws, hammers, etc.		
<b>B.6</b>	<b>FINANCIAL CAPACITY</b>		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions greater or equal to one third (1/3) of the project cost		
<b>B.7</b>	Attestation of site visit signed by the bidder		
<b>B.8</b>	Comprehensive report of site visit signed by the company administrator		
<b>B.9</b>	Special Technical Clauses initialed in all the pages and last page signed		
<b>B.10</b>	Special Administrative Clauses completed and initialed in all the pages and last page signed		

**ENVELOPE C- FINANCIAL FILE**

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

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

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

**Eliminatory criteria**

**ii. Eliminatory criteria**

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

- ◆ Absence of or insufficient bid bond
- ◆ Absence of a CDEC receipt issued by the competent authority
- ◆ Non respect of the 48hrs given for absence or non-conformity of any other document in the administrative file
- ◆ False declaration or forged document
- ◆ Deadline for delivery higher or greater than the prescribed
- ◆ Non-respect of at least 75% of the essential criteria
- ◆ Incomplete bids
- ◆ Financial situation below 50% of the project cost
- ◆ A bid with external envelop carrying a mark or sign leading to the identification of the bidder
- ◆ Change of quantity or unit price in the financial file
- ◆ Absence of a quantified unit price
- ◆ Absence of a certificate of categorisation under the competent sub sector. (legalised by the competent Authority)

**ii) Essential criteria**

**NB. Pursuant to circular letter No.00005/LC/MINMAP/CAB of 26/12/2023, bidders with certified true copies of the certificate of categorisation shall not submit in their TECHNICAL FILE documents relating to : Their turnover, References of the company, own minimum technical and Logistics means ,permanent staff and head office location**

- a. General presentation of Tender
- b. Financial capacity
- c. References of the company in similar works
- d. Quality of personnel
- e. Technical organisation of works
- f. Safety measures on the site
- g. Logistics
- h. Attestation of report of site visit
- i. Special technical clauses initialed on all pages and last page signed
- j. Special administrative clauses initialed on all pages and last page signed

**11. Main qualification criteria**

The criteria relating to the qualification of candidates could be indicative on the following:

The essential criteria are subjected to minima whose detail is given in the Special Tender Regulation (RPAO).

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

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

Abnormally low costing will be rejected as per the special tender regulations

Document No. 13:  
Plans/technical drawings