

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
NORTH WEST REGION
BUI DIVISION
DIVISIONAL OFFICE KUMBO
TEL/FAX: 233-22- 12 - 12



REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie
REGION DU NORD - OUEST
DEPARTEMENT DE BUI
PREFECTURE DE KUMBO

THE PROJECT OWNER: THE SENIOR DIVISIONAL OFFICER

**CONTRACTING AUTHORITY: THE SENIOR
DIVISIONAL OFFICER**

BUI DIVISIONAL TENDERS BOARD

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER

N° 002/ONIT/PPRD/BDTB/2026 FOR THE REHABILITATION OF THE
RESIDENCE OF THE DIVISIONAL OFFICER OF JAKIRI WITH THE
CONSTRUCTION OF A FENCE IN BUI DIVISION OF THE NORTH WEST
REGION.

(PPRD) – 2026.
(EMERGENCY PROCEDURE)

FOR THE REHABILITATION OF THE RESIDENCE OF THE
DIVISIONAL OFFICER OF JAKIRI WITH THE
CONSTRUCTION OF A FENCE IN BUI DIVISION OF THE
NORTH WEST REGION



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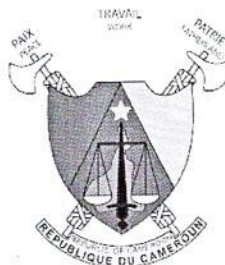
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DOCUMENT N°. 1:
INVITATION TO TENDER



OPEN NATIONAL INVITATION TO TENDER
N° 002/ONIT/PPRD/BDTD/2026 FOR THE REHABILITATION OF THE RESIDENCE
OF THE DIVISIONAL OFFICER OF JAKIRI WITH THE CONSTRUCTION OF A
FENCE IN BUI DIVISION OF THE NORTH WEST REGION.

1. Subject of the invitation to tender:

Within the framework of the 2026 Presidential Plan for the Reconstruction and Development of the NW/SW Regions (PPRD), the Senior Divisional Officer for Bui, 'Contracting Authority' hereby launches in an **emergency procedure** an Open National Invitation to Tender **FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF JAKIRI WITH THE CONSTRUCTION OF A FENCE, BUI DIVISION OF THE NORTH WEST REGION** This invitation to tender comprises one (01) lot as follows:

Lot N°	Project	Locality	Amount for bid bond	Project Amount	Budget Heads	Duration in days
01	THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF JAKIRI WITH THE CONSTRUCTION OF A FENCE IN JAKIRI SUB DIVISION IN BUI DIVISION OF THE NORTH WEST REGION	JAKIRI	810,000	81,000,000		120

2. Nature of services

Work to be done consists of **THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER OF JAKIRI WITH THE CONSTRUCTION OF A FENCE, JAKIRI SUB DIVISION, BUI DIVISION OF THE NORTH WEST REGION.** The works include the following:

A. Rehabilitation works

Lot 100 Preliminary works

Lot 200 Masonry works

Lot 300 Metallic and wood works

Lot 400 Plumbing and sanitary works

Lot 500 Painting works

Lot 600 Electrical installations works

B. Construction works

Lot 0 Preliminary works

Lot 100 Leveling

Lot 200 Masonry works

Lot 300 Metallic works

Lot 400 Painting works

3. Execution deadline

The maximum execution deadline shall be four (04) calendar months, including the rainy season and other vagaries, with effect from the date of notification of the administrative order of work commencement.

4. Participation and origin:

Participation in this invitation to tender is open to Cameroonian enterprises that are in compliance with the fiscal laws and having a good experience in the domain concerned.

5. Financing

The said Works shall be financed by the Presidential Plan for the Reconstruction and Development of the NW/SW Regions (PPRD) for the 2026 financial year assigned to the Senior Divisional Officer for Bui as Authorizing officers with Budget Heads N° _____

6. Bid Bond:

Each bidder should include in his administrative document, a bid bond of **810.000 (Eight hundred and ten Thousand) CFA francs** issued by a first rate-bank or financial institution approved by the Ministry in charge of Finance in conformity with COBAC conditions.

Against the risk of being rejected, only originals or true copies certified by the issuing service or administrative authorities of the administrative document required, including the bid bond, shall imperatively be produced in accordance with the Special Conditions of the invitation to tender. They shall neither be older than three (03) months nor be produced before the signing of the tender notice.

Any offer not in conformity with the prescriptions of this notice and tender file shall not be accepted, especially the absence of a bid bond issued by a first rate-bank or financial institution approved by the Ministry in charge of Finance, or the non-respect of the model shall lead to a pure and simple rejection of the offer without any appeal being entertained

7. Consultation of Tender File:

The file may be consulted during working hours at the Private Secretariat of the Senior Divisional Officer, Bui, Telephone N° (237) 675 77 15 00, as soon as this tender notice is published and the electronic version, on the COLEPS platform at the addresses <http://www.marchespublics.cm> and <http://www.publiccontracts.cm>, as from the publication of this notice.

1. Acquisition of tender file:

The file may be obtained from the Bui Divisional Tender's board Secretariat Telephone (237) 675 77 15 00 as soon as this tender notice is published against payment of a non-refundable sum of **80,000 (Eighty Thousand) CFA francs**, payable at the **Divisional Treasury of Bui**, representing the cost of purchasing the tender file.

When collecting the Tender Dossier, bidders shall register by providing their full contact details (P.O. Box, telephone numbers, fax, email, etc.). The receipt shall identify the purchaser as the representative of the company wishing to participate in the tender.

The Tender Dossier may also be obtained free of charge by downloading it from the COLEPS platform at the above-mentioned addresses for the electronic version. However, online submission is subject to payment of the Tender Dossier purchase fees.

2. Bidding Method:

Bidding shall be carried out as follows: "Exclusively online". In other words, one cannot submit bids off-line for this Call for Tenders.

3. Submission of bids:

The bid shall be submitted by the bidder on the COLEPS platform no later than **30/07/2026 at 11:00 a.m.**

A backup copy of the bid saved on a USB flash drive or CD/DVD, together with the original bid security, shall be submitted in a sealed envelope and delivered against receipt to the Secretariat of the Senior Divisional Officer's Office for the Bui Division, located in Kumbo, no later than **30/07/2026 at 11:00 a.m.** local time, and shall bear the following indication:

"OPEN NATIONAL INVITATION TO TENDER

**N° 002/ONIT/PPRD/BDTB/2026 FOR THE REHABILITATION OF THE RESIDENCE
OF THE DIVISIONAL OFFICER JAKIRI WITH THE CONSTRUCTION OF A FENCE
IN BUI DIVISION OF THE NORTH WEST REGION.**

TO BE OPENED ONLY DURING THE BID OPENING SESSION"

A back-up copy of original of the bid bond and deposit receipt issued by the CDEC"

File size and format

The maximum size of the documents previously mentioned (Volume 1, Volume 2 and Volume 3) that will transit on the platform and constitute the bidder's offer are as follows:

- 5 MB for Administrative Documents (Volume 1);
- 15 MB for the Technical Offer (Volume 2);
- 5 MB for the financial Offer (Volume 3);

Accepted formats include:

- PDF format for textual documents;
- JPEG for pictures.

Candidates shall make sure that compression software is used to reduce the size of the files to be forwarded.

10. Admissibility of bids

Under penalty of being rejected, only originals or true copies certified by the issuing service must imperatively be produced in accordance with the Special Regulations of the invitation to tender.

They must obligatorily not be older than three (3) months preceding the date of submission of bids or may be established after the signature of the tender notice

Any bid that does not comply with the requirements set forth in the Tender Dossier shall be declared inadmissible. In particular, any bid security that does not correspond to the consultation concerned shall be deemed null and void and treated as if it were never submitted. Furthermore,

any bid security presented by a bidder during the bid opening session shall be declared inadmissible and shall not be taken into consideration.

11. 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 **30/07/2026 at 12 noon** local time, at the Conference Hall of office designated by the Contracting Authority (The senior Divisional officer), by the Bui Divisional Tenders Board. Only bidders may attend or be represented by duly mandated persons of their choice.

12. Evaluation criteria

There are two types of evaluation criteria: eliminatory and essential criteria. [The aim of these criteria is to identify and reject incomplete bids or bids not in conformity with the essential conditions laid down in the Tender File.

i. Eliminatory Criteria.

They refer especially to:

- **Outright elimination during the opening session of the bids**
 1. **Absence of the bid bond and deposit receipt issued by the CDEC**
- **Elimination during the evaluation of bids by the adhoc committee**
- Absence or non-conformity of an element in the administrative file;
- Deadline for delivery higher than prescribed;
- False declaration or falsified documents;
- A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
- Incomplete financial file;
- Change of quantity or unit of the Tender file in the financial bid;
- Absence of a categorisation certificate or proof of file deposit;
 - ♦ Technical assessment mark lower than **75%** of "Yes",
 - ♦ Suspension of the enterprise by ARMP.

ii. Essential criteria

Essential criteria are primordial in the judgment of the technical and financial capacity of candidates to execute the works forming the subject of the invitation to tender.

The criteria relating to the qualification of candidates are based on the following:

- General presentation of the tender files;
- References of the company in similar achievements;
- Experience of supervisory staff,
- Logistics (Equipment);
- Methodology;
- Financial capacity;
- compliance with the model bid,
- Attestation of site visit signed by the Contractor,
- Report of site visit with pictures signed by the Contractor,
- The Special Technical Clauses (STC). (Each page should be initialed and the last page signed and stamped by the contractor);
- Special Administrative Clauses completed (each page should be initialed and the last page signed and stamped by the contractor),
- Pre – Financing capacity **not less than 75%** of the amount required in the offer.

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

iii. 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 shall be done in a purely binary method with a (yes) or a (no) with an acceptable minimum of 75% of the essential criteria taken in to 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 scored 100% of the eliminatory criteria and at least 75% of the essential criteria

13. Award of the jobbing order

The jobbing order shall be awarded to the bidder whose bid is in conformity with the dispositions of the tender file and on the basis of the lowest bid and technical quality. (See article 99 of the public contracts code).

14. Period of validity of bids

The bidders shall remain committed to their offers during a period of (one hundred and twenty days) 120 days from the deadline set for the submission of bids.

15. Complementary information

Complementary technical information may be obtained during working hours at the, Service of award of Public Contracts (SIGAMP) through Tel; N°. 675771500

16. TECHNICAL ASSISTANCE

For technical assistance, particularly in the event of difficulties encountered in the use of the COLEPS platform, bidders are requested to contact the following telephone numbers:

(+237) 222 238 155 / 222 235 669 / 677 491 929

or send an email to: dsi@minmap.cm.

17. FIGHT AGAINST CORRUPTION

For any act of corruption, bidders are requested to call or send an SMS to MINMAP using the following numbers: 673 20 57 25 / 699 37 07 48.

Done at Kumbo the

06 JUL 2020

THE SENIOR DIVISIONAL OFFICER

Circular Copies

- MINMAP/Y'DE
- ARMP
- RDMINEPAT/B'DA
- Chairperson of Tender Board
- Notice boards
- CSP/MINDCAF Bui
- DD MINMAP Bui
- Archive



Adèle Mousa
Senior Civil Administrator



AVIS D'APPEL D'OFFRES NATIONAL OUVERT

N° 002/AONO/PPRD/BDTB/2026 POUR LES TRAVAUX DE REHABILITATION DE LA RESIDENCE DU SOUS PREFET DE JAKIRI AVEC LA CONSTRUCTION D'UNE BARRIERE DANS LE DEPARTEMENT DE BUI, RÉGION DU NORD OUEST

1. OBJET D'AVIS D'APPEL D'OFFRES :

Dans le cadre de l'Exécution du budget d'investissement du PPRD 2026, le Préfet du Département du Bui lance en **procédure d'urgence** un Avis d'Appel d'Offre National ouvert pour les travaux de réhabilitation de de la résidence du Sous-Préfet de Jakiri avec la construction d'une barrier dans le département de Bui, Région du Nord Ouest.

Cet appel d'offres est constitué d'un (01) lot répartis ainsi qu'il suit :

Lot N°	Projet	Localité	Montant Cauton de Soumission	Montant du Projet	Imputation	Délai en Jour
01	REHABILITATION DE LA RESIDENCE DU SOUS PREFET DE JAKIRI AVEC LA CONSTRUCTION D'UNE BARRIERE, DANS DEPARTEMENT DE BUI, RÉGION DU NORD OUEST	KUMBO	810,000	81,000,000		120

2. Consistance des travaux:

Les prestations du présent marché comprennent les travaux de rehabilitation de la residence du Sous-Prefet de Jakiri avec la construction d'une barrière, dans le département de Bui, Région du Nord-Ouest Les prestations comprennent les opérations suivantes :

A Travaux de réhabilitation

- Lot 100 Travaux de préliminaire;
- Lot 200 Travaux de fondation
- Lot 300 Travaux métallique et jointerie
- Lot 400 Travaux de plomberie et sanitaires
- Lot 500 Travaux Peinture
- Lot 600 Travaux électricité

B Travaux de construction

Lot 0 Travaux préliminaires;
Lot 100 Travaux de nivellement
Lot 200 Travaux de fondation
Lot 300 Travaux métallique
Lot 400 Travaux de Peinture

3. Délai d'exécution des travaux

Le délai global d'exécution des travaux est de 120 jours soit quatre (04) mois calendaires. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

4. Participation et origine :

La participation au présent Appel d'Offres est ouverte aux entreprises de droit camerounais ayant une expérience avérée dans le domaine concerné et ayant réalisé des opérations similaires.

5. Financement :

Les prestations, objet du présent Appel d'Offres, sont financées par le budget de PPRD - exercice 2026, _____

6. Cautionnement provisoire

Les offres devront être accompagnées d'un cautionnement provisoire (garantie de soumission) d'une durée de validité de quatre-vingt-dix (90) jours, à compter de la date limite initiale de remise des offres. Ledit cautionnement devra être établi conformément au modèle figurant dans le Dossier d'Appel d'Offres par un établissement financier dûment agréé par le Ministre en charge des Finances pour délivrer des cautions dans le cadre des marchés publics, et être accompagné du récépissé de dépôt délivré par la Caisse de Dépôt et de Consignation (CDEC). Le montant du cautionnement provisoire, toutes taxes comprises, est fixé à **810 000 (huit cent dix mille) FCFA**.

Sous peine de rejet pur et simple de l'offre, le cautionnement provisoire devra être produit en original et dater de moins de trois (03) mois à la date limite de remise des offres.

Le cautionnement provisoire sera libéré d'office dès la publication de la décision d'attribution du marché au profit des soumissionnaires non retenus. Lorsque le soumissionnaire est déclaré attributaire du marché, le cautionnement provisoire sera libéré après constitution du cautionnement définitif. **Les chèques bancaires, y compris les chèques certifiés, ne seront pas acceptés en remplacement du cautionnement provisoire.**

7. Consultation du Dossier d'Appel d'Offres.

Le Dossier d'Appel d'Offres peut être consulté et obtenu aux heures ouvrables au secrétariat de la préfecture de Bui, sis à Kumbo Téléphone N° (237) 675 77 15 00, dès publication du présent avis et la version électronique, sur la plateforme COLEPS aux adresses <http://www.marchespublics.cm> et <http://www.publiccontracts.cm>, dès publication du présent avis.

8. Acquisition du Dossier d'Appel d'Offres

Le dossier d'Appel d'Offres peut être obtenu aux heures ouvrables au Secrétariat de la préfecture de département de Bui, sis à Kumbo Téléphone N° (237) 675 77 15 00, dès publication du présent avis, sous présentation d'une quittance de versement au Trésor départementale de Bui de la somme non remboursable de quatre-vingt mille (80,000) F CFA de frais d'acquisition du Dossier.

Lors du retrait du Dossier d'Appel d'Offres, les soumissionnaires devront se faire enregistrer, en indiquant leur adresse complète (Boite postale, Numéros de téléphone, fax Email...).

Cette quittance devra identifier l'acheteur comme représentant l'Entreprise désireuse de participer à l'Appel d'Offres.

Il est également possible d'obtenir le DAO par téléchargement gratuit sur la plateforme COLEPS disponible aux adresses sus indiquées pour la version électronique. Toutefois, la soumission en ligne est conditionnée par le paiement des frais d'achat du DAO.

9. Mode de soumission

Le mode de soumission est : «Exclusivement en ligne». Autrement dit, il n'est pas possible de soumissionner hors ligne pour cet Appel d'Offres.

10. Remise des offres

L'offre devra être transmise par le soumissionnaire sur la plateforme COLEPS au plus tard, le **30/07/2026 à 11 heures**.

Une copie de sauvegarde de l'offre enregistrée sur clé USB ou CD/DVD et l'original de la caution de soumission devront parvenir sous pli fermé, contre récépissé au Secrétariat de la préfecture de Bui, sis à Kumbo au plus tard le **30/07/2026 à 11 heures** locale et devra porter la mention suivante :

A MONSIEUR LE MAITRE D'OUVRAGE DELEGUE (AUTORITE CONTRACTANTE)
« APPEL D'OFFRES NATIONAL OUVERT **N° 002/ONIT/PPRD/BDTB/2026 POUR LES TRAVAUX DE REHABILITATION DE LA RESIDENCE DU SOUS PREFET DE JAKIRI AVEC LA CONSTRUCTION D'UNE BARRIERE DANS LE DEPARTEMENT DE BUI, RÉGION DU NORD OUEST**

A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT »

Une copie de sauvegarde de l'original de la caution de soumission et du récépissé de dépôt délivré par la CDEC.

Taille et format des fichiers

Les tailles maximales des volumes cités précédemment (Volume 1, Volume 2 et Volume 3) ou fichiers qui vont transiter sur la plateforme et constituant l'offre du soumissionnaire sont les suivantes :

- 5 MO pour le Dossier Administratif (Volume 1) ;
- 15 MO pour l'Offre Technique (Volume 2) ;
- 5 MO pour l'Offre Financière (Volume 3).

Les formats acceptés sont les suivants :

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

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

11. Recevabilité des offres

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (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 signature de l'Avis d'Appel d'Offres).

Toute offre qui ne respecte pas les prescriptions énoncées dans le Dossier d'Appel

d'Offres sera déclarée irrecevable. En particulier, toute caution de soumission qui ne correspond pas à la consultation concernée sera considérée comme nulle et de nul effet et sera traitée comme si elle n'avait jamais été produite. En outre, toute caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis sera déclarée irrecevable et ne sera pas prise en considération.

12. 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 30/07/ 2026 à 12 heures précises**, dans la salle de conférences de la préfecture de Kumbo, par la Commission Départementale de Passation des Marchés siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance de leurs offres.

Critères d'évaluation

Les offres seront évaluées selon les principaux critères suivants :

A - Critères éliminatoires

Il s'agit notamment:

PENDANT LA SEANCE D'OUVERTURE DES OFFRES

- 1- Absence de caution de soumission et du récépissé délivré par la CDEC;

PENDANT L'EVALUATION DES OFFRES EN SOUS-COMMISSION D'ANALYSE DES OFFRES

- 2- Absence ou non-conformité du dossier administratif
- 3- Délai d'exécution supérieur à celui prescrit (supérieur à trois mois) ;
- 4- Fausses déclarations ou pièces falsifiées;
- 5- Offre dont l'enveloppe extérieure porte des mentions permettant de reconnaître le Soumissionnaire;
- 6- Offres financière incomplète,
- 7- Le changement d'une unité ou d'une quantité du DAO dans l'offre financière ;
- 8- Absence d'un certificat de catégorisation ou d'une preuve de dépôt du dossier ;
- 9- Le non-respect de 75% des critères essentiels ;

N.B. En cas d'absence ou de non-conformité d'une pièce du dossier administratif lors de l'ouverture des plis, un délai de quarante-huit (48) heures est accordé aux soumissionnaires concernés pour remplacer la pièce en question. Passé ce délai, la pièce ne sera plus acceptée et l'offre ne sera éliminée que lors de l'évaluation des of en sous-commission d'analyse.

B - Critères essentiels

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

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

13. 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%** de l'ensemble des critères essentiels pris en compte.

Le marché sera attribué au soumissionnaire qui aura proposé l'offre la moins distante, 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.

14. Durée de validité des offres

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

14. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus auprès du **secrétariat du Préfet du Bui à Kumbo Tél. : (+237) 675 77 15 00.**

15. Assistance technique

Pour obtenir une assistance technique, en cas de surveillance d'un problème lié à l'utilisation de la plateforme COLEPS, bien vouloir appeler aux numéros (+237) 222 238 155/222 235 669/ 677 491 929. ou écrire à l'adresse email dsi@minmap.cm

16. Lutte contre la corruption

Pour tout acte de corruption, bien vouloir appeler ou envoyer un SMS au MINMAP aux numéros suivants : 673 20 57 25 / 699 37 07 48.

Fait à Kumbo le

06 JUL 2020

Le Prefet du Bui,



Saidou Moussa
Senior Civil Administrator

Ampliations :

- MINMAP/Y'DE
- ARMP
- DRMINPAT/NORD OUEST
- Président CPM
- DD MINMAP Bui
- DCSP/MINDCAF Bui
- Affichage
- Chrono / Archives.

**DOCUMENT N^o. 2:
GENERAL REGULATIONS OF THE INVITATION
TO TENDER (GRIT)**

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GENERAL RULES OF THE INVITATION TO TENDER

A. General

Article 1: Scope of the tender

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

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

b.4 Commentaries (optional)

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

c. Volume 3: Financial bid

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

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

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 One Hundred and Twenty (120) 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 One Hundred and Twenty (120) days to the date of notification of the contract or the Administrative Order for start of execution of works by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation of bids.

Article 17: Bid bond

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

Article 18: Varying proposals of bidders

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

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

18.3 When according to the Special Regulations the bidders are authorised to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical

specifications. Such variants shall be evaluated on their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

Article 19: Preparatory meeting to the establishment of bids

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

Article 20: Form and signature of bid

- 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 initialled by the signatory (ies) of the bid.
- 20.3 The bid shall be bearing no modification, suppression or alteration unless such corrections are initialled 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 BID-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 Contracting Authority at the address specified in article 21(2) of the Special Regulations not later than the date and time stated in the Special Regulations.

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

Article 24: Modification, substitution and withdrawal of bids

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

- 25.2 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 bids or the Contracting Authority in its award decision may lead to the rejection of his bid.
- 26.3 Notwithstanding the provisions of paragraph 26.2 above, between the opening of bids and the award of the contract, if a bidder wishes to enter into contact with the Contracting Authority for reasons having to 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 №. 3:

**SPECIAL REGULATIONS OF THE INVITATION
TO TENDER**

Special regulations of the invitation to tender

1) PURPOSE OF THE TENDERS:

The purpose of this tender is the rehabilitation of the residence of the Divisional Officer of Jakiri with the construction of a fence, Bui Division, launched in emergency procedure by the Senior Divisional Officer for Bui, within the framework of 2026 Presidential Plan for the Reconstruction and Development of the NW/SW Regions (PPRD), with Invitation to tender Reference: No 002/ONIT/PPRD/BDTB/2026

This invitation to tender comprises one (01) as follows:

Lot N°	Project	Locality	Amount for bid bond	Project Amount	Budget Heads	Duration in months
01	REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER JAKIRI WITH THE CONSTRUCTION OF A FENCE IN BUI DIVISION, NORTH WEST REGION	JAKIRI	810,000	81,000,000		04

2.1 Evaluation criteria

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

A. Eliminatory criteria

- **Outright elimination during the opening session of the bids**
 1. Absence of the bid bond and deposit receipt issued by the CDEC
- **Elimination during the evaluation of bids by the Adhoc committee**
 2. Absence or non-conformity of an element in the administrative file;
 3. Deadline for delivery higher than prescribed;
 4. False declaration or falsified documents;
 5. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;
 6. Incomplete financial file;
 7. Change of quantity or unit of the Tender file in the financial bid;
 8. Absence of a categorisation certificate or proof of file deposit;
 9. Non respect of 75% of essential criteria;

During the opening session of the bids if a document of the administrative bid is absent or noncompliant, the bidder will be given forty eight (48) hours to produce or replace said document else will be eliminated during the evaluation of the bids. No such document will be accepted after this deadline.

B. Essential criteria

1. General presentation of the tender files;
2. Financial capacity;
3. References of the company in similar achievements;
4. Quality of the personnel;
5. Logistics;
6. Attestation and report of site visit;
7. Special Technical Clauses initialed in all the pages;
8. Special Administrative Clauses completed and initialed in all the pages.

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.

ARTICLE 6: Language of the bids:

A. 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.

B. CLARIFICATIONS ON THE TENDER FILE AND CALL

1. Requests for Clarification

a) Any bidder may request clarifications on the Tender file in writing or by electronic means (fax, email, or via COLEPS) to the Contracting Authority or Delegated Contracting Authority, with a copy to the body responsible for public procurement regulation. Requests must be submitted at least **14 days** before the bid submission deadline. The Contracting Authority will respond in writing, electronically, or via COLEPS.

b) Copies of all responses, indicating the question but not its author, shall be sent to all bidders who purchased the Tender Dossier within **5 days**.

2. Appeals

a) Any bidder who considers themselves aggrieved may submit an appeal to the Contracting Authority or Delegated Contracting Authority.

b) For restricted tenders, appeals during prequalification may concern reconsideration of solicitation or prequalification conditions or decisions issued by the Contracting Authority. Appeals may be submitted **5 working days** before the submission deadline and **5 working days** after publication of prequalification results, with copies to the relevant authorities. Appeals are **not suspensive**.

c) For open tenders, appeals may be submitted from the publication of the Tender Notice until the bid opening date, to the Contracting Authority or Delegated Contracting Authority, with copies to the authority responsible for public procurement and the regulator. Appeals must reach the authority at least **14 working days** before bid opening. The Contracting Authority has **5 working days** to respond. In case of disagreement, the appeal is referred to the Appeals Committee. Appeals are **not suspensive**.

3. Modification of the Tender Dossier

3.1. The Contracting Authority or Delegated Contracting Authority may modify the Tender Dossier at any time before the bid submission deadline, either on its own initiative or following a bidder's request, by issuing an addendum.

3.2. Any addendum shall form an integral part of the Tender Dossier and must be communicated in writing or electronically to all bidders who purchased the Tender Dossier, or via COLEPS, or by any other method specified in the Tender Dossier.

3.3. To allow bidders sufficient time to consider the addendum, the Contracting Authority may extend the bid submission deadline as necessary, in accordance with Article 22 of the RGAO.

C. PRESENTATION OF THE TENDER.

Bids, whether prepared in writing or electronically, in English or French, shall be submitted in three (3) separate volumes as follows:

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

5.1 External envelope.

Each bidder shall provide a backup copy of the bid, saved on a USB flash drive or CD/DVD, together with the original bid security in a sealed envelope, on which the following shall be clearly indicated:

TO THE DELEGATED PROJECT OWNER (CONTRACTING AUTHORITY)

"OPEN NATIONAL INVITATION TO TENDER

**No 002/ONIT/PPRD/BDTB/2026 FOR THE REHABILITATION OF THE
RESIDENCE OF THE DIVISIONAL OFFICER JAKIRI WITH THE CONSTRUCTION
OF A FENCE IN BUI DIVISION, NORTH WEST REGION
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.

Documents Constituting the Bid

The bid submitted by each bidder shall comprise the documents specified in the Bidding Documents, duly completed and arranged in three (3) distinct volumes;

<<VOLME 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.

DOCUMENT T N°	DESCRIPTION
A.1	Certified Copy of the Business Registration, not more than three months old.
A.2	Declaration of intention to tender stamped with the tariff in force (written by the bidder).
A.3	Certificate of non-bankruptcy established by the Court of 1 st instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.
A.4	Attestation of bank account of the bidder, issued by a first rate-bank approved by the Ministry in charge of Finance or by a foreign bank the first order not more than three months.
A.5	Purchase receipt of tender file issued by public treasury
A.6	A bid bond of 810, 000 FCFA (Eight Hundred and ten Thousand FCFA), and deposit receipt issued by the CDEC
A.7	An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)
A.8	An Attestation of the National Social Insurance Fund stating that the bidder has met all his obligations vis-à-vis the Fund; the attestation should be less than three months old.
A.9	A valid Certificate of imposition certified by the chief of center for taxation
A.10	Business License (photocopy certified by the chief of center of Taxes, not more than three months).
A.11	Certified Copy of a valid taxpayers card, delivered by the chief of center of Taxes.

A.12	Attestation of tax compliance certificate of not more than three months.
A13	An Attestation of site visit signed by the Contractor
A14	Power of attorney authorizing signatory to engage the enterprise in the Tender
A15	Categorization certificate or proof of file deposit

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

<<VOLUME B: TECHNICAL DOCUMENT>> and shall contain the following:

B.1	General presentation of the tender files		
	- Neatness and clarity of documents - Page numbering - Table of content page - Colour sheets separation - Presentation of documents in the order given in this tender		
B.2	LIST OF REFERENCES OF THE ENTERPRISE IN SIMILAR JOBS		
B.2.1	List of references of the enterprise in similar jobs justified by certified 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 st Reference		
	2 nd Reference		
B.3	QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF		
B.3.1	01 works supervisor (at least HND or equivalent certificate)		
	Qualification of the works supervisor: (Senior Technician certificate in Civil or Rural Engineering (BAC +2)		
	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	01 Site foreman(Civil Engineering BAC)		
	Qualification of the Site foreman: (Technical certificate in Building (BAC F4 or equivalent certificate)		
	Professional experience of the Site foreman $\geq$ 03 years (signed CV)		
	A certified copy of ➤ 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	Other personnel		
	➤ 02 two bricklayers with 3 years professional experience in building construction or similar works Only(CVs signed by the candidate) ➤ 01one 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.4	TECHNICAL PROPOSALS		
B.4.2	Organogram of the project		
B.4.3	Logical sequence for the execution of the task		
B.4.5	Quality control method		
B.4.7	Environmental protection measures		
B.4.8	Security and safety at the site		
B.4.9	Duration of execution in respect with the Tender file		
B.5	LOGISTICS (Equipment put aside for this project)		
B.5.1	Prove of ownership or rental of a pick-up or other vans		
B.5.2	Prove of ownership or rental of a dump truck		
B.5.3	Prove of ownership or rental of a Concrete mixer		
B.5.4	Prove of ownership or rental of a 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, harmers, etc.		
B.6	FINANCIAL CAPACITY		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. = 24,000,000 FCFA		
B.7	Attestation of site visit signed by the contractor or their representatives		
B.8	Comprehensive report of site visit signed by the company administrator		
B.9	Special Technical Clauses initialed in all the pages and last page signed		
B.10	Special Administrative Clauses completed and initialed in all the pages and last page signed		

VOLUME C: FINANCIAL FILE

Doc N°	DESIGNATION
C.1	The bid itself according to the model attached, stamped at the rate in force, dated, signed And stamped by the contractor.
C.2	The unit price schedule duly completed, with an indication of the unit price excluding VAT in words and in figures. (signed And stamped)
C.3	Detail quantities and cost estimates of works completed(signed And stamped)
C.4	The sub-details of prices according to the model attached and a soft copy in an excel format in a flash drive or CD drive.

- The bidders will use for this purpose the documents and models envisaged in the Tender Documents, subject to the provisions of Article 19.2 of the RGAO concerning the other possible forms of bid bond.

- The various parts of the same file must be separated with colour page separators as well in the original as in the copies, so as to facilitate its examination

Supply price

ARTICLE 8: Currency of payment

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

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

The unit Schedule price expressed out in figures and letters and in six (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 **8 10 000 FCFA (Eight hundred and ten Thousand FCFA)**. As per article 90 (9) of the Public contract 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 **Ninety (90) 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 ninety (90) days as from the handover date of the offers.

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

ARTICLE 12: Backup copy of the offer which must be filled and sent

Each bidder shall provide a backup copy of the bid, saved on a USB flash drive or CD/DVD, together with the original bid security in a sealed envelope, on which the following shall be clearly indicated:

“OPEN NATIONAL INVITATION TO TENDER

N° 002/ONIT/PPRD/BDTB/2026 FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER JAKIRI WITH THE CONSTRUCTION OF A FENCE IN BUI DIVISION, NORTH WEST REGION

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.

ARTICLE 13: Date and latest time of deposit of offers

The offers will have to arrive under closed fold and seal latest **30/07/2026** at 11 AM, by mail registered with acknowledgement of delivery or by deposit against receipt to the following address:

Secretariat of the Divisional Office (Prefecture) Kumbo, beyond this time no offer will be received nor accepted.

ARTICLE 14: Opening of the tenders

The opening of the folds will be carried out in the conference room of the SDO's office for BUI situated at Kumbo on **30/07/2026** as from 12 noon, by the Bui Divisional Tenders Board sitting in the presence of the duly elected bidders or their representatives and having a good knowledge of the file.

AWARD OF THE 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 work, the contractor shall be installed on the site by the following:

- The Delegated Project Owner (SDO) or his representative
- Control engineer- The Divisional Chief of State Property,
- The Divisional Delegate of MINEPAT or his representative;
- The Divisional delegate of MINMAP or his representative (Observer)
- The Project Manager- The Divisional Officer, Jakiri

**DOCUMENT N°. 4: SPECIAL ADMINISTRATIVE
CONDITIONS**

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CHAPTER 1: GENERAL PROVISIONS

ARTICLE 1: SUBJECT OF CONTRACT:

The Subject of the present jobbing order is the Rehabilitation of the residence of the Divisional officer Jakiri with the construction of a fence, in Bui Division of the North West Region.

ARTICLE 2: AWARD PROCEDURE

The present jobbing order is concluded by open National Invitation to Tender

ARTICLE 3: DEFINITIONS AND DUTIES (Article 2 of GAC Supplemented)

3.1 General definitions (cf. Code)

- The Contracting Authority shall be the **SENIOR DIVISIONAL OFFICER FOR BUI**, He ensures the preservation of originals of contract documents and the transmission of copies to ARMP through the focal point designated to this effect.
- The authority in charge of the effective execution of the works: **The SENIOR DIVISIONAL OFFICER FOR BUI**
- The Control Engineer shall be. The **Divisional Chief of State property** hereinafter referred to as the Engineer
- The Project Owner shall be **SENIOR DIVISIONAL OFFICER FOR BUI**. He represents the beneficiary administration of the works. [Authorising Officer].
- **The Project Manager** shall be the **DIVISIONAL OFFICER FOR JAKIRI**.
- The contractor shall be X

3.2 Security

- The authority in charge of ordering payment shall be: **SENIOR DIVISIONAL OFFICER FOR BUI**
- The authority in charge of the clearance of expenditures shall be the **Regional Controller of Finance**.
- The body or official in charge of payment shall be the **PPRD Specialized Treasury**.
- The official competent to furnish information within the context of execution of this contract shall be the **SENIOR DIVISIONAL OFFICER FOR BUI**

3.3 Duties of the Control Engineer, Project Manager

- i. Missions; To ensure the qualitative and quantitative execution according to the terms of this contract and the respect of time limits

ARTICLE 4: LANGUAGE APPLICABLE LAWS AND REGULATIONS

4.1 The language to be used shall be either English or French

4.2 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

The Contractual document, which form part of this jobbing order are in order of priority.

- 1) The Bid or commitment letter;
- 2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (SAC) and the Special Technical Conditions (STC) hereunder;
- 3) The Special Administrative Conditions (SAC);
- 4) The Special Technical Conditions (STC);
- 5) The particular element necessary for the determination of the contract price, in order of priority are the unit price schedule, the detail of lump sum prices and detailed estimates break down of the lump sum prices;
- 6) Plans, calculation notes, trial documents, geotechnical documents,

- 7) The General Administrative Conditions applicable on public works contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
- 8) The General Technical conditions shall be applicable to the services forming the subject of the jobbing order.

ARTICLE 6: GENERAL APPLICABLE TEXTS

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

- Law No. 75/15 of 8 December 1975 on compulsory insurance of construction risks;
- Law No. 92/007 of 14 August 1992 establishing the Labor Code;
- Law No. 2015/018 of 21 December 2015 governing commercial activity in Cameroon;
- Law No. 98/013 of 14 July 1998 on competition;
- Framework Law No. 2011/012 of 6 May 2011 on consumer protection in Cameroon;
- Framework Law No. 96/12 of 5 August 1996 on environmental management;
- Law No. 2000/10 of 13 July 2000 establishing the organization and practice of the civil engineering profession;
- Law No. 2016/017 of 14 December 2016 on the Mining Code;
- Law No. 2018/011 of 11 July 2018 on transparency and good governance in the management of public finances in Cameroon;
- Law No. 2018/012 of 11 July 2018 on the financial regime of the State and other public entities;
- Law No. 2022/007 of 27 April 2022 on the protection of national road assets;
- Law No. 2025/012/C/MINFI of 17 December 2025 on the Finance Law of the Republic of Cameroon for Fiscal Year 2026;
- Decree No. 2001/048 of 23 February 2001 on the organization and functioning of the Public Procurement Regulatory Agency (ARMP);
- Decree No. 2012/076 of 08 March 2012 to amend and supplement certain provisions of Decree No. 2001/048 of 23 February 2001 on the establishment, organisation and functioning of the Public Contracts Regulatory Agency;
- Decree No. 2005/577 of 23 February 2005 setting out the modalities for carrying out environmental impact studies;
- Decree No. 2011/408 of 9 December 2011 on the organization of the Government;
- Decree No. 2012/075 of 8 March 2012 on the organization of the Ministry of Public Contract;
- Decree No. 2012/076 of 8 March 2012 amending certain provisions of Decree No. 2001/048 of 23 February 2001 establishing, organizing, and regulating the ARMP;
- Decree No. 2014/3863 of 21 November 2014 on the organization of technical project management in infrastructure projects;
- Decree No. 2018/190 of 2 March 2018 amending certain provisions of Decree No. 2011/408 of 9 December 2011 on government organization;
- Decree No. 2018/366 of 20 June 2018 establishing the Public Procurement Code;
- Decree No. 2019/002 of 4 January 2019 on the reorganization of the Government;
- Decree No. 2020/375 of 7 July 2020 establishing the General Regulation of Public Accounting;
- Order No. 093/CAB/PM of 5 November 2002 fixing the amounts of bid securities and the purchase fees for Tender Dossiers;
- Order No. 070/MINEP of 20 April 2005 fixing the categories of operations subject to environmental impact studies;
- Order No. 033/CAB/PM of 13 February 2007 enforcing the General Administrative Clauses (CCAG) applicable to public contracts;
- Order No. 038/CAB/PM of 15 May 2014 enforcing the Standard Tender Dossiers for Public Contracts;

- Order No. 401/A/MINMAP/CAB of 21 October 2019 fixing the thresholds for using private technical project management and the modalities for public project management;
- Order No. 403/A/MINMAP/CAB of 21 October 2019 setting the ceilings for allowances paid by Project Owners or Delegated Project Owners to Presidents, Members, and Rapporteurs of reception and technical supervision committees;
- Circular No. 003/CAB/PM of 31 January 2011 specifying the management of changes in the economic conditions of public contracts;
- Circular No. 00001/C/MINMAP/CAB of 25 April 2022 on the application of the Public Procurement Code;
- Circular No. 0001877/C/MINFI of 31 December 2025 bearing instructions on the implementation of finance law, monitoring, and control of the execution of the Budget of the State and other public entities for the 2026 Fiscal Year;
- The French CCTG (General Technical Contract Conditions), including preamble and fascicles 1, 2, 4, 7, 23, 24, 25, 27, 29, 30, 31, 50, 56, 61, 62, 63, 65-A, 66, 68, 70, as well as French standards (in the absence of Cameroonian standards) and technical opinions from the French technical network;
- The national collective labor agreement for building, public works, and related activities of 10 December 2013.
- Decree No 2018/0001/PM of 5 January 2018 to set up a public contracts dematerialisation platform and lay down rules for its use
- Decree No 2018/0002/PM OF 05 January 2018 to lay down the terms and conditions for online procurement procedures (COLEPS) in Cameroon.
- Ministerial Order N° 333/O/MINMAP/CAB of 27 DEC 2024 To Set the Schedule For The Migration To The Exclusive Award of Public Contracts electronically.

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)

1.1 Prices shall be firm.

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

1.2 Price updating modalities (not applicable)

Article 15: Price revision formulae (article 21 of GAC)

(not applicable)

Article 16: Price updating formulae (article 21 of the GAC)

(not applicable)

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

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

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

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

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

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

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

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

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

Article 20: Advances (article 28 of the GAC)

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

20.2 This advance whose value cannot exceed twenty (20%) percent of the initial amount inclusive of all taxes, 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 30th 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:

- 80.75% paid directly into the account of the contractor;
- 2.2 % paid to the public treasury as AIR 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 PPRD Specialized Treasury 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 30th day beyond the contractual time-limit;
- b) One thousandth ($1/1000^{\text{th}}$) of the initial amount of the contract inclusive of all taxes per calendar day beyond the 30th day.

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

B. Specific penalties [amount to be indicated]

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

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

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

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

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

25.1 *[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 **six (06) 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: Documents to be furnished by the contractor (Article 49 of the GAC supplemented)

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

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

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

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

Two (2) copies of these documents will be returned to him within a deadline of fifteen (15) days from the date of 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,
- Project 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 Delegated Project Owner (SDO) or his representative..... (Chairman)
- The Contract Engineer(Secretary)
- The Project Manager(Member)
- The Divisional Delegate MINMAP or his representative(Observer)
- The Stores Accountant attached to the SDO's Office.....(Member)
- The Contractor or his Representative.....(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 N°. 5
SPECIAL TECHNICAL CONDITIONS (STC)

Special Technical Conditions (STC)

I - Generalities

C. Rehabilitation works

100 Preliminary works

200 Masonry works

300 Metallic and wood works

400 Plumbing and sanitary works

500 Painting works

600 Electrical installations works

D. Construction works

0 Preliminary works

100 Leveling

200 Masonry works

300 Metallic works

400 Painting works

1 – GENERALITIES: These present special technical specifications concern the Rehabilitation of the residence of the divisional officer Jakiri with the construction of a fence, Bui 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 equipment 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.

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

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

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

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

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

3 – FOUNDATION: A layer of hardcore of thickness 10cm blinded with cement mortar, dozed at 150 kg/m³ of firm consistence and will be laid on the bottom of the excavations where necessary. On it will be laid the footings of the ground half pillars until the level of the finished foundation. The foundation peripheral walls will be of Frog-filled cement blocks of (20x20x40)cm laid on cement mortar and finished with a DPC layer or ground beams of 20 x 20cm in reinforced concrete at a dosage of 350 kg/m³

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

The floor shall be in cement grout, smoothly trowel finished on a sand screed of 3mm thick.

4 – ELEVATION WORKS: The elevation walls will be in agglomerated hollow blocks of 15 x 20 x 40cm with a good crushing resistance. The mixing for block moulding should give at most 32 blocks per bag of cement for blocks of 15x20x40 cm. They should be kept dry for at least 21days before lying on the elevation walls. The reinforced concrete pillars of section 15x15 and 15x30 at 350 kg/m³ will be cast as one raises the agglomerated hollow blocks walls and this is to permit a good adhesion. The characteristic strength of concrete at 28 days should not be less than 16Mpa. For the maximal spacing of the pillars see building plans. The lintels 15 x 20 in reinforced concrete at 350 kg/m³ will be levelled to + 2,20m above the level of the finished foundation.

The average height under the ceiling shall be 3,00m.

A binding course of 15 x 20 cm in reinforced concrete at 350 kg/m³ will be laid above the finished level of the agglomerated hollow blocks walls with fixing diameter 6mm rods so as to receive the wooden roof truss.

– **ROOF TRUSS AND THE COVERING:**

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

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

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

-**Facial board** shall be 30cm wide and of high rib aluminum sheets (tôle Bac) of 3.5/10mm thickness, including a lining.

-**Ceiling-** shall be in 4mm thick (Brown plywood on both sides), fastened in sheets of 60x120 block form to noggins of 4cm thick or 5x8 and treated with carbonyl. The noggins shall be spaced 60cm center to center and braced appropriately. Eaves shall be equipped with ventilated pre-cast blocks. An access shall be provided into the loft (ceiling of each classroom). The external ceiling shall be in smooth aluminum sheets (tôle lisse) nailed to noggins and fastened with wooden ceiling battens.

6 – METALLIC AND ALUMINIUM WORKS

Doors and Windows:

- Metal doors with PACO locks/metal and 2 padlocks complete shutters and shall be fitted with metallic angle bars (35x35) mm securely anchored to the walls.

-All window openings shall be fitted with sliding aluminum glazed panel shutters and fixed window protectors of vertical striped metallic tubes (30mm)

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

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

9 – PAINTING: A layer of impression in ordinary paint will be applied previously on all the walls as priming layer. The interior walls will be painted in water paint (pantex 800). The external walls will be painted in water resistant paint (pantex 1300 type). Colour tinted tubes will be chosen to achieve the desired **magnolia** colour. The ceiling shall be painted in crystal white glue paint. All metal and wood works shall be painted with oil paint - Glyptal resien lacquer, in two coats. A primary coat of antirust before final painting is done. Skirting shall be carried out in oil paint at 20cm from the floor, externally and internally with coffee brown colours

10 - OUTSIDE AMENITIES AND LAYOUT PLANNING: **Gutters:** To be excavated 40cm wide and 30cm deep at the rain drops. The walls of gutters are to be constructed in concrete and the floor well rolled and smoothen out with ordinary cement concrete providing a slope of 10% for the flow of water with an offshoot of at least 3m to the environment.

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.

1) CONCRETE:

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

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

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

-Reinforced concrete: shall be specifically for pillars, beams damp proof course (DPC), lintels and tie-beams and their mixture shall be in a proportion of 350kg/m³.

NB: All concrete works should be properly cured (i.e. water three times a day for seven days)

NOTE: Reinforcement Schedule.

NB: All rods should preferably be imported

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

- **Aggregate:** shall consist of natural and homogeneous materials or crushed stones. Tiny layer of grave (dust) shall be removed by sieving, blowing or washing.

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

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

- **Rods:** shall be mild steel reinforcement, Tor or Steel in accordance with the R/C & 3 rules. The steel shall be perfectly clean without any trace of rust, non-adhesive to paint or grease.

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

- **MASONRY:**

- **Blocks-** Load bearing wall shall be mounted in compressed cement blocks of (15x20x40) cm for load bearing walls of PC300 Kg/m³ (at most 32 blocks per bag of cement). Blocks should show an appreciable degree of resistance to violent pressure.

All blocks shall be cured for at least 21 days before being used.

- **Plastering:** All plastering shall be applied using a trowel, float, straights edges and sponge. Cement mortar mix in a proportion of 400kg/m³ will be used to plaster all previously rejoined areas on all masonry and concrete works, and then thinly floated. The final thickness of the plastering shall not be less (02cm on both sides of the walls). The external walls shall receive a coat of spata-dash before plastering is done on it.

- **Screed:** a smooth layer of ordinary cement screed 400kg/m³ (1:2) finish shall be spread on the 8cm concrete floor and the screed shall be 3cm thick.

13 GUTTERS:

To be excavated 40cm wide and 30cm deep at the rain drops and to be provided particularly at the frontage and the two ends of the building as the topography of the terrain is relatively flat. The walls of gutters are to be constructed in concrete and the floor will be rolled and smoothen out with ordinary cement concrete providing a slope of 10% for the flow of water for level surfaces.

15- 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 N°. 6
SCHEDULE OF UNIT PRICES

S/N	DESIGNATION OF WORKS	UNIT	QUANTITIES	UNIT PRICE IN FIGURE	UNIT PRICE IN WORDS
A	BILLS OF QUANTITIES AND COST ESTIMATE FOR THE REHABILITATION OF THE DIVISIONAL OFFICER'S (D.O) RESIDENCE IN JAKIRI SUB DIVISION				
100	Lot 100: Preliminary Works				
101	Site Installation	ff	1.0		
102	Studies (Execution Planning, and Report of Execution)	ff	1.0		
103	Site Clearance	ff	1.0		
200	Lot 200 : MASONRY WORKS				
201	Scrapping of affected plaster on all walls	m2	130.00		
202	Rendering with cement mortar dosed at 200kg/m3	m3	140.0		
203	Demolition of dilapidated floors	m2	240.00		
204	Mass concrete floor of 10cm thick	m3	20		
205	Cement paste finish on floors	m2	245		
II					
300	LOT 300 : METALLIC AND WOOD WORKS				
301	Metal door with fan light(1.25x2.55)m with vachette locks	No	1.0		
302	Metal door with fan light(1.90x0.90)m with vachette locks	No	1.0		
303	Metal door with fan light(2.05x.90)m with vachette locks	No	1.0		
304	Metal door with fan light(2.10x0.85)m with vachette locks	No	1.0		
305	Metal window protector with fan light (1.25x0.95)m	No	3.0		
306	Metal window protector with fan light (0.80x0.65)m	No	6.0		
307	Aluminiun sliding window with fan light(2x1.50)m	No	4.0		
308	Aluminiun sliding window with fan light(2x1.50)m	No	5.0		
309	Aluminiun sliding window with fan light(8.5x1.30)m	No	1.0		

310	Wooden door with special wood from the control engineer (0.85x2.10)m	No	10.0		
311	Sliding windows of dimension(1.50x1.20)m	No	10.0		
III					
400	LOT 400 : PLUMBING AND SANITARY WORKS				
401	Skirting	m2	60		
402	Flooring with 12cm thick mass concrete	m2	260		
403	Tiling of floors with 60x60cm tiles	m3	261.77		
404	Tiling of toilet floors with mosaic tiles	m2	22		
405	Supply and fitting of English WC	U	2		
406	Installation of hot water in all toilets	U	2		
407	Construction of an inspection chambers	U	2		
408	Plumbing accessories	Ls	1		
409	Supply and fitting of wash hand basin	U	2		
410	Supply and fitting of toilet mirrors	U	2		
411	Supply and fitting of shower	U	2		
412	Supply and fitting of toilet mirrors	U	2		
413	Supply and fitting of toilet waste basket	U	2		
414	Supply and fitting of toilet towel holder	U	2		
415	Supply and fitting of toilet paper storage	U	2		
IV					
500	LOT 500 : PAINTING WORKS				
501	White wash on all walls	m2	140		
502	Two coats of pantex 1300 on walls and ceiling	m2	350		
503	Oil paint for metallic works and skirting	m2	60		
V					
600	LOT 600 : ELECTRICAL INSTALLATIONS WORKS				
601	Conduit pipes	Roll	10		
602	Cable TH 2.5mm2	Roll	15		
603	Rechargeable lamps +	U	12		

	accessories				
604	Switches + accessories	U	14		
605	Sockets + accessories	U	10		
606	Installation of solar system in the entire building	ff	1		
607	Others + Accessories	ff	1		
VI					
A	TOTAL AMOUNT FOR THE REHABILITATION WORKS				
B	BILLS OF QUANTITIES AND COST ESTIMATE FOR THE CONSTRUCTION OF A FENCE ROUND THE DIVISIONAL OFFICER'S (D.O) RESIDENCE IN JAKIRI SUB DIVISION				
FENCE LENTH(L)=550ml, HEIGHT(H)=2.0m					
S/N	DESIGNATION OF WORKS	UNIT	QUANTITIES	U.PRICE	AMOUNT
0	0: Preliminary Works				
01	Preparation of Site	ff	1.0		
02	Installation of Site	ff	1.0		
I					
100	100 : LEVELLING				
101	Excavation of foundation trenches and footings	m3	1000		
102	Backfilling of foundation trenches and footings	m3	750		
II					
200	200 : MASONRY WORKS				
201	Construction of masonry stone for foundation walls	m3	2800		
202	Blinding concrete dosed at 150kg/m3	m3	50.61		
203	Reinforced concrete dosed at 350kg/m3 for footings, floor, half pillars ,and ground beams	m3	40.00		
204	Reinforced concrete dosed at 350kg/m3 for pillars, chain beams, and coping on the fence walls and pillars	m3	40.29		

205	Reinforced concrete dosed at 350kg/m ³ for isolated footings and pillars to fence the remaining perimeter of the yard	m ³	10.00		
206	Back wire to be used to fence the remaining perimeter of the yard	Ls	1.00		
207	15x20x40cm cement blocks for walls and gables	m ²	3,200		
208	Plastering of walls with cement mortar	m ²	3,740		
209	Cement floor screeding on guard concrete roof	m ²	14		
210	Cement floor screeding on guard concrete house	m ²	14		
II					
300	300 : METALLIC WORKS				
301	500x225cm metal complete main entrance door	U	1.0		
302	100x225cm metal complete foot-way door	U	2.0		
303	70x200cm complete metal door for guard house	U	1.0		
304	50x80cm louvers window with metal protectors	U	4.0		
305	Metallic grille between half pillars, and a height of 1.0m	ml	20		
400	400 : PAINTING WORKS				
401	Application of 01 coat quicklime on walls	m ²	3000		
402	Application of 02 coats pantex 1300 treated against humidity on walls	m ²	3000		
403	Application of 02 coats oil paint on metal surfaces	m ²	120		

DOCUMENT N°. 7
BILL OF QUANTITIES AND ESTIMATES

**BILL OF QUANTITY AND COST ESTIMATES FOR THE REHABILITATION OF THE RESIDENCE OF THE
DIVISIONAL OFFICE JAKIRI IN JAKIRI SUB DIVISION, BUI DIVISION, NORTH WEST REGION**

S/N	DESIGNATION OF WORKS	UNIT	QUANTITIES	U.PRICE	AMOUNT
A	BILLS OF QUANTITIES AND COST ESTIMATE FOR THE REHABILITATION OF THE DIVISIONAL OFFICER (D.O) RESIDENCE IN JAKIRI SUB DIVISION				
100	Lot 100: Preliminary Works				
101	Site Installation	ff	1.0		
102	Studies (Execution Planning, and Report of Execution)	ff	1.0		
103	Site Clearance	ff	1.0		
I	Sub Total 100				
200	Lot 200 : MASONRY WORKS				
201	Scrapping of affected plaster on all walls	m2	130.00		
202	Rendering with cement mortar dosed at 200kg/m3	m3	140.0		
203	Demolition of dilapidated floors	m2	240.00		
204	Mass concrete floor of 10cm thick	m3	20		
205	Cement paste finish on floors	m2	245		
II	Sub Total 200				
300	LOT 300 : METALLIC AND WOOD WORKS				
301	Metal door with fan light(1.25x2.55)m with vachette locks	No	1.0		
302	Metal door with fan light(1.90x0.90)m with vachette locks	No	1.0		
303	Metal door with fan light(2.05x.90)m with vachette locks	No	1.0		
304	Metal door with fan light(2.10x0.85)m with vachette locks	No	1.0		
305	Metal window protector with fan light (1.25x0.95)m	No	3.0		
306	Metal window protector with fan light (0.80x0.65)m	No	6.0		
307	Aluminium sliding window with fan light(2x1.50)m	No	4.0		
308	Aluminium sliding window with fan light(2x1.50)m	No	5.0		

309	Aluminium sliding window with fan light(8.5x1.30)m	No	1.0		
310	Wooden door with special wood from the control engineer (0.85x2.10)m	No	10.0		
311	Sliding windows of dimension(1.50x1.20)m	No	10.0		
III	Sub Total 300				
400	LOT 400 : PLUMBING AND SANITARY WORKS				
401	Skirting	m2	60		
402	Flooring with 12cm thick mass concrete	m2	260		
403	Tiling of floors with 60x60cm tiles	m3	261.77		
404	Tiling of toilet floors with mosaic tiles	m2	22		
405	Supply and fitting of English WC	U	2		
406	Installation of hot water in all toilets	U	2		
407	Construction of an inspection chambers	U	2		
408	Plumbing accessories	Ls	1		
409	Supply and fitting of wash hand basin	U	2		
410	Supply and fitting of toilet mirrors	U	2		
411	Supply and fitting of shower	U	2		
412	Supply and fitting of toilet mirrors	U	2		
413	Supply and fitting of toilet waste basket	U	2		
414	Supply and fitting of toilet towel holder	U	2		
415	Supply and fitting of toilet paper storage	U	2		
IV	Sub Total 400				
500	LOT 500 : PAINTING WORKS				
501	White wash on all walls	m2	140	1,636	
502	Two coats of pantex 1300 on walls and ceiling	m2	350	2,053	
503	Oil paint for metallic works and skirting	m2	60	2,960	
V	Sub Total 500				
600	LOT 600 : ELECTRICAL INSTALLATIONS WORKS				
601	Conduit pipes	Roll	10		

602	Cable TH 2.5mm2	Roll	15		
603	Rechargeable lamps + accessories	U	12		
604	Switches + accessories	U	14		
605	Sockets + accessories	U	10		
606	Installation of solar system in the entire building	ff	1		
607	Others + Accessories	ff	1		
VI	Sub Total 600				
A	TOTAL AMOUNT FOR THE REHABILITATION WORKS				
B	BILLS OF QUANTITIES AND COST ESTIMATE FOR THE CONSTRUCTION OF A FENCE ROUND THE DIVISIONAL OFFICER (D.O) RESIDENCE IN JAKIRI SUB DIVISION				
FENCE LENTH(L)=550ml, HEIGHT(H)=2.0m					
S/N	DESIGNATION OF WORKS	UNIT	QUANTITIES	U.PRICE	AMOUNT
0	0: Preliminary Works				
01	Preparation of Site	ff	1.0		
02	Installation of Site	ff	1.0		
I	Sub Total 0				
100	100 : LEVELLING				
101	Excavation of foundation trenches and footings	m3	1000		
102	Backfilling of foundation trenches and footings	m3	750		
II	Sub Total 100				
200	200 : MASONRY WORKS				
201	Construction of masonry stone for foundation walls	m3	2800		
202	Blinding concrete dosed at 150kg/m3	m3	50.61		
203	Reinforced concrete dosed at 350kg/m3 for footings, floor, half pillars and ground beams	m3	40.00		
204	Reinforced concrete dosed at 350kg/m3 for pillars, chain beams, and copping on the fence walls and pillars	m3	40.29		

205	Reinforced concrete dosed at 350kg/m3 for isolated footings and pillars to fence the remaining perimeter of the yard	m3	10.00		
206	Back wire to be used to fence the remaining perimeter of the yard	Ls	1.00		
207	15x20x40cm cement blocks for walls and gables	m2	3,200		
208	Plastering of walls with cement mortar	m2	3,740		
209	Cement floor screeding on guard concrete roof	m2	14		
210	Cement floor screeding on guard concrete house	m2	14		
II	Sub Total 200				
300	300 : METALLIC WORKS				
301	500x225cm metal complete main entrance door	U	1.0		
302	100x225cm metal complete foot-way door	U	2.0		
303	70x200cm complete metal door for guard house	U	1.0		
304	50x80cm louvers window with metal protectors	U	4.0		
305	Metallic grille between half pillars ,and a height of 1.0m	ml	20		
III	Sub Total 300				
400	400 : PAINTING WORKS				
401	Application of 01 coat quicklime on walls	m2	3000		
402	Application of 02 coats pantex 1300 treated against humidity on walls	m2	3000		
403	Application of 02 coats oil paint on metal surfaces	m2	120		
IV	Sub Total 900				
B	TOTAL AMOUNT FOR THE CONSTRUCTION OF THE FENCE WORKS				

1	TOTAL AMOUNT WITHOUT TAXES (A+B)	
2	T.V.A (19.25%)	
3	A.I.R (2.2%)	
4	TOTAL TAXES (VAT +AIR)	
5	TOTAL AMOUNT WITH TAXES (TTC)	
6	NET AMOUNT PAYABLE	
CLOSED THIS QUANTITIES AND COST ESTIMATE AT THE SUM OF		

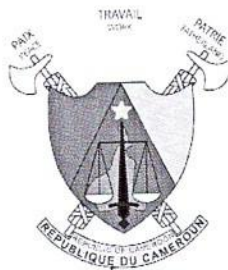
DOCUMENT N° 8
FRAMEWORK OF SUB DETAIL OF PRICES

Schedule of sub-detail of prices

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

DOCUMENT N° 9
MODEL JOBBING ORDER

REPUBLIC OF CAMEROON
Peace - Work - Fatherland
NORTH WEST REGION
BUI DIVISION
DIVISIONAL OFFICE KUMBO
TEL/FAX: 233-22- 12 - 12



REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie
REGION DU NORD - OUEST
DEPARTEMENT DE BUI
PREFECTURE DE KUMBO

BUI DIVISIONAL TENDERS BOARD.

JOBGING ORDER N°. ____/JO/PPRD/BDTB/2026 OF ____

Awarded after an Open National Invitation to Tender
N° 002/ONIT/PPRD/BDTB/2026 FOR THE REHABILITATION OF THE RESIDENCE OF THE
DIVISIONAL OFFICER JAKIRI WITH THE CONSTRUCTION OF A FENCE IN BUI
DIVISION OF THE NORTH WEST REGION.

HOLDER (ETS ADDRESS):
P.O BOX TEL.....FAX:
TRADE REGISTER N°(N° R.C.):
TAX PAYER N°:
BANK ACCOUNT N°:AT..... (BANK)
AGENCY OF:

SUBJECT:
EXECUTION DEADLINE:
AMOUNT IN FCFA:

Amount tax inclusive	
Amount without Taxes	
VAT (19.25)	
A.I.R. (2.2 or 5.5 %)	
Net Payable	

FINANCING:
BUDGET HEAD:
LOCATION:

ENTERED ON:
SIGNED ON:
NOTIFIED ON:
REGISTERED ON:

BETWEEN:

The Government of the Republic of Cameroon, represented by the Senior Divisional Officer for Bui hereinafter referred to as "The Contracting Authority"

ON THE ONE PART,

AND

Enterprise

Whose head office is at

Hereinafter referred to as the "Contractor"

Represented by its Director, Mr./Ms

Address: P.O. Box Tel Fax

Business Registry No

Tax Payers' Card No

ON THE OTHER PART

IT IS HEREBY AGREED AND ORDERED AS FOLLOWS:

SUMMARY

Part I: Special Administrative Clause (SAC)

Part II: Special technical Clauses (STC)

Part III: Schedule of Unit Prices

Part IV: Details or Estimates

Page ...and last of Jobbing Order N°. ____/JO/PPRD/BDTB/2026 OF ____
awarded after an Open National Invitation to Tender N° 002/ONIT/PPRD/BDTB/...../...../2026
With

**FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER JAKIRI WITH THE
CONSTRUCTION OF A FENCE IN BUI DIVISION NORTH WEST REGION.**

EXECUTION DEADLINE: Four (04) MONTHS

AMOUNT OF JOBBING ORDER IN FCFA:

Amount tax inclusive	
Amount without Taxes	
VAT (19.25)	
A.I.R. (2.2 or 5.5%)	
Net Payable	

Read and accepted by the Contractor

BAMENDA (date)

Signed by the SENIOR DIVISIONAL OFFICER BUI

KUMBO..... (date)

Registration

DOCUMENT N° 10
FORMS AND MODELS TO BE USED

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: Schedule framework

Annex N°. 1: Model tender

I, the undersigned _____ [indicate the name and capacity of signatory]

Representing the _____ company or enterprise or group¹ 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:
recall the subject of the invitation to tender]

- After having personally taking 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 ofmonths.
- I pledge to maintain my offer for [indicate duration of validity, in principle 120 days from the deadline of submission of tenders.
- Rebates and the modalities of application the said rebates shall be the following (in case of the possibility of award of several lots).

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

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

Signature of.....in
the capacity of.....duly
authorised to sign the tenders on behalf
of².....

¹ Delete where necessary

² Attach the Power of Attorney

ANNEX N°. 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 tender on _____ for [recall the subject of the invitation to tender], hereinafter referred to as "the tender" and to which shall be attached a bid bond equivalent to [indicate the amount] CFA francs.

We _____ [name and address of the bank], represented by _____ [names of signatories], hereinafter referred to as "the bank" hereby declare to guarantee payment to the Contracting Authority 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 tender during the validity period specified by him in the tender; 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 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 tenders. It shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. 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, be submitted 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 N°. 3: 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 Contracting Authority [address of the Contracting Authority] (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 guarantee 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

ATTACHMENT No. 4: MODEL OF PERFORMANCE BOND (RETENTION FUND)

Bank: _____

Reference of the bond: No. _____

Addressed to [Indicate the Contracting Authority]

[Address of Contracting Authority]

Hereinafter referred to as "the Contracting Authority"

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 work]

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 Contracting Authority for a maximum amount of _____
[in figures and letters] corresponding to [percentage below 10 % to be specified] of the contract price³.

And we pledge to pay to the Contracting Authority within a maximum deadline of eight (8) weeks upon his simple written request declaring that the contractor has not fulfilled his contractual obligations or is indebted to the Contracting Authority 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 Contracting Authority 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 Contracting Authority.

Any request for payment formulated by the Contracting Authority 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]

³ In the case where the bond is established once upon start of the works and covers the full bond, that is, 10 % of the amount of the contract

ANNEX N°. 5: Schedule framework

The quantities, daily outputs, the duration of execution of works and the slowdowns or even the due interruptions shall be clearly brought out in the schedules.

The financial schedule resulting from the schedule of works shall indicate month by month, the estimated amounts of the detailed accounts of works by item and cumulatively by taking into account the incidence of rainy seasons for the basic solution and possibly variant solution.

[Signature of the bank]

DOCUMENT N° 11
PRELIMINARY SITE STUDIES

[To be systematically filled by the Project Owner based on the nature of services to be executed and according to the specifications of Point 5.a of Circular No. 003/CAB/PM of 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 Project Owner or Delegated Project Owner must, prior to commencing the procedure to award contracts or refer to the competent Tenders Board, ensure that draft tender files are prepared based on preliminary studies.

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

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

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 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*

DOCUMENT N° 12
OTHER DOCUMENTS

EVALUATION GRID

**N° 002/ONIT/PPRD/BDTB/2026 FOR THE REHABILITATION OF THE RESIDENCE OF THE
DIVISIONAL OFFICER JAKIRI WITH THE CONSTRUCTION OF A FENCE IN BUI
DIVISION.**

EVALUATION GRID FOR ELIMINATORY CRITERIA			
DOC N°	DESCRIPTION	YES	NO
A.1	<i>Certified Copy of the Business Registration, not more than three months old.</i>		
A.2	<i>Declaration of intention to tender stamped with the tariff in force(.dated , signed And stamped by the contractor)</i>		
A.3	<i>Certificate of non-bankruptcy established by the Court of 1st instance or the Chamber of Commerce, Industry and Trade of the place of residence of the bidder, not more than three (03) months.</i>		
A.4	<i>Attestation of bank account of the bidder, issued by a first rate-bank or financial institution approved by the Ministry in charge of Finance or by a foreign bank of first order not more than three months.</i>		
A.5	<i>Purchase receipt of 80,000 FCFA of tender file issued by Municipal treasury</i>		
A.6	<i>A bid bond of 810, 000FCFA (Eight Hundred and ten thousand FCFA) issued by a first rate-bank or financial institution approved by the Ministry in charge of Finance in conformity with COBAC conditions</i>		
A.7	<i>An attestation of non-exclusion from Public Contracts issued by the Public contract Regulatory Board (ARMP)</i>		
A.8	<i>Valid attestation for submission by the Social Insurance Fund, certifying that the bidder satisfied his obligations with respect to the aforementioned Social Insurance</i>		
A.9	<i>Attestation of tax compliance certificate, not more than three months).</i>		
A.10	<i>Stamped copy of a valid tax payers card, delivered by the chief of centre.</i>		
A.11	<i>Plan of localization</i>		
A.12	<i>An Attestation of site visit signed by the Contractor</i>		
A.13	<i>Power of attorney authorizing signatory to engage the enterprise in the Tender</i>		
A14	<i>Categorization certificate or proof of file deposit</i>		
A15	<i>CDEC receipt</i>		

B	EVALUATION GRID FOR ESSENTIAL CRITERIA		
N°		YES	NO
B.1	General presentation of the tender files		
	- Neatness and clarity of documents - Page numbering - Table of content page - Colour sheets separation - Presentation of documents in the order given in this tender		
B.2	LIST OF REFERENCES OF THE ENTERPRISE IN SIMILAR JOBS		
B.2.1	List of references of the enterprise in similar jobs justified by certified 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 st Reference		
	2 nd Reference		
B.3	QUALIFICATION AND EXPERIENCE OF SUPERVISORY STAFF		
B.3.1	01 works supervisor (at least HND or equivalent certificate)		
	Qualification of the works supervisor: (Senior Technician certificate in Civil or Rural Engineering (BAC +2) 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	01 Site foreman (Civil Engineering BAC)		
	Qualification of the Site foreman: (Technical certificate in Building (BAC F4 or equivalent certificate) Professional experience of the Site foreman $\geq$ 03 years (signed CV) A certified copy of ➤ 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	Other personnel		
	➤ 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.4	TECHNICAL PROPOSALS		
B.4.2	Organogram of the project		
B.4.3	Logical sequence for the execution of the task		

B.4.5	Quality control method		
B.4.7	Environmental protection measures		
B.4.8	Security and safety at the site		
B.4.9	Duration of execution in respect with the Tender file		
B.5	LOGISTICS (Equipment put aside for this project)		
B.5.1	Prove of ownership or rental of a pick-up or other vans		
B.5.2	Prove of ownership or rental of a dump truck		
B.5.3	Prove of ownership or rental of a Concrete mixer		
B.5.4	Prove of ownership or rental of a 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.6	FINANCIAL CAPACITY		
B.6.1	An attestation of financial capacity (solvency) of the enterprise issued by a 1st class bank located in any area in Cameroon and approved by the Ministry of Finance and respect COBAC conditions. = 24,000,000 FCFA		
B.7	Attestation of site visit signed by the contractor or their representatives		
B.8	Comprehensive report of site visit signed by the company administrator		
B.9	Special Technical Clauses initialed in all the pages and last page signed		
B.10	Special Administrative Clauses completed and initialed in all the pages and last page signed		

EVALUATION GRID OF FINANCIAL OFFER			
C.1	The bid itself according to the model attached, shall be stamped at the rate in force, dated, signed And stamped by the contractor		
C.2	Unit price schedule duly completed, with an indication of the unit price excluding VAT in words and in figures. (signed And stamped)		
C.3	Detail quantities and cost estimated (signed And stamped)		
C.4	The sub-details of prices and a soft copy in an excel format on either a flash drive or CD drive.		

NB: The financial evaluation shall be based on the corrected amount of the bid. It shall consist of the analysis of the coherence of prices as well as the amounts of the totals

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

A/ Eliminatory criteria

- **Outright elimination during the opening session of the bids**
 10. Absence of the bid bond and deposit receipt issued by the CDEC
- **Elimination during the evaluation of bids by the Adhoc committee**
 11. Absence or non-conformity of an element in the administrative file;
 12. Deadline for delivery higher than prescribed;
 13. False declaration or falsified documents;
 14. A bid with the external envelope carrying a sign or mark leading to the identification of the bidder;

15. Incomplete financial file;
16. Change of quantity or unit of the Tender file in the financial bid;
17. Absence of a categorisation certificate or proof of file deposit;
18. Non respect of **75%** of essential criteria;

During the opening session of the bids if a document of the administrative bid is absent or noncompliant, the bidder will be given forty-eight (48) hours to produce or replace said document else will be eliminated during the evaluation of the bids. No such document will be accepted after this deadline.

B/ Essential criteria

9. General presentation of the tender files;
10. Financial capacity;
11. References of the company in similar achievements;
12. Quality of the personnel;
13. Logistics;
14. Attestation and report of site visit;
15. Special Technical Clauses initialed in all the pages;
16. Special Administrative Clauses completed and initialed in all the pages.

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.

MODEL ATTESTATION OF SITE VISIT

I the undersigned

Engineer of the Company: (Name of Enterprise),

Has actually visited the site which is going to receive the structure relative
TENDER N ° ____/ONIT/PPRD/BDTB /...../...../2026

**FOR THE REHABILITATION OF THE RESIDENCE OF THE DIVISIONAL OFFICER JAKIRI WITH THE
CONSTRUCTION OF A FENCE IN BUI DIVISION OF THE NORTH WEST REGION.**

The interested person declares:

- 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 his 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.

In Testimony Whereof, this present attestation of site visit is established and issued to serve the purpose it deserves.

Date

Stamp of enterprise

Signature and Names of the Contractor.

SITE VISIT REPORT

Name of project

Name of Enterprise

1. CONTEXT OF THE PROJECT
2. GEOGRAPHICAL SITUATION
3. STATE OF THE SITE
4. PHOTOGRAPHS OF THE SITE (access to the site, existing structures of the road etc.)

Date.....

Name of Enterprise:

Stamp and signature of enterprise

DOCUMENT N° 13
LIST OF COMMERCIAL BANKS AND FINANCIAL
INSTITUTIONS

LIST OF COMMERCIAL BANKS AND FINANCIAL INSTITUTIONS AUTHORIZED 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 Crédit (BICEC)
5. CITI Bank
6. Commercial Bank of Cameroon (CBC)
7. Ecobank
8. National Financial Credit Bank
9. Société Camerounaise de Banque au Cameroun
10. Société Générale de Banque au Cameroun
11. Standard Chartered Bank Cameroon
12. Union Bank of Cameroon
13. United Bank for Africa.

II- Insurance companies

14. Chanas Insurance;
15. Activa Insurance
16. Zenith Insurance