



KOREA INTERNATIONAL COOPERATION AGENCY

KOICA Cameroon Office, B.P. 35415 Yaounde-Cameroon, <http://www.koica.go.kr>

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Summary of Bidding
(Procurement of Services)

Date: 24 August, 2026

Invitation No.: L2026-0005-1

1. The KOICA (Korea International Cooperation Agency) Cameroon Office intends to invite foreign and local eligible Bidders for Construction Supervision for the 'Project for Building of Emergency Medical Services System in Cameroon'

Brief of Bidding

. Bid Title	Construction Supervision for the 'Project for Building of Emergency Medical Services System in Cameroon'
. Summary of Services	-.Commencement : Review of the inception report, design documents and the Constructor's project execution plan; confirmation of site handover and survey of local conditions (adjacent construction, confined site) -.Construction : Monitoring of commencement/construction progress and assurance of compliance with quality, safety and environmental (incl. public grievance) requirements including inspections, material approvals, instrumentation monitoring and non-disruption of hospital operations -.Schedule & Payment : Progress control against the approved schedule (instructing catch-up plans in case of delay), review of progress payments and supporting documents, and weekly/monthly/special reporting -.Design Changes : Review of modifications and cost implications (verification of permissible scope; support for the Employer's approval) -.Completion : Commissioning, final inspection, verification of completion documents, handover and warranty administration

Duration	800 days from the date of signing the contract - before construction 40 days + construction work 730 days + construction completion 30days
Project Budget	USD 137,214(excluding value-added taxes and other fees)

- ① Employer: KOICA Cameroon Office
 - ② Bid Type: Open Competitive Bidding
 - ③ Selection of the Successful Bidders: by Negotiation
 - ④ Bidder's qualification requirement: Category C or higher in "Dossier d'Appel a Categorisation des Bureaux d'Etudes Techniques et Cabinets relevant du Sous-Secteur d'Activites Batiment et Equipments Collectifs" given by MINMAP based on 'Décret N°2018/366' and 'Arrêté N° 166/A/MINMAP'. For other eligibility requirements, refer to the requirements on the Bid Data Sheet.
 - ⑤ Name of Currency: USD
 - ⑥ Application for bidding (Time and Date): Until September 20, 2026
 - ⑦ Bid Submission deadline (Time and date, Place): Until October 06, 2026 15:00
 - ⑧ Bid Opening Date (Time and date, Place): October 13, 2026
- ※ For further information, please refer to Bid Data Sheet (BDS).
2. The available budget for this procurement assignment is USD 137,214 and Bidders' Proposals should not exceed this budget. Any bid exceeding the project budget may result in rejection of its bid.
 3. The Bidding Documents include the following documents:
 - Section 1 - Instructions to Bidders (ITB)
 - Section 2 - Bid Data Sheet (BDS)
 - Section 3 - Bidding Forms
 - Section 4 - Request for Proposal (RFP)
 - Section 5 - Scope of Work
 - Section 6 - Design Summary of the Construction Work
 - Section 7 - General Conditions of Contract
 - Section 8 - Special Conditions of Contract
 - Section 9 - Contract Forms

4. Language of Proposal: English
5. KOICA Cameroon Office requires that bidders and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, KOICA;
 - (a) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 - (b) will recognize a contractor as ineligible, for a period determined by KOICA.
6. The KOICA now invites sealed bids from eligible bidders from eligible source countries.
7. Interested eligible bidders may obtain further information on the bid form and inspect the bidding documents at KOICA Cameroon Office
▷ https://www.koica.go.kr/sites/cmr_en/index.do , [News] – [Notice]
8. All bids must be accompanied by a bid security of not less than five percent (5%) of Total Bid Price or stated fixed amount. When a fixed amount is stated, it should be approximately five percent (5%) of the estimated cost of the Contract. and must be delivered in accordance with the Instructions to Bidders on or before 15:00 on 6th October.
9. KOICA will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

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Person in charge: Hyesun Na(Deputy Country Director), Eric Yeme Ntcha(Project Manager)

KIM YUKYUM
COUNTRY DIRECTOR



Handwritten signature and date: 21-10-2018

KOICA OFFICE IN CAMEROON

INSTRUCTIONS TO BIDDERS (SERVICES)

Article 1 Purpose

These Instructions to Bidders (the "ITB") set out the matters by which a Bidder participating in an International Tender or Local Tender (collectively, the "Tenders") for the provision of services conducted by KOICA must abide.

Article 2 Definitions

Unless otherwise provided herein, the terms used in the ITB shall have the meanings given to them in the KOICA Regulations for International Procurement (the "Regulations") and the Standard International Technical Services Contract.

Article 3 Registration as a KOICA Partner

- (1) Anyone wishing to participate in an International Tender must register as a partner of KOICA. Registration may be via KOICA's Data Processing Unit or by downloading the partner registration form (English version) from KOICA's Data Processing Unit, filling it in and then submitting the same in person (at KOICA's HQ), by post or electronically.
- (2) Anyone wishing to participate in a Local Tender must fill in the partner registration form and then submit the same in person (at the relevant KOICA's Overseas Office), by post or electronically. In the case of Local Tenders only, the partner registration process hereunder may be substituted by the submission of the Bid Proposal pursuant to Article 14 hereto.

Article 4 Eligibility to Participate in the Tender

- (1) Any person intending to participate in a Tender must satisfy the eligibility requirements set out in the relevant Bid Data Sheet (the "BDS") (as defined below).
- (2) In deciding the eligibility requirements for the Bidders in a competitive bidding process, KOICA may, if necessary and depending on the type and size of the contract for which the Tender is being conducted (the "Relevant Contract"), refer to the same or similar contracts previously executed by such bid applicant, the performance results thereof, availability of technical personnel, manufacturing capacity, and managerial and financial status thereunder.

Article 5 Application to Participate in the Tender

- (1) Any entity intending to participate in a Tender must submit the following documents



to the Employer by no later than the submission due date stated in the BDS (as defined below) (the "Application Submission Date"):

1. a duly completed bid application form (in the prescribed form);
 2. one set of documents evidencing the applicant's eligibility to participate in the Tender;
 3. documents evidencing the authenticity of the applicant's signature or seal (for a Korean applicant, this will be a certificate of registered seal and certificate of use; for a non-Korean applicant, this may be a notarized or legalized specimen signature form containing the name, specimen signature and title of the applicant (or the applicant's authorised signatory if a corporation) or equivalent documents); and
 4. any other documents specified in the BDS or required by a separate notice.
- (2) Each document provided under paragraph (1)(b) above must be provided in its original form or if a copy is provided, the copy must be confirmed to be a true and accurate copy of the original document and must be signed or affix its registered seal.
- (3) The documents, including the bid application form, submitted under paragraph (1) above cannot be amended except to correct matters such as typographical errors.
- (4) If a representative is designated for submitting the bid application, such representative may participate in the Tender. If a bidding representative is designated or replaced after submission of the bid application but prior to the opening of bids, the designated representative may participate in the Tender.
- (5) Where some or all of the documents specified in paragraph (1) above have been provided to the Employer before the Application Submission Date (the "Pre-qualification Screening"), such relevant documents may be deemed submitted for the purposes of the application to participate in the Tender under paragraph (1). In this case, the applicant must submit a list specifying those relevant documents that have already been submitted to the Employer.

Article 6 Bid Documents

- (1) All prospective Bidders shall have access to the following documents (collectively, the "Bid Documents"):
1. the BDS;
 2. the ITB;
 3. a bid application form (in the prescribed form);
 4. the Bid Proposal (in the prescribed form);
 5. contract forms (in the standard form);
 6. Request for Proposal;
 7. general conditions of contract;
 8. special conditions of contract;



9. bid security (in the prescribed form); and
 10. any other documents that state matters relevant to the Tender.
- (2) The Employer may request that the prospective Bidder submitting the Bid Documents listed in paragraph (1) above provide a bid security for the amount set forth in the ITB or notice of tender. The relevant prospective Bidder must comply with such request.

Article 7 Knowledge of Applicable Laws and Regulations

- (1) Any prospective Bidder must ensure that it is familiar with all laws and regulations applicable to the Tender and each of the Bid Documents specified in Article 6(1) above.
- (2) Any prospective Bidder shall have until the day before the Bid Proposal submission deadline (the "**Bid Proposal Deadline**") to request clarification from the Employer of any mistakes or errors (including matters missing) in any of the Bid Documents that it may have discovered during its review thereof.

Article 8 Bid Consortium

- (1) For joint contracts that allow the participation of consortia, the members of a consortium must have mutual discussion to designate a representative (the "Representative") who is deemed the most appropriate for the performance of the contract in view of the required qualifications as well as the scope of services specified in the notice of tender.
- (2) If joint contracts are permitted and parties wish to form a consortium to participate in the Tender, each consortium member must submit to the Employer (a) all of the Bid Documents listed in Article 6(1) above; and (b) an executed (by way of a seal or signature) joint supply agreement.
- (3) The BDS or the notice of tender shall state whether joint contracts are permitted and if so, shall specify the scope of such joint contracts.
- (4) A party cannot be a member of multiple consortia participating in the same Tender.
- (5) Where the relevant services are not subject to a pre-screening process, the relevant joint supply agreement must be executed by the consortium members and submitted to the Employer by the Bid Proposal Deadline. Where the relevant services are subject to a pre-screening process, the relevant joint supply agreement must be executed by the consortium members, attached to the pre-screening application and submitted to the Employer.
- (6) Where the Tender involves a pre-screening process, the composition of the consortium must be the same as was stated in the joint supply agreement that was submitted with the pre-screening application.
- (7) The consortium's eligibility to participate in the Tender shall be assessed based on the Representative Member and where such Representative Member is found to be ineligible to participate in the Tender (for reasons of bankruptcy or other reasons



giving rise to disqualification) the consortium as a whole shall not be permitted to participate in the Tender.

- (8) If any person participates in a Tender in violation of paragraphs (1) through (4) above, the Bid Proposal submitted by such person shall be eligible for nullification under Article 19 hereto.

Article 9 Criteria for Pre-qualification Screening

Where the BDS states that the Tender is to be subject to a pre-qualification screening process, such pre-qualification screening process shall be conducted in accordance with the KOICA's Criteria for Pre-qualification Screening.

Article 10 Bid Security

- (1) Any prospective Bidder must submit by the Bid Proposal Deadline (if the submission deadline falls on a public holiday in the country in which the Tender is to be conducted, then by the immediately preceding business day) a cash bid deposit amounting to at least five per cent (5%) of the bid price or a bid guarantee issued by a financial institution (e.g. a bank or an insurance company) which has received a credit rating of A or higher from an internationally recognized credit rating agency or which is pre-approved by KOICA.
- (2) If the selected Bidder fails to enter into the Relevant Contract within the prescribed period, the bid deposit or the bid guarantee that was submitted by such selected Bidder shall vest in KOICA.
- (3) The bid deposits or bid guarantees submitted by unsuccessful Bidders shall be returned to them as soon as the successful Bidder is selected. The bid deposit or bid guarantee of the successful Bidder shall be returned to immediately following execution (by such successful Bidder) of the Relevant Contract.
- (4) The bid guarantee provided in accordance with sub-paragraph (1) above must be valid for a period beginning on a date that is before the Bid Proposal submission date and ending on a date that is at least 30 days after the Bid Proposal Deadline.

Article 11 Exemptions from Providing a Bid Security

- (1) The following applicants (each an "Exempted Applicant") shall be exempt from providing a bid deposit or bid guarantee under Article 10 above:
 1. governmental agencies and local municipalities of the Republic of Korea;
 2. public institutions established under the laws of the Republic of Korea;
 3. foreign corporations, 50% or more of whose net worth has been contributed by the government (including where such foreign corporation legally becomes a subsidiary of a governmental entity); and
 4. a prospective bidder whom KOICA reasonably assesses to be a low flight-risk based on track records for performing contracts with KOICA during



immediately preceding two (2)-year period.

- (2) An Exempted Applicant must submit to KOICA a written undertaking to pay the applicable penalty. The undertaking may be deemed (at the sole discretion of KOICA) to be the same as a bid application that promises payment of a bid deposit.

Article 12 Participation in the Tender

- (1) Any person wishing to participate in a Tender must:
 1. have submitted a bid application on or before the Application Submission Deadline; and
 2. have completed a partner registration, if the BDS and/or the Bid Documents set registration as one of requirements.
- (2) When participating in the Tender, the Bidder (including any designated representative) must have in its/his possession his identification card and the same seal that was affixed to the bid application.
- (3) A person who has been restricted in accordance with Korean law and KOICA's internal regulations, from participating in a Tender for impropriety trading cannot be designated as a representative under paragraph (2) above.
- (4) The Employer may issue instructions to the Bidders to ensure that order is maintained and shall have the authority to expel a Bidder from the Tender process or nullify its/his bid if such Bidder fails to abide by such instructions.

Article 13 Preparation of the Bid Proposal

- (1) The Bid Proposal must be prepared in accordance with the guidance provided in the Bid Documents and in the prescribed form. The bid price must be stated as a lump sum where the Tender is for a lump sum Project and as a unit price where the Tender is for a unit price Project.
- (2) The Bid Proposal must be signed by the same person that signed the bid application. The signature must be accompanied by the signatory's full name. Where the Bidder is a corporation, the company's full name and the representative director's signature must be provided on the Bid Proposal. Where the bid application was executed by way of a seal, the same seal must be affixed to the Bid Proposal.
- (3) To the extent there are any deletions or corrections to be made on the Bid Proposal following submission thereof, such deletions or corrections shall be accompanied by the Bidder's signature or seal that was provided on the bid application.

Article 14 Submission of the Bid Proposal

- (1) The Bid Proposal shall be submitted in a sealed envelope and a Bidder shall only be permitted to submit one envelope; provided, however that where a two-stage bidding process involving a separate technical stage and a fee proposal stage is conducted, a single Bidder shall submit two envelopes, one containing the technical proposal and



other containing the fee proposal.

- (2) A Bidder shall submit its Bid Proposal at such time, on such date and at such venue as instructed by the Employer, except the submission by post is allowed by the Employer.
- (3) Submission of the Bid Proposal by post will only be effective if it arrives on or before the Bid Proposal Deadline. For the avoidance of doubt, KOICA shall not be responsible for any Bid Proposal that is lost, damaged or delayed during transit.
- (4) A Bidder who intends to submit its Bid Proposal by post in accordance with the proviso in paragraph (2) above, must specify the following details on the cover of the sealed envelope: the name of the Tender, the date/time of the Tender, the name of the Bidder (and where it is a corporation, the company name and the name of the representative director) and a contact telephone number.
- (5) Upon receipt of the Bid Proposal by post, the Employer shall record on the cover of the envelope the date/time of receipt accompanied by a confirmatory signature or seal and shall hold the envelope unopened until the bid opening stage.
- (6) A Bidder cannot replace, modify or withdraw a Bid Proposal that has already been submitted. However, a Bidder may be allowed to withdraw its Bid Proposal if (a) it expresses its intention to do so at the bid opening for reasons of significant errors in the Bid Proposal; and (b) the Employer accepts and acknowledges such a request to withdraw. In a two-stage bidding process, a Bidder may be permitted to amend its technical bid proposal if (i) there are no Qualifying Bids; or (ii) a Bidder is determined by the Employer as having satisfied the technical specifications save for a few minor matters requiring supplementation.

Article 15 Submission Deadline for Documents

All Bid Documents evidencing the Bidder's eligibility to participate in the Tender must be submitted on or prior to the Bid Proposal Deadline as specified in the BDS.

Article 16 Bidder's Obligation regarding Fair Competition

- (1) Bidders must not engage in any unfair trade practices, including (without limitation) colluding on the bid price or assisting a specific Bidder become the successful Bidder.
- (2) Where a Bidder violates the provisions of paragraph (1) above, KOICA may nullify his/its Bid Proposal in accordance with Article 19 hereto and may request a competent governmental agency to investigate the unfair trade practice of such Bidder.

Article 17 Tenders for Services on a Long-Term Basis

In the case of long-term contracts for services, Bidders participating in the relevant Tender shall bid in relation to the total volume of services.



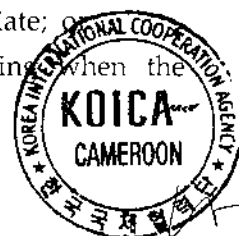
Article 18 Competitive Bidding

- (1) Competitive bidding may only be constituted by two or more valid bids by Bidders.
- (2) For the avoidance of doubt, where a Tender is by a two-stage process and there is only one Qualifying Bid for the second stage (the fee proposal stage), the Employer may open the fee proposal for that one Qualifying Bid, as long as at least two or more valid technical proposals (that led to the one Qualifying Bid) were submitted at the first stage.

Article 19 Nullification of Bids

Bids that fall under any one of the following criteria may be nullified:

1. bids submitted by those persons not eligible to participate in a Tender;
2. bids submitted by those persons without the right of representation;
3. bids submitted by those persons who failed to submit requisite documentation listed in the BDS or the Bid Documents at such specified date/time and place;
4. where multiple bids have been submitted by the one and the same person (and where one person is a related party to multiple corporate entities, such entities shall be deemed to constitute the one and the same person) or bids submitted on behalf of a third-party;
5. where important information, such as the bid price, has been omitted or is unclear in the Bid Proposal or where any corrections in the Bid Proposal have not been marked by a signature or seal;
6. bids submitted by those persons engaged in collusion or those persons interfering with the fair process of the Employer;
7. bids submitted without the Bidder's seal or signature (including those bids that bear the name of the proxy or the company rather than the Bidder and those bids that have affixed a seal or signature (as applicable) but where such seal or signature is different from that which was affixed to the bid application);
8. bids regarding which the Bidder has expressed at the bid opening an intention to withdraw for reasons of significant errors therein, which withdrawal has been accepted by the Employer;
9. to the extent it was specified to be required, bids that are not accompanied by an estimate (or statement of calculation) or where the bid price contained in the Bid Proposal and the amount stated in the estimate (or statement of calculation) are inconsistent or where the specifications contained in the Bid Proposal and in the estimate are inconsistent with each other or where Bid Proposals contains inappropriate reservations clauses;
10. bids for which the prescribed bid deposit or a bid guarantee (in accordance with Article 10(1) above) has not been submitted by the applicable due date; or
11. bids that do not meet the criteria specified in Article 13, including when the



prescribed form is not used, the bid price has only been expressed in Arabic numerals only or electronic processing is not possible for a failure to meet electronic entry guidelines by damaging the bid form or not adhering to electronic templates.

Article 20 Extension of the Bid Proposal Deadline

- (1) The Employer may extend the Bid Proposal Deadline as first specified in the BDS or notice of tender if:
 1. it determines it to be necessary because the matters requiring clarification pursuant to Article 7(2) above are too significant; or
 2. it is not possible to conduct the Tender or bid opening for other unavoidable reasons.
- (1) Details of any extension of the Bid Proposal Deadline pursuant to paragraph (1) above and the reasons for such extension must be provided to the Bidders in the same manner in which the initial BDS or notice of tender was provided.

Article 21 Cancellation of Tender

- (1) At any time before confirming its selection of a successful Bidder, KOICA may cancel the relevant Tender if unavoidable circumstances (including budgetary reasons, changes to the business plan) exist or arise.
- (2) No Bidder shall be entitled to object to KOICA's decisions to cancel under paragraph (1) above or to claim damages in relation thereto.

Article 22 Re-Tender and Re-Issuance of BDS

- (1) The Employer may re-initiate a bid process at the same original location of Tender if a competitive bidding process does not result in two or more valid Bid Proposals or a successful Bidder (the "**Re-Tender**"). The Re-Tender shall not be construed as a new bid process and shall not be subject to any restrictions on tenders or to the number of repeated bid process.
- (2) If there are no valid Bid Proposals or no successful Bidder or if a successful Bidder is selected but then fails to execute the Relevant Contract, the Employer may re-issue the relevant BDS.
- (3) Where a Tender has been conducted as a two-stage bidding process and the opening of the fee proposals in the second stage results in more than two potential successful Bidders, the Employer may request that only the Bidders of those Qualifying Bids re-submit their respective fee proposals.
- (1) In case of a Re-Tender or a re-issuance of BDS under paragraphs (1) through (3) above, the terms and conditions of the initial Tender (other than the Bid Proposal Deadline) must remain unchanged.



Article 23 Bid Opening

- (1) Bid opening shall be conducted at such place, time and date as is specified in the BDS, and such bid opening may be attended by Bidders or their representatives. The Employer may request that each attendee presents his/her identification card and a certificate evidencing eligibility to participate in the Tender.
- (2) Following the opening of bids, where the bid price offered in a Bid Proposal is extraordinarily lower than the bid prices offered in any other Bid Proposal, the Employer may undertake a separate screening process of that Bidder in order to ascertain such Bidder's capacity to comply with and implement the Relevant Contract. In such a case, the relevant Bidder must participate in this screening process in good faith.

Article 24 Selection of a Successful Bidder

- (1) The successful Bidder shall be selected in accordance with the relevant criteria set forth in the Regulations.
- (2) The selection of a successful Bidder shall only take effect upon receipt by the relevant Bidder of a written notice of confirmation from the Employer. At any time before the execution of the Relevant Contract, KOICA shall be entitled to accept or reject any portion of the Bid Proposal, to cancel the Tender process or to nullify all Bid Proposals. In such a case, KOICA shall bear no liability to any Bidder that is affected by KOICA's actions.
- (3) If, in case of paragraph (1), there are two or more Bidders of the same rank, (a) in the case where a two-stage bidding process has been conducted, the Bidder with a better technical proposal; and (b) in the case where a Bidder has been screened for his/its contractual capabilities, the highest-ranking Bidder shall be selected as the successful Bidder. However, in the case where it is found that the lowest bids also have the same contractual capabilities, the successful Bidder shall then be selected by way of a draw.
- (4) The draw under paragraph (3) above shall be conducted by an employee of the Employer who is not involved in any business or matter relating to the relevant Tender.

Article 25 Expenses

The costs and expenses relating to a Tender shall be borne by each participating Bidder.

Article 26 Language

- (1) In principle, the Bid Documents shall be prepared in English or Korean. However, the Employer may also provide the Bid Documents (a) in the local language of the Recipient Country, or (b) in any language commonly used in the Recipient Country.
- (2) The contract must be prepared in the same language as that used to prepare the



Documents. The English version shall prevail in case of any discrepancy between the English version, and the Korean version or the version prepared in the language commonly used in the Recipient Country.

- (3) Notwithstanding paragraphs (1) and (2) above, the default language for International Tenders conducted by KOICA HQ shall be Korean. However, where it is deemed that the use of foreign language is necessary, English or the language of that specific country involved in the Tender process (e.g. language that is widely used in the relevant country, such as French) may be used. Where the BDS is issued in Korean, KOICA HQ shall state certain important details (e.g. the object of the contract, submission deadline, etc.) in English at the bottom of the BDS or in an attachment to the BDS. In this case, where there are discrepancies between the Korean and English versions, the Korean version shall prevail.

Article 27 Execution of Contract

- (1) Within seven (7) days of receiving notice of selection, the successful Bidder must submit all requisite documents in their prescribed forms, a statement of calculation of the bid price and a business implementation plan. Within ten (10) days of receiving the same notice, the successful Bidder must execute the Relevant Contract for which it tendered.
- (2) In the case of paragraph (1), where the successful Bidder is prevented from executing a Relevant Contract due to a force majeure event, the period of such force majeure event shall not count towards the prescribed period under paragraph (1) above.
- (3) The successful Bidder intending to conclude a contract with the Employer under paragraph (1) above must submit all such related documents as specified in all applicable laws and requested by the Employer.
- (4) Where a long-term contract for services is to be executed with the successful Bidder, calculation of the contract value shall be based on the entire pool of services (the "Total Value") and the first contract for services shall be executed having due regard for the scope of budget for the relevant year. In such case, it shall be further agreed by the parties by way of an addendum that from the second contract for services onwards, the relevant contract value shall be the Total Value minus the value of the immediately preceding contract. For the purposes of this Article 27(4), "Total Value" shall mean the total value of the services to be provided).
- (5) The value of the contract for services following the first and second contracts for services (as provided for under paragraph (4) above), shall be based on the contract unit price which shall be based on the selected bid price based on the Total Value. In the case of a long-term contract, where the Bid Documents allowed for price adjustment, the contract value may be adjusted subject to such adjustment provisions and to the extent the unit price of a contract for services is so adjusted that adjusted price shall be the relevant contract value.



Article 28 Conclusion of Contract

The contract shall be finally concluded when the Employer and the successful Bidder each affix their respective seal or signature to the Relevant Contract.

Article 29 Performance Bond

- (1) Prior to the execution of the Relevant Contract in accordance with Article 28 above, the successful Bidder must provide a performance bond to guarantee the performance of its obligations under such contract.
- (2) If the successful Bidder provides a performance bond by means of a guarantee insurance policy, the guarantee period thereof shall expire at least 60 days after the date on which the supply of goods is completed and not before.
- (3) A successful Bidder may be exempt (in whole or in part, at the discretion of the Employer) from providing a performance bond if any of the following circumstances apply:
 1. if the successful Bidder is a governmental agency or local municipality of the Republic of Korea;
 2. if the successful Bidder is a public institution established under the laws of the Republic of Korea;
 3. if the successful Bidder is a foreign corporation, 50% or more of whose net worth has been contributed by the government (including where such foreign corporation legally becomes a subsidiary of a governmental entity); or
 4. if the collection of a performance bond would not be appropriate having regard generally to the fair and reasonable customs of contract.
- (4) In the event that the payment of all or part of the performance bond can be waived, the successful Bidder shall provide an undertaking to promptly pay in cash an equivalent amount of the value of the performance bond should any circumstances arise that would have caused the performance bond to vest in the Employer.

Article 30 Confidentiality

Bidders shall not use any of the Bid Documents or other materials provided by the Employer as part of a particular Tender process and any information acquired as a result of their participation in a particular Tender process for any purpose other than to participate in the relevant Tender process.

Article 31 Undertaking to Act with Integrity

- (1) The Employer may require Bidders to submit a letter of undertaking, (a) covenanting to act with integrity and to refrain from engaging in acts of collusion and other practices of unfair trade, including offering money and other valuables, treats and other gains (collectively a "Bribe") to KOICA's officers, employees and related public officials.



with regard to the Tender process, the selection process, execution and performance of the Relevant Contract; and (b) agreeing to submit to sanctions (such as but not limited to early termination of contract) should they breach the terms of such letter.

- (2) The successful Bidder shall consent to the incorporation of the letter of undertaking provided pursuant to paragraph (1) above into the Relevant Contract and shall comply with all such undertakings and covenants contained therein.
- (3) Any person who is found to have provided KOICA's officers, employees and/or related public officials with a Bribe in connection with a Tender process, selection process, contract negotiations, execution and performance of a contract, shall be subject to the following sanctions in respect of the Relevant Contract in question:
 1. if the Relevant Contract has been executed but the relevant Project not yet commenced, that Relevant Contract shall be rescinded; or
 2. if performance of the Relevant Contract has already commenced, such Relevant Contract shall be rescinded or terminated, in whole or in part, unless unavoidable circumstances exist (having due regard for the subject matter, progress, size and period of performance of the contract) that prevent such rescission or termination.

Article 32 Electronic Bidding and Other Matters

The process of electronic bidding and such other matters not otherwise covered by the ITB shall be subject to separate regulations and policies of KOICA.

Article 33 Application of Other Procurement-related Regulations

Unless otherwise provided for in the ITB, the Regulations, the Regulations for Procurement and Contracts in Foreign Affairs and Trade Projects, and their related enforcement regulations shall apply to the subject matter hereunder.



Address/ ZIP Code : P.O. Box 35415, Yaounde, Cameroon
Website: https://www.koica.go.kr/sites/cmr_en/index.do
Telephone: +237 222 207 144

Bid Document

Construction Supervision Services for the Project to Build Emergency Medical System in Cameroon

- Invitation No.: L2026-0005-1
- Bid Title: Construction Supervision for the 'Project for Building of Emergency Medical Services System in Cameroon'
- Employer: KOICA Cameroon Office
- Deadline: 6th October 2026, 15:00
 - Deadline of application : 20th September 2026, 23:59

Anyone interested in this bid shall read and understand all bidding documents.
Please, send you inquiries to the following.

- About bid procedures: cameroon@koica.go.kr
- About the project: cameroon@koica.go.kr

KOICA Cameroon Office



Anyone interested in this bid shall read and understand all bidding documents. KOICA will not be responsible for any incidents that may happen in the course of this bid owing to the failure to properly understand the content of all bidding documents.

PART I Bidding Procedures

Section 1 - Instructions to Bidders (ITB)

Section 2 - Bid Data Sheet (BDS)

Section 3 - Bidding Forms

PART II Requirements

Section 4 - Request for Proposal (RFP)

Section 5 - Scope of Work

Section 6 - Design Summary of the Construction Work

PART III Conditions of Contract and Contract Forms

Section 7 - General Conditions of Contract

Section 8 - Special Conditions of Contract

Section 9 - Contract Forms

※ Bid notice takes precedence over RFP and Scope of Work should any conflict is identified.



[Section 1] Instructions to Bidders (ITB) (Separately attached)



[Section 2] Bid Date Sheet (BDS)

Bid Data Sheet

KOICA intends to select a contractor for required services as follows:

Date: 24 August 2026

Employer: KOICA
Cameroon Office

< Note >

- ◆ Anyone who intends to participate in this bid shall be in full knowledge of the Anti-Corruption and Integrity Pledge and adhere to the conditions thereof during the entire bidding procedures (even after services are completed).
- ◆ Should any irregularities and corruptive practices occur, a report can be made to KOICA Cameroon Office (airenae@koica.go.kr).
- ◆ If any KOICA employees make demands irrespective of this bid, such as cash, goods, or entertainment, please report it to the audit office of KOICA (clean@koica.go.kr).

A. Bid Overview

Bid No.	L2026-0005-1
Bid Title	Construction Supervision for the 'Project for Building of Emergency Medical Services System in Cameroon'
Scope of Service	-Commencement : Review of the inception report, design documents and the Constructor's project execution plan; confirmation of site handover and survey of local conditions (adjacent construction, confined site)



- Construction : Monitoring of commencement/construction progress and assurance of compliance with quality, safety and environmental (incl. public grievance) requirements – including inspections, material approvals, instrumentation monitoring and non-disruption of hospital operations
- Schedule & Payment : Progress control against the approved schedule (instructing catch-up plans in case of delay), review of progress payments and supporting documents, and weekly/monthly/special reporting
- Design Changes : Review of modifications and cost implications (verification of permissible scope; support for the Employer's approval)
- Completion : Commissioning, final inspection, verification of completion documents, handover and warranty administration

For additional details, refer to Section 5 - Scope of Work

Duration	800 days from the date of signing the contract - before construction 40 days +construction work 730 days + construction completion 30days
Bid Limit	USD 137,214(excluding value-added taxes and other fees)

- Currency: USD
- Note on taxes: KOICA does not have any authority and responsibilities over the matters related to taxes, including VAT, that may incur liabilities in relation to this bid and the service. In accordance with the relevant law in place, Ministry of Public Health of Cameroon(MINSANTE) shall be responsible for the collection or return of taxes.

B. Bid Type and Contract Award

1. Bid Type: International Open Competitive
2. Contract Award: Contracting by Negotiation (Technical evaluation 90%, Pricing evaluation 10%)
 - Pursuant to KOICA Guidelines on Contracting by Negotiation, the bidders whose proposed price is lower than the bid limit with a combined score of 85 or higher in technical and pricing evaluation are eligible for negotiation.
 - The bidder who obtained the highest combined score in technical and pricing evaluation shall be the first in line for the pre-award negotiation with KOICA

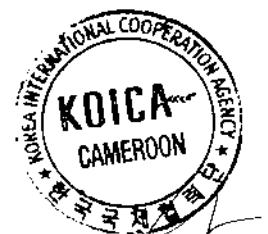


(In cases in which two or more bidders got the same combined score, a bidder with a higher technical score shall be given the priority. If technical score is the same, those who scored higher in the criteria with the largest weight shall be the first.)

- If KOICA and a preferred bidder have successfully completed the pre-award negotiation, the contract shall be awarded to the bidder and KOICA shall not have any negotiation with other eligible bidders.
 - Should the negotiation with a preferred bidder fail, KOICA shall initiate the negotiation with the next preferred bidder.
- After the public opening of this bid, the evaluation result will be disclosed to all the participants via mail (However, KOICA will not open the score of disqualified bidders.)

C. Qualification

1. Those who have submitted the application for the participation in this bid by the deadline.
2. A legitimate and lawful entity legally established by the relevant laws and regulations of Cameroon and possess licenses to perform required services in designated places
 - Business Registration Certificate
 - Certified Copy of Articles of Incorporation
 - Certificate of Tax Payment, Certificate of Debt
 - Certificate of Not Being a Bankrupt Company
 - Category C or higher in "Dossier d'Appel a Categorisation des Bureaux d'Etudes Techniques et Cabinets relevant du Sous-Secteur d'Activites Batiment et Equipments Collectifs" given by MINMAP based on 'Décret N°2018/366' and 'Arrêté N° 166/ A/MINMAP'
3. Anyone not sanctioned or penalized by international organizations or governments as ineligible entities.
 - Sworn Statement on Company Being a Non-Blacklisted Entity
4. Anyone never been punished by any government on the charges of bribery.
 - Declaration of Anti-Corruption in ODA Business Participation
5. Direct or indirect provision of cash or entertainment in exchange for a favor in this procurement procedure is prohibited.
 - Integrity Pledge



D. Joint Venture: Not Allowed

E. Bidding Schedule

Schedule	Time and Date	Place
Bid Announcement	August 24, 2026 (Aug 24-26 notice on journal)	KOICA Cameroon Website / Cameroon Tribune, Guardian Post
Application for bidding	Until September 20, 2026 23:59	cameroon@koica.go.kr
Inquiry deadline	Until September 27, 2026 23:59	cameroon@koica.go.kr
Inquiry response	Before October 2, 2026	Mail, KOICA Website
Submission Deadline	Until October 6, 2026 15:00	KOICA Cameroon Office
Technical evaluation	October 13, 2026	KOICA Cameroon Office
Bid Opening Date	October 13, 2026	KOICA Cameroon Office

1. Application

- Those who intend to participate in this bid shall submit the application via email (cameroon@koica.go.kr).
- When the application is submitted, the title of email shall be the name of this bid.
- Deadline: September 20, 2026 23:59
- Email address: cameroon@koica.go.kr
- Required documents: Application (in the prescribed form)

2. Inquires

- To provide the same information to all bidders equally and fairly, KOICA Cameroon Office will not respond to telephone inquiries.
- Email to cameroon@koica.go.kr
- Inquiry deadline: September 27, 2026 23:59
- Response: Response will be posted on KOICA Cameroon Office website and responded via email before October 2, 2026.

3. Bid security

- Type of bid security: Bank guarantee, or cash, or equivalent.



- Amount: 5% or higher of bid amount.
- Duration: Bid security shall remain in effect until after 90 days or more of the bid opening date.
- ※ The bid security will be surrendered to KOICA if the bidder who has been awarded the contract fails to conclude and sign the contract within the set period of negotiation or withdraws from the bid after the notification of award.

4. Bid Submission

- Submission: Visit KOICA Cameroon Office
- Deadline (date): October 6, 2026 15:00
- Place (address): P.O. Box 35415, Bastos, Yaounde, Cameroon
 - Person in charge: Hyesun Na (Deputy Country Director), Eric Yeme Ntcha
 - Contact details: cameroon@koica.go.kr

5.1. Submission of price (sealed): Lump-sum

- Bid price shall be provided in the bid form 3 and it shall be signed or sealed before submission.
- Bid price shall be a lump-sum bid price and it is unnecessary to put forth price details.
 - The preferred bidder will be requested to provide price details after the initiation of negotiation.

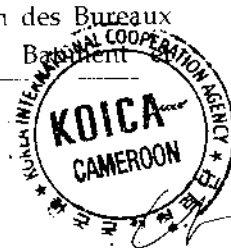
5.2. Bid attachments: 2 copies

- c In addition to the original bid document, bidders must submit one copy and one USB containing the electronic file (refer to the table below for the technical proposal).
 - c When submitting in person, representatives must bring their ID; non-representatives must bring a power of attorney and their ID.
- ※ Submission of Originals is mandatory / If the documents submitted for the bid are copies, they must be verified against the original and stamped before submission.

Documents for Submission

- (a) bidder's information sheet (in the prescribed form)

- Business Registration Certificate
- Certified Copy of Articles of Incorporation
- Certificate of Tax Payment, Certificate of Debt
- Certificate of Not Being a Bankrupt Company
- License valid of Category C or higher in "Dossier d'Appel a Categorisation des Bureaux d'Etudes Techniques et Cabinets relevant du Sous-Secteur d'Activites Bâti-ment"



- Equipments Collectifs" given by MINMAP
- (Annex 2, Section 3) Bidder's Information Sheet
- (b) (Annex3, Section3)sealed bid price duly completed and signed (in the prescribed form)
- (c) Technical Proposal(Annex 4, 5, 10 of Section 3 & Follow guideline of Section 4)
- Technical Proposal I 5 copies
 - Technical Proposal II 5 copies (in the prescribed form)
 - Attachment(Section 3) 1 copies
 - USB 1 copies
- (d) (Annex6, Section3) Sworn Statement on Company Being a Non-Blacklisted Entity
- (Annex7, Section3) Declaration of Anti-corruption in ODA Business Participation (in the prescribed form)
- The Bidder is on any of the international organization ineligibility lists or pledge (in the prescribed form)
- (e) (Annex8, Section3) Integrity Pledge (in the prescribed form)
- (f) (Annex9, Section3) bid security (in the prescribed form)
- (g) power of attorney, documents evidencing the authenticity of the applicant's signature or seal
- (h) any other documents specified in the Bid Data Sheet.
- Self-checklist for submission of bid documents

5. Technical evaluation: Refer to appendix 1

- Date: October 13, 2026, 09:00
- Place: KOICA Cameroon Office

6. Bid Opening

- Date: October 13, 2026, after technical evaluation
- Place: KOICA Cameroon Office
- ※ Pursuant to Article 23 of ITB, the bidders or the representatives of the bidders may observe bid opening.
- ※ In accordance with Article 11.1. of the 「Regulations for Procurement and Contract in Grant Aid Projects」, the bid limit is equals to the expected price.

7. Selection of preferred bidder and negotiation procedure

- Selection of preferred bidder



- ※ Notification: After bid opening, the bidder who has scored the highest in technical and pricing evaluation shall be designated as the preferred bidder and KOICA will inform the preferred bidder of the initiation of negotiation without delay. All eligible bidders will be notified of their final score.
- Negotiation procedure
 - ※ The bidder who obtained the highest combined score in technical and pricing evaluation shall be the first in line for the pre-award negotiation with KOICA. If KOICA and a preferred bidder have successfully completed the pre-award negotiation, the contract shall be awarded to the bidder and KOICA shall not have any negotiation with other eligible bidders.
- Negotiation scope
 - ※ The content of the proposal, activity timeline, and pricing are subject to negotiation between KOICA and the bidder. Specific conditions may be amended or revised according to the result of the negotiation.

F. Bid annulment

- If any of the following is found, the bid submitted by the bidders may be invalidated.
 - Bidders who do not meet qualifications.
 - Bidders who have failed provide a bid security by the deadline.
 - Bidders who have made same bid submissions more than once.
 - Bidders who have failed to submit documents required in this bid.
 - Bidders who have failed to meet the conditions of ITB

G. Note

- All bidders shall understand and comply with all requirements of bid notice announced by KOICA Cameroon Office, including revisions that are announced in the course of this bid.
 - ※ This Bid Document is in accordance with the KOICA Laws on Contracts and Procurement.
- KOICA shall not bear any costs spent by the bidders for the preparation and submission of the bid, regardless of the result of this bid.
- Quotation or prices shall be prepared in US dollars (USD).
- A single bidder shall make a single bid submission. Duplicate bids will be invalidated.
- The standard language shall be English. Should any content written in English at



any other language conflict, the English version shall take precedence.

- Any notice and announcement in relation to this bid shall be disclosed on the website of KOICA Cameroon Office..

Annex 1: Evaluation standards (technical/pricing)

Annex 2: Conditions of contract



Annex 1: Evaluation standards (technical/pricing)

Evaluation Standards

A. Evaluation guidelines

1. KOICA 「Technical Evaluation Guidelines」

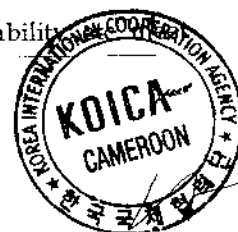
2. Overview

(a) Methodology: Evaluation through the Technical Evaluation Committee (physically organized)

- Presentation of proposal: Project Manager (PM) for the service
 - The presentation shall be under 10 minutes. The presentation order will be randomly selected on the date of the Technical Evaluation Committee.
 - The presentation shall be prepared on the basis of the content of the proposal.
 - PM shall make the presentation. In addition to PM, up to two persons may attend and respond to inquiries of evaluators.
 - In cases of the following, it will be the cause of downgrade in evaluation.
 - ① If PM does not meet the qualifications specified in RFP.
 - ② If no PM is proposed or indicated in the proposal.
 - ③ If someone other than PM makes the presentation.
 - ④ If no one attends the presentation.

○ Grading guide

Classification	Grading Criteria
Excellent (100%)	○ Where the subject matter of the proposal is so excellent that it does not need any complementary measure other than the correction of errors in expression or editing that would have little effect on the substance thereof ○ Where found that achievements, experience, personnel, technical capability, etc. are at the highest level in pertinent field
Good (85%)	○ Where the proposal meets requirements in the TOR (terms of reference) or RFP (request for proposal), and the subject matter thereof is so satisfactory that the project tasks can be performed smoothly but requires partial correction or complement to produce more satisfactory results ○ Where achievements, experience, personnel, technical capability, etc. are above the level required by field or for smooth performance of the project
Average (70%)	○ Where the proposal mostly meets requirements in the TOR (terms of reference) or RFP (request for proposal), but the subject matter thereof is somewhat unsatisfactory in the appropriateness and completeness of project implementation strategies and plans by sector ○ Where achievements, experience, personnel, technical capability



	the minimum requirements but are partly unsatisfactory
Poor (55%)	- Where the proposal fails to meet some requirements in the TOR (terms of reference) or RFP (request for proposal), and the subject matter thereof is unsatisfactory and impractical in the appropriateness and completeness of project implementation strategies and plans by sector - Where achievements, experience, personnel, technical capability, etc. fail to meet some of the minimum requirements or are considerably unsatisfactory
Very Poor (40%)	- Where the proposal hardly meets requirements in the TOR (terms of reference) or RFP (request for proposal) - Where the subject matter of the proposal is considered obviously impracticable and infeasible - Where achievements, experience, personnel, technical capability, etc. fail to meet the minimum requirements so that the proposal cannot be accepted in its own form

(b) Date and place: Refer to the bid notice

(c) Members of Technical Evaluation Committee: Five to ten both in-house and external experts.

(d) Scores

- Where the results of qualitative evaluation are aggregated, if the total number of evaluation commissioners is at least six, the scores, excluding the highest and lowest points based on the total evaluation score of the proposal, shall be counted and averaged arithmetically. If the number of evaluation commissioners is less than five, the highest and lowest points shall be included. Any number after the decimal point after calculation shall be rounded down to the third decimal place.
- An evaluation score shall be calculated by summing each of the results from the quantitative and qualitative evaluations. Those with an evaluation score of at least 85 shall be deemed eligible.
- Upon converting an evaluation score according to the technical evaluation weight for the summation of technical evaluation and price evaluation scores, any number after the decimal point shall be rounded down to the third decimal places.

(e) Note

- To prevent corruption and irregularities and promote integrity, the bidders shall meet the following requirements.
 - The bidders shall not attempt to contact with the members of Technical Evaluation Committee in any means in the course of this bidding from the date of notice to the end of evaluation ("Contact" means intentional



to approach the members of Technical Evaluation Committee in the form of calling or visiting in hopes to make them aware of the bidders.)

- Evaluation shall not be recorded (voice and video), photographed, live-streamed.
- The bidders shall not use all kinds of telecommunication devices (telephone, smartphone, pagers, etc).

3. Evaluation criteria and grade

<Evaluation Criteria for a Proposal of Architectural Design Services>

Type	Item	Description	Score
Quantitative (10%)	Finances	- Debt Ratio (2) - Current Ratio (2)	4
	Past performance	Past performance domestically or internationally implemented	6
Qualitative (90%)	Organization	General overview and history, organization and personnel status, major business activities, etc. (Including qualitative evaluation of performance in similar projects)	5
	Technical Approach and Methodology	Project Understanding - Features and Differentiation of the Proposal - Analysis of the Project Site - Project Implementation Strategy Considering Local Characteristics - Project Objectives, Outcomes, and Deliverables	10
		Detailed Implementation Plan for the Task - Evaluation of quality, safety, budget, and schedule management plans from the commencement of construction to the completion stage	25
	Project Management	Current Status of Manpower and Operation Plan - Manpower Deployment Plan for Efficient Project Management	20
		Project Management Plan - Integrated Management / Schedule Management / Risk Management - Construction Cost Management Plan - Stakeholder Collaboration and Decision-Making Management Plan	20
	Key Personnel Experience	Experience and achievements of the Project Manager, language proficiency, track record in ODA projects, and experience in similar construction projects	20



○ Quantitative evaluation (10%)

<Quantitative Evaluation Criteria Table>

Item		Score	
Finances (4%)	Debt Ratio [Total Liabilities/Net Equity]	A. Less than 100%	: 2.0 points
		B. Less than 130%	: 1.9 points
		C. Less than 160%	: 1.8 points
		D. Less than 190%	: 1.6 points
		E. Over 190%	: 1.4 points
	Current Ratio [Current Assets/Current Liabilities]	A. 100% or more	: 2.0 points
		B. 90% or more	: 1.9 points
		C. 80% or more	: 1.8 points
		D. 70% or more	: 1.6 points
		E. Less than 70%	: 1.4 points
Past performance (6%)	(As % of the size of this bid) Past performance domestically or internationally implemented* *Completed services only	A. At least 100%	: 6.0 points
		B. Between 70% ~ 100%	: 5.5 points
		C. Between 40% ~ 70%	: 5.0 points
		D. Between 10% ~ 40%	: 4.5 points
		E. Less than 10%	: 4.2 points

※ Financial documents (Annex 5, Section 3)

: The bidders shall submit audited accounting report (or financial statement) of fiscal year 2023, 2024, and 2025 in accordance with the following.

- ① The bidder's finances, not that of the parent company or affiliates, shall be provided.
- ② In the case where the financial statement is provided, it shall be one that is audited by a certified public accountant or those who have equivalent qualification.
- ③ The financial statement shall cover the whole year.

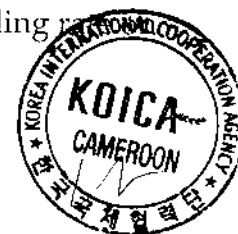
※ Documents to prove past performance (Annex4, Section 3)

: List of past performance, evidence, contract, etc.

- ① Past performance: (Completed services that are similar to the objective and content of this bid and exceeding 54,800.00USD per project in the past 5 years from the date of this bid notice)

* Recognized Fields of Similar Work: Record of completed domestic or international service performance within the last 5 years from the bid announcement date, specifically regarding supervision (including construction project management) for the new construction or expansion of a single building designated as a 'medical facility' or 'public facility'.

- ② Conversion into US dollars: Standard currency exchange rate is the selling rate



the bid notice date published by the central bank.

○ **Qualitative evaluation (90%)**

- Proposal table of content and guidelines: Section 4 – Refer to RFP

B. Pricing evaluation

(a) If price is 80% or higher of the bid limit.

$$\bullet \text{ Bid Score} = \text{Bid price Evaluation scoring limit} \times \left(\frac{\text{Lowest Bid price}}{\text{Proposed bid price}} \right)$$

- * The lowest bid price among all effective prices proposed by the bidders. If there is a price less than 70% of the bid limit, the lowest bid price will be fixed at 70% of the bid limit.
- * Proposed bid price is the bidder's price

(b) If price is less than 80% of the bid limit.

$$\bullet \text{ Bid Score} = \text{Bid price Evaluation scoring limit} \times \left(\frac{\text{Lowest Bid price}}{80\% \text{ of the bid limit}} \right) + \left[2 \times \left(\frac{80\% \text{ of the bid limit} - \text{proposed bid price}}{80\% \text{ of the bid limit} - 70\% \text{ of the bid limit}} \right) \right]$$

- * The lowest bid price among all effective prices proposed by the bidders. If there is a price less than 70% of the bid limit, the lowest bid price will be fixed at 70% of the bid limit.
- * Proposed bid price is the bidder's price. However, if the price is less than 70% of the bid limit, the score will be fixed at 30% of the total.

(c) The final score shall be rounded to fifth decimal places.

(d) If the final score calculated according to the bid price scoring formula exceeds the maximum score limit for bid price evaluation, the maximum score limit shall be applied.



Annex 2: Conditions of contract

Conditions of contract

Employer's name and address	name: KOICA Cameroon address: P.O. Box 35415, Yaounde, Cameroon
Engineer's name and address	name: address:
Duration	800 days
Defect Notification Period (DNP)	2 years
Governing Law	Korean and Cameroonian Laws
Ruling language	English
Language for communications	English
Performance Security	The performance security will be in the form of an unconditional bank guarantee in the amount(s) of 15% of the Contract Price. Guarantee period shall be start from the contract date to 60 days after the end of the contract period
Delay damages for the Works	0.125% of the final Contract Price per day, in the currencies in which the Contract Price is payable.
Maximum amount of delay damages	30% of the final Contract Price.
Provisional Sums	not applicable
Adjustments for changes in Cost	not applicable
Total advance payment	20% of the Accepted Contract Amount payable in the currencies in which the Accepted Contract Amount is payable. (shall be adjustable) This advance payment shall be paid upon the presentation of a Bank guarantee covering 100% of the advance and . Guarantee period shall be start from the advance payment date to 60 days after the end of the contract period



Percentage of Retention	3%, If the both parties agree on Retention as Maintenance Deposit, 3% will be deducted from the final payment and shall be returned
other insurances required by Laws and by local practices (give details)	Professional Civil Liability and Work Accident/Staff Coverage
International arbitration	International arbitration shall be: (i) Administered by: [Korean Commercial Arbitration Board] (ii) Conducted in accordance with the rules of: [International Arbitration Rules of the Korean Commercial Arbitration Board]

[Section 3] Bidding Forms (Separately attached)



[Section 3] Bidding Forms (Separately attached)

Annex 1: Bid application form

Annex 2: Bidder's Information Sheet

Annex 3: Form of Bid

Annex 4: Experience Form (Service Experience)

Annex 5: Financial Data Form (Financial Situation)

Annex 6: Sworn Statement on Company Being a Non-Blacklisted Entity

Annex 7: Declaration of Anti-Corruption in ODA Business Participation

Annex 8: Integrity Pledge

Annex 9: Bid Security

Annex 10: Technical Proposal (Personnel)



Annex 1: Bid application form

Bid Application Form

Invitation No. _____			
Bid Title _____			
Legal name _____		Taxpayer ID _____	
Name of CEO _____			
Legal Address, _____		Telephone _____	
City, Country _____		Fax _____	
Website _____		E-mail _____	
Country of _____		Year of _____	
constitution _____		constitution _____	
Authorized _____	Job Title _____	Name _____	Signature or Seal _____
representative _____			
Required _____	☐ Latest/valid Certificate of business Registration ☐ documents evidencing the authenticity of the applicant's signature or seal ☐ power of attorney		
Documents _____			

I, as a legally authorized representative of the Firm, duly state that all of the above information is true and correct and hereby duly apply for registration.

1. Documents to be submitted must be issued or authenticated by Government Agency or authority concerned of the Applicant's country, otherwise these documents must be certified by the notary public.
2. This application form must be filled out in English. When the original documents are in a language other than English, they must be accompanied by a duly notarized English translation.

(Company Name) _____

Date _____

Signature or Seal _____

Representative _____

To: President of KOICA (Country Director of KOICA Cameroon Office)



Annex 2: Bidder's Information Sheet

Bidder's Information Sheet

Bidder's Information Sheet

Bidder's Information

Bidder's legal name

In case of JV, legal
name of each partner

Bidder's country of
constitution

Bidder's year of
constitution

Bidder's legal address
in country of
constitution

Bidder's authorized
representative

information

(name, address,

telephone numbers, e-
mail address)

Attached are copies of the following original documents.

°
°
°

(Company Name)

Date

Signature or Seal

Representative



Annex 3: Form of Bid

Form of Bid			
Invitation No.		Date of Bid	
Bid Title			
Bid Amount		[numbers]	
		[words]	
Duration			
Details of the Bidder			
Section	Legal name	Legal Address, City, Country	Representative
Bidder			
We submit the Bid to participate in a bid in accordance with Bid Documents including Bid Instructions under International Procurement Guideline and Instructions on the International Bidding for the Procurement of Services. And if the bid is accepted by KOICA, we definitely promise that we should perform the contract in conformity with all conditions of the contract within contract period with the amount. Attachment: a letter of attorney (entrust matters relating to a bid to Representative Company thereby)			
(Company Name)		Date _____	
		Signature or Seal _____	
		Representative _____	
To. President of KOICA (Country Director of KOICA Cameroon Office)			



Annex 4: Experience Form (Service Experience)
[Form EXP 1]

General Service Experience

Each Bidder must fill in this form

[illegible]

[Form EXP 2]

Specific Service Experience

Fill up one (1) form per contract.

Contract of Similar Size and Nature		
Contract No ~ of ~		Contract Identification
Award Date		Completion Date
Role in Contract	☐ Contractor	☐ Management Contractor ☐ Subcontractor
Total Contract Amount	USD	
If partner in a JV or subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's Name Address Telephone Number Fax Number E-mail		
Description of the similarity		



[Form EXP 3]

Specific Service Experience in Key Activities

Fill up one (1) form per contract.

Contract of Similar Key Activities		
Contract No ~ of ~		Contract Identification
Award Date		Completion Date
Role in Contract	☐ Contractor ☐ Management Contractor ☐ Subcontractor	
Total Contract Amount	USD	
If partner in a JV or subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's Name Address Telephone Number Fax Number E-mail		
Description of the similarity		



Annex 5: Financial Data Form (Financial Situation)
[Form FIN 1]

Financial Situation (Historical Financial Performance)

Each Bidder must fill in this form

Financial Data for Previous 3 Years [USD Equivalent]

Year 1:

Year 2:

Year 3:

Information from Balance Sheet

Total Assets*

Total Liabilities

Net Equity

Current Assets

Current Liabilities

* Total Assets = Net Equity + Total Liabilities

Information from Income Statement

Total Revenues

Profits Before Taxes

Profits After Taxes

- ☐ The Bidders shall submit copies of the audited financial statements (or balance sheets, including all related notes, and income statements) for the financial years 2023, 2024 and 2025 complying with the following conditions:
- Must reflect the financial situation of the Bidder, and not sister or parent companies.
 - Past financial statements must be audited by a certified public accountant.
 - Past financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.



[Form FIN 2]

Average Annual Service Turnover

Each Bidder must fill in this form

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for work in progress or completed, converted to US Dollars at the rate of exchange at the end of the period reported.

Annual Turnover Data for the Last 3 Years (Service only)			
Year	Amount Currency	Exchange Rate	US\$ Equivalent
Average Annual Service Turnover			



[Form FIN 3]

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total service cash flow demands of the subject contract or contracts as indicated in Evaluation and Qualification Criteria.

Financial Resources		
No	Source of financing	Amount (US\$ equivalent)
1		
2		
3		



[Form FIN 4]

Current Contract Commitments/Services in Progress

Bidders should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, fill completion certificate has yet to be issued.

Current Contract Commitments					
No	Name of Contract	Employer's Contract Address, Tel, Fax	Value of Outstanding Work [Current US\$ Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [US\$/month]
1					
2					
3					
4					
5					



Annex 6: Sworn Statement on Company Being a Non-Blacklisted Entity

(Company's Letterhead)

Sworn Statement on Company Being a Non-Blacklisted Entity

I, (Name of Representative), a (Nationality) citizen, with resident and postal address at _____

after having been duly sworn to in accordance with law, hereby depose and state:

That I am the (position) of (Company Name) and that I hereby certify that (Company Name) is not blacklisted nor barred from participating in the Procurement procedures of the Government of the [Country] or any of its agencies, offices, corporations or Local Government Units.

If my statement is found to be untruthful, I will not raise any objections to subsequent measures by KOICA.

IN WITNESS WHEREOF, I have hereunto affixed my signature on the ____ day of _____, 20____ at _____ City, [Country].

(Signature of Representative)

Name of Representative

Designation

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____, 20____ at [Country].
Affiant exhibited to me his/her Residence Certificate/Passport No. _____ issued
at _____, (Name of Country) on _____.

(Person Authorized by Law To administer Oath)



Annex 7: Declaration of Anti-Corruption in ODA Business Participation
To: President of KOICA (Country Director of KOICA Cameroon Office)

Declaration of Anti-Corruption in ODA Business Participation

☐ Contract name:

Employees and agents of our company declare the following in relation to their participation in the project contract.

- The Following Conditions -

1. We will fully understand the "Act on Combating Bribery of Foreign Public Officials in International Business Transactions" (Law No. 15972, Dec. 18, 2018) and strictly adhere to the regulations regulated by the Act.
2. We have not been convicted of foreign bribery in any jurisdiction (within the last 5 years) and will not engage in such actions in the future.
3. We will not allow employees to engage in unfair practices such as collusion, and will not provide bribes (money, lavish entertainment, etc. (including unfair employment for relatives and others)) to KOICA relevant employees and foreign government officials.
4. We will have internal control regulations, a company code of ethics and a supervision system to implement integrity contracts and prevent corruption, and will work to enact policy that does not enact any penalties to Whistle blowers.
5. We pledge that we shall carry out consultant contracts/procurement contracts/construction contracts with the utmost of good faith, and not engage in irresponsible misconduct such as nonfulfillment of a contract without proper reasoning or fraudulent claims.
6. In the event that our company engages in any activity falling under the malpractice category set out below, or is under sanctions imposed by KOICA, we declare not to raise any objections to KOICA's measures with regard to such activity, including the prohibition of participation in projects by KOICA for up to two years.
 - a. False Statements on Contract-related Documents
 - b. Negligent Operations
 - c. Improper Subcontracting
 - d. Poor Survey and Design Services/Feasibility Studies



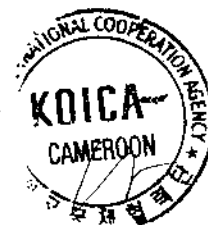
- e. Breach of Contract
 - f. Damage or Injury to the Public
 - g. Damage or Injury to a Person Involved in the Operations
 - h. Bribery
 - i. Bid Rigging
 - j. Interference in Bidding and Contract Conclusion
 - k. Wrongful or Dishonest Acts
7. We pledge to comply with relevant ILO (International Labor Organization) Standards and KOICA's Commitment to Human Rights Management in the process of contract execution.
8. We pledge to uphold social values including job creation, equal opportunity with social integration, cooperation for co-prosperity and ethical management, and to endeavor to realize those values in the process of contract execution

(Company Name)

Date _____

Signature or Seal _____

Representative

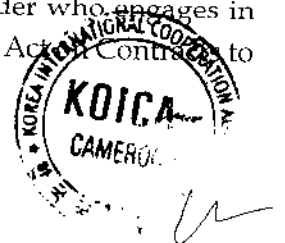


Annex 8: Integrity Pledge

Integrity Pledge

In participating in any bids/contracts for construction, goods and/or services invited/ordered by KOICA, the Company/I (i.e., the representative director/agent), the undersigned, and its executives and/or employees, and its subcontractors and their executives and employees (including those who, either directly or indirectly, carry out business with the subcontractors), do hereby undertake the following pursuant to Article 5-2 (Integrity Agreement) of the Act on Contracts to which the State is A Party, with deep understanding that "corruption-free and transparent corporate management and fair administration" is the key to the development of society and national competitiveness, and in recognition of stricter enforcement of the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions and sanctions against corrupt companies and nations:

1. The Company/I will not engage in any unfair trade practices which unjustly impede free competition in bidding (contracting) through engaging in any collusion, arrangement, resolution, or agreement with other companies with the intent to maintain the bid price or award the bid to a certain person.
 - o If the Company/I violate(s) the foregoing, the Company/I will not raise any objection against the restriction on participating in bidding to the Company/me as the bidder who engages in unfair trade practices in accordance with the Enforcement Decree of the Act on Contracts to which the State is A Party, and if it is found that the Company/I has/have been engaging in unfair trade practices such as forming a cartel, the Company/I will not raise any objection to KOICA's complaint submitted to the Korea Fair Trade Commission (KFTC) and subsequent administrative fines imposed by KFTC.
2. The Company/I will not, directly or indirectly, offer any unfair profits such as money and valuables and/or entertainment, etc. (including illegal offering of a job position to relatives, etc.) to the related executives, employees, etc. in the procedures of bidding, winning a bid, contract execution and performing the terms of the contract (including after the construction completion).
 - o If it is found that the Company/I has/have been favored in bidding and consequently entered into the contract through provision of money and valuables and/or entertainment, etc. (including illegal offering of a job position to relatives, etc.) to the related executives and employees in connection with bidding, and execution and/or performance of the contract in breach of the above, or to have received accommodation and, as a result, poorly carried out construction or manufacture during the procedures of performance of a contract, the Company/I will receive the restriction on bid participation as the bidder who engages in unfair trade practices in accordance with the Enforcement Decree of the Act on Contracts to



- which the State is A Party.
- If it is found that the Company/I has/have provided money and valuables and/or entertainment, etc. (including illegal offering of a job position to relatives, etc.) to the related executives and employees for the purpose of making the bidding and contract terms favorable to the bidder and/or bid-winner (i.e., the contractor) or making the performance of the contract be of bad quality, the Company/I will receive the restriction on bid participation as the bidder who engages in unfair trade practices in accordance with the Enforcement Decree of the Act on Contracts to which the State is A Party.
 - If it is found that the Company/I has/have provided money and valuables and/or entertainment, etc. (including illegal offering of a job position to relatives, etc.) to the related executives and employees in connection with bidding, and execution and/or performance of the contract, the Company/I will receive the restriction on bid participation as the bidder who engages in unfair trade practices in accordance with the Enforcement Decree of the Act on Contracts to which the State is A Party.
3. If it is found that the Company/I has/have provided money and valuables and/or entertainment, etc. (including illegal offering of a job position to relatives, etc.) to the related executives and employees in connection with bidding, winning a bid, and execution and/or performance of the contract, the Company/I will accept the cancellation of the decision to designate the successful bidder (if it is before execution of the contract), the cancellation of the contract (if it is before performance of the contract), and the termination/rescission of the contract in whole or in part (including compensation for any damages caused thereby) (if it is after the performance of the contract), and will not raise any objection, whether civil or criminal.
4. If the Company/I violate(s) Paragraph (1) 2 (Matters Related to the Prohibition of any Acts Impeding Fair Competition Such as Engaging in Prior Consultation Regarding the Bidding Price or Forming a Cartel for Awarding Bid to Certain Person) of Article 4-2 (Terms and Conditions of Integrity Agreement and Execution Procedure) of the Enforcement Decree of the Act on Contracts to which the State is A Party, it/I will pay for damages as follows:
- Bidder: 5/100 of the bidding price; and
 - The Other Party to the Contract: 10/100 of the contract price

The Company/I hereby will undertake to comply with this Integrity Pledge at all costs as a pledge based on mutual trust; to perform the substance of this Integrity Pledge as it is as the special terms and conditions of the contract upon being selected as the winner (contractor); not to file any claim for damages against KOICA with respect to any measures taken by KOICA including restriction on bidding participation and/or termination of the contract; and not to raise any objection against KOICA, whether civil or criminal, with respect to any bidding from which the Company is excluded.



(Company Name)

Date _____

Signature or Seal _____

Representative _____

To. President of KOICA (Country Director of KOICA Cameroon Office)



Annex 9: Bid Security

Bid Security

Bank Guarantee

Invitation No:

Project Works:

Date of Bid:

We, the undersigned, hereby guarantee that, if awarded a contract, we will perform faithfully the requirements of the contract.

- a. Should we withdraw our bid before its expiration and/or after being awarded by the Korea International Cooperation Agency (KOICA), or
- b. Should we refuse to conclude the contract, or
- c. Should we fail to establish a Contract Deposit in accordance with the contractual conditions,

We undertake to pay KOICA immediately an amount equivalent to five (5) percent of the total bid price, according to, and upon receipt of, its first written demand, without KOICA having to substantiate its demand.

We further guarantee that we will not claim against or appeal to KOICA in relation to any unfavorable action which may be taken against us by KOICA on the grounds that we have not complied with the above conditions.

Signed on _____, 2023

Contractor:

by [Signature or Seal]

Name:

Title:

Guarantor:

by [Signature or Seal]

Name:

Title:

- ※ A different form of security is acceptable to KOICA only when it is substantially equivalent to the form and substance of the security established by KOICA herein.



Annex 10: Technical Proposal (Personnel)
[Form PER 1]

Proposal Personnel

Bidders should provide the names of suitably qualified personnel to meet the requirements specified in Evaluation and Qualification Criteria. The data on their experience should be supplied using the Form below for each candidate.

1.	Title of position*	
	Name	
2.	Title of position*	
	Name	
3.	Title of position*	
	Name	
4.	Title of position*	
	Name	
5.	Title of position*	
	Name	
6.	Title of position*	
	Name	
7.	Title of position*	
	Name	
8.	Title of position*	
	Name	
etc.	Title of position*	
	Name	

*As listed in Evaluation and Qualification Criteria.



[Form PER 2]

Resume of Proposed Personnel

Position		
Personnel information	Name	Date of birth
	Professional qualifications	
Present employment	Name of employer	
	Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E-mail
	Job title	Years with present employer

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/Position/Relevant technical and management experience



Section IV. Request for Proposal (RFP)

1. Project Description

KOICA (Korea International Cooperation Agency, the Employer) solicits a construction supervision firm (the Consultant) to provide services for the Project for Building of Emergency Medical Services System in Cameroon

1.1 Project Summary

Project Name	Project for Building of Emergency Medical Services System in Cameroon
Location	Centre des Urgence de Yaoundé (CURY)
Gross Floor Area	- Building Area 682.30 m ² , 5 stories, Gross Floor Area 2,583.80 m ² - Including ER, OR, ICU, Ward, Control Center, and Simulation Center
Structure	Reinforced Concrete

1.2 Scope of Services : find details at Section 5 and its Annex

- Commencement : Review of the inception report, design documents and the Constructor's project execution plan; confirmation of site handover and survey of local conditions (adjacent construction, confined site)
- Construction : Monitoring of commencement/construction progress and assurance of compliance with quality, safety and environmental (incl. public grievance) requirements – including inspections, material approvals, instrumentation monitoring and non-disruption of hospital operations
- Schedule & Payment : Progress control against the approved schedule (instructing catch-up plans in case of delay), review of progress payments and supporting documents, and weekly/monthly/special reporting
- Design Changes : Review of modifications and cost implications (verification of permissible scope; support for the Employer's approval)
- Completion : Commissioning, final inspection, verification of completion documents, handover and warranty administration

1.3 Deliverable of Services



No.	Deliverable	Required Contents	Frequency / Timing
A. Commencement Stage			
1	Inception Report	Work plan; modified BOQ if necessary (within the contract price); certificates of project experience; organization, responsibilities and period of supervision service	At commencement
2	Review Comments on Design Documents	Review of drawings, specifications, BOQ and structural calculations (conformity with site conditions, constructability, consistency, omissions/errors, expected problems)	Once at commencement stage
3	Review Comments on Project Execution Plan	Review of contract terms, eligibility of technicians and execution plans (schedule/temporary works/quality/shop drawings/HSE), incl. adjacent construction, confined-site logistics, hospital operation continuity and CCTV plan	Within 7 days of the Constructor's submission
4	Local Conditions Survey Report	Survey of material sources, ground conditions, access roads and climate; pre-construction condition survey of existing hospital buildings (cracks/tilting); pedestrian/traffic survey	Once at commencement stage
B. Construction Stage (Periodic / Occasional)			
5	Daily Supervision Log	Progress photos, daily manpower/equipment input, work description, remarks	Daily (kept on site)
6	Weekly Report	Subcontractor status, manpower/equipment/materials, weather, accidents, meetings and decisions, delay and loss, change orders, photographs, etc.	Weekly
7	Monthly Report	Construction status, supervision journal, quality tests/inspections, concrete works, main materials, design change status, assessment of safety management expenses, communications log	Monthly
8	Minutes of Periodic Meetings	Results of periodic meetings with the Constructor (and the Employer/CM) and interface meetings with the hospital (CURY) management; site inspection results and instructions	Weekly (or monthly)
9	Inspection Result Notifications	Conduct and document inspections of structure, MEP and finishes; notify deviations and corrective actions (to the Constructor and the Employer/CM)	At each inspection
10	Material Approval / Incoming Inspection Results	Review of material approval lists (designated forms), incoming inspection results, prior approval documentation for critical materials (e.g., urethane panels)	Within 7 days of receipt / upon delivery
11	Shop Drawing Approvals & Log	Review and approval (within 7 days; deemed approved if no notification); maintain a shop drawing submittal/approval log	Within 7 days of submission / ongoing
12	Quality Test & Instrumentation Monitoring Results	Witness and confirm quality tests; instrumentation monitoring for adjacent construction (settlement, inclination, cracks) — immediate stop of work and report when control criteria are exceeded	At each test/monitoring / monthly summary
13	Progress Payment Certification	Verification of quantities and completed inspections, supporting documents (procurement/safety/subcontracting), proportional deduction of advance payment, payment worksheets	At each payment request (bi-monthly)
14	Technical Review Reports	Review comments on design change requests and alternative methods (incl. budget and schedule impacts) with detailed backup data	Within 7 days of request / as needed



15	Progress Review & Catch-up Plan Reports	Review of planned vs. actual progress (weekly/monthly); review/approval and reporting of catch-up plans when delay exceeds the threshold; coordination of delivery plans	Weekly/monthly; within 7 days in case of delay
16	Safety Control Review Reports	Evaluation of the Safety Management Plan (Adequate/Conditionally Adequate/Inadequate), review of monthly safety reports, verification of the 0.5% safety management cost	At commencement / monthly
17	Supervisor's Instructions & NCR	Written instructions, non-conformance reports (NCR) and corrective action requests, re-work and stop-work orders (with immediate notification to the Employer)	Immediately upon occurrence
18	Special Reports	Chain of events, persons involved, Contractor's response and evaluation of effects for unusual/significant events (advance notice when predictable)	Within 1 day of occurrence
C. Design Change Stage			
19	Design Change Review Reports	Review of modified drawings, specifications, calculations, BOQ and quantity take-offs; verification of the permissible scope of changes; consultation with the designer and support for the Employer's approval	Upon occurrence (within 7 days of receipt)
D. Commissioning & Completion Stage			
20	Mid-term Supervision Report	Consolidated interim results of construction and supervision (at major milestones, e.g., on finishing reinforcing of the roof slab)	At major milestones
21	Review Comments on Commissioning Plan	Review of commissioning objectives, schedule, organization, system overview, manuals and checklists	Within 14 days of receipt (plan received 30 days before commissioning)
22	Review of Commissioning Performance Report	Review of performance test results (incl. medical gas, emergency power, UPS, HVAC) and report to the Employer	Upon completion of commissioning
23	Preliminary Completion Inspection Results	Conduct of preliminary inspection, preparation of punch list and confirmation of corrections; notice to submit as-built drawings and O&M	2 months prior to the request for final inspection
24	Completion Inspection Report & Final Acceptance	Final inspection (within 14 days), check of as-built drawings against actual construction, signing of all final documents, issuance of the Final Acceptance	Within 14 days of the request for final inspection
25	Verification of Completion Documents	As-built drawings, O&M manuals, commissioning test reports — confirmation of provision in French (as well as English)	At completion
26	Final Report	Overview of construction and supervision, implementation results, photos from commencement to completion, inspection/test records, material/safety/technical review performance, comprehensive analysis incl. final BOQ	At completion
27	Handover Plan Review & Handover List	Confirmation of the handover plan (incl. completion inspection results), handover of reusable demolished materials (with signed documentation) and of key maintenance materials (3%)	At completion/handover
E. Warranty Period (2 Years after Completion)			



28	Defect Inspection Reports	Investigation and identification of defects, notice to the Constructor to submit corrective work plans, inspection upon completion of corrective works and notification of results (to the Employer/User)	Upon defect notification / upon completion of corrective work
----	----------------------------------	---	---

Note

- 1) Quantity of hard copy shall be discussed with CM prior to submission.
- 2) In addition to the hard copies, the Consultant shall submit all the deliverables electronically (web transfer).

1.4 Major Contract Conditions

Payment at Phase	Remarks
1. Payment	1) Advance Payment : 20% of Contract Amount 2) Interim Payment : Every 20% of the construction progress rate
2. Defect Liability Period	2 years after the completion of the construction
3. Defect Warranty	3% of Contract price • Validity date: 2 years from the date of Taking Over Certificate of the construction issued • If the both parties agree on Retention as Maintenance Deposit, 3% will be deducted from the final payment and shall be returned after warranty period is over
4. Liquidated Damages	0.125% of the contract price per day (The maximum amount of liquidated damages : 30% of the contract price)



2. Qualification for Bidding

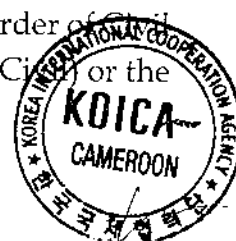
2.1 Qualification of the company

- 1) Those who have submitted the application for the participation in this bid by the deadline.
- 2) A legitimate and lawful entity legally established by the relevant laws and regulations of Cameroon and possess licenses to perform required services in designated places
 - Business Registration Certificate
 - Certified Copy of Articles of Incorporation
 - Certificate of Tax Payment, Certificate of Debt
 - Certificate of Not Being a Bankrupt Company
 - Category C or higher in "Dossier d'Appel a Categorisation des Bureaux d'Etudes Techniques et Cabinets relevant du Sous-Secteur d'Activités Batiment et Equipments Collectifs" given by MINMAP based on 'Décret N°2018/366' and 'Arrêté N° 166/ A/MINMAP'
- 3) Anyone not sanctioned or penalized by international organizations or governments as ineligible entities.
 - Pledge (Such pledge shall contain the bidder's declaration that it has never been subject to any sanction prior to participating in this bid and it will not raise any objection against the termination and nullification of the contract if its declaration is found to be untrue)
- 4) (In case of Korean firms) Anyone not sanctioned by the Korean government as ineligible (or such sanction is expired) in accordance with Article 27 of the National Contract Law (Law on Contracts to Which the State is a Party), Article 31 of the Local Government Contract Law or Article 39 of the Management of Public Institutions Law
- 5) Anyone never been punished by any government on the charges of bribery.
 - ODA Project Anti-Corruption Pledge
- 6) Direct or indirect provision of cash or entertainment in exchange for a favor in this procurement procedure is prohibited.
 - Anti-Corruption and Integrity Contract

2.1 Qualification of Key Personnel

2.1.1. General

- 1) All personnel to be deployed shall belong to the bidder as of the date of submission of the bid documents. (Evidence of employment shall be submitted prior to the signing of the contract.)
- 2) All key personnel shall be registered with the ONIGC (National Order of Engineers of Cameroon, Ordre National des Ingénieurs de Génie Civil) or the



ONAC (National Order of Architects of Cameroon, Ordre National des Architectes du Cameroun), and valid registration certificates shall be submitted. For personnel of foreign nationality, evidence of equivalent qualifications of their home country (professional engineer, licensed architect, engineer, etc.) may be accepted in lieu thereof, provided that a written undertaking to fulfill the statutory local registration requirements prior to the commencement of the services shall be submitted.

- 3) Any replacement of personnel shall be subject to the prior approval of the Employer and shall be limited to persons with equal or superior qualifications and experience.

2.1.2. Key Personnel Qualification

1) Project Manager (Lead/Responsible Engineer)

- a. At least ten (10) years of supervision experience on building construction sites (including at least one (1) completed supervision record of a new single-building construction)
- b. Preference given to those with supervision records for medical facilities or for projects commissioned by international organizations/donor agencies
- c. Full-time residence on site required (concurrent assignment to other sites prohibited)
- d. Proficiency in English and effective communication skills

2) Architectural Supervisor (Architect Engineer)

- a. At least five (5) years of supervision experience on building construction sites
- b. Resident on site (resident together with the Project Manager in accordance with Article 5 of the Scope of Works – concurrent assignment to other sites prohibited)
- c. Preference given to those with construction management experience in special medical finishes (surgical department, ICU clean zones, etc.)

3) Mechanical Supervisor

- a. At least five (5) years of mechanical supervision experience on building construction sites
- b. Non-resident (mandatory site deployment during installation of piping and equipment, and during construction and commissioning of medical gas and HVAC systems)
- c. Preference given to those with supervision experience in medical gas systems or HVAC based on ASHRAE standards

4) Electrical Supervisor



- a. At least five (5) years of electrical supervision experience on building construction sites
- b. Non-resident (mandatory site deployment during installation and commissioning of the power receiving/substation system, emergency generator (approx. 300 kW class) and UPS)

5) Structural Supervisor

- a. At least five (5) years of structural experience on building construction sites
- b. Non-resident (mandatory site attendance during earth-retaining (H-pile + lagging) and excavation works, MAT foundation, and concrete pours of major structural members)
- c. Preference given to those with experience in instrumentation monitoring for adjacent construction (settlement, inclination, cracks)

6) HSE (Health, Safety and Environment) Supervisor – Optional

- a. At least five (5) years of safety management experience on construction sites
- b. Non-resident (deployed for high-risk works and for works related to the non-disruptive operation of the existing CURY hospital)



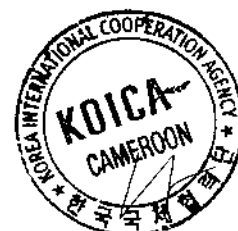
2. Guideline for Proposal

2.1 General Condition

- The contents of the submitted proposal may not be changed, added, or modified unless requested by the Cooperation Group.
- All information stated in the proposal must not be false or based on presumption. All stated details must be objectively verifiable, and if the proposed contents are not met after the contract is signed, the contracting party shall bear liability for damages.
- The contents presented in the proposal shall have the same effect as the contract even if not explicitly stated therein; however, if specified in the contract, the contents of the contract shall take precedence. Any disagreements regarding the interpretation of the proposal and the contract shall be resolved through mutual consultation with the Cooperation Group.
- If the Proposing Company deems a matter to be essential requirements or important for the execution of this project, even if it differs from the contents of the Request for Proposal (RFP) or is omitted from the RFP, it must describe such matters in the technical proposal and present supplementary measures or solutions. In this case, specific implementation plans must be presented, and all associated costs shall be borne by the Proposing Company. o The Cooperation Group may request materials or conduct on-site inspections to verify the facts regarding the contents of the proposal, and the proposing company shall respond faithfully to such requests.
- When preparing the proposal, any content that is not mentioned or is unrelated to the requirements presented in this Request for Proposal shall be deemed to have no function.
- The proposing company shall attach and submit relevant materials capable of objectively substantiating the contents of the technical proposal.
- Only proposals submitted prior to the designated location and deadline specified in the bid announcement will be considered for evaluation, and any additional documents submitted after the deadline will be excluded from evaluation.
- The Cooperation Group will not disclose proposals or any related documents externally to protect the interests of the proposing companies.
- Submission of similar proposals that significantly overlap with key proposal details (such as personnel input) from other companies may result in sanctions for unfair business practices.

2.2 Technical Proposal Table of Contents and Writing Guidelines

2.2.1. General Guideline



- The technical proposal consists of ①Proposal I (Main Body), ②Proposal II (Personnel Input and Past Performance Section), ③Attachments (Attachments and Supporting Documents), and ④Presentation Materials of Proposal Summary. It must be prepared by referring to the proposal writing guidelines and the provided table of contents below.
 - However, for any content within the proposal where a specific format is provided, adherence to that format is required.
- Write with a line spacing of 1.15, left and right margins of 25 mm, and top and bottom margins of 20 mm and 15 mm, respectively. The classification symbols and font sizes should be written as follows (recommended).
 - Main Classification: I. II. III. ... (15-point bold)
 - Detailed Items: 1. 2. 3. ... (13-point bold)
 - Content: 1-1, 1-1-1, 2, 2-1, 2-1-1, ... (12-point)
- If there are no applicable items among the writing items, maintain the table of contents as is, and indicate "Not Applicable" in the content section.
- Ambiguous expressions such as "~can" or "~consider" will be considered unacceptable during evaluation.
- Page numbers must be included in the proposal, and they should be indicated at the bottom center.
- If references are used to supplement the proposal content, the source of the references must be clearly indicated so that they are accurately identifiable.
- Compliance with the designated specifications, number of pages, format, color, etc., of the proposal is recommended.
- Proposal I (Main Text), Proposal II (Personnel Input Section), Attachments (Attachments and Supporting Documents), and (if applicable) the Proposal Summary and Presentation Materials are bound into separate volumes.
- Proposal I (Body) is recommended to be written within a maximum of 100 pages (50 sheets excluding front and back covers).
- Use of images, forms, shapes, etc.: No restrictions.
- Submit scanned copies of the technical proposal and various supporting documents in their entirety via USB; select PDF as the saved file format.

2.2.2. Table of Contents

1) Proposal I (Main Text)

I. Introduction

1. General Overview and History of the Company
2. Organization and Personnel Status, Major Project Details



II. Technical Sector

1. Project Understanding
 - 1-1. Features and Differentiation of the Proposal
 - 1-2. Analysis of the Project Site
 - 1-3. Project Implementation Strategy
 - 1-4. Project Objectives, Outcomes, and Deliverables
2. Detailed Project Implementation Plan
 - 2-1. Basic Direction
 - 2-2. Before Construction
 - 2-3. Construction Monitoring and Progress Control
 - 2-4. Design Changes
 - 2-5. Completion

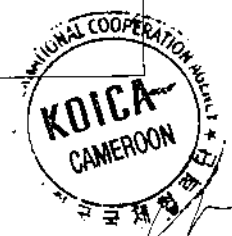
III. Project Management Sector

1. Personnel Status and Operation Plan
 - 1-1. Personnel Status
 - 1-2. Personnel Operation Plan
2. Project Management Plan
 - 2-1. Performance Management and Quality Control
 - 2-2. Schedule Management
 - 2-3. Risk Management and Safety Management
 - 2-4. Reporting and Deliverable Management

Proposal II (Personnel Input and Past Performance Section)

I. Introduction

1. Overview
 - 1-1. List of Personnel
 - 1-2. List of Documents
2. Project Manager Qualification
 - 2-1. Project Manager CV
 - 2-2. Proof of essential qualifications
 - 2-3. Proof of other qualifications(degrees, employment, qualifications, experience in similar projects, etc.)



3. Project Personnel Qualification

3-1. Project Personnel CV

3-2. Proof of qualifications

II. Past performance

1. List of Past Performance

2. Evidence of Past Performance

2.2.3. Bid Attachments

- In addition to the original bid document, bidders must submit one copy and one USB containing the electronic file (refer to the table below for the technical proposal).
- When submitting in person, representatives must bring their ID; non-representatives must bring a power of attorney and their ID.
- ✕ Submission of Originals is mandatory / If the documents submitted for the bid are copies, they must be verified against the original and stamped before submission.

Documents for Submission

- (a) bidder's information sheet (in the prescribed form)
 - Business Registration Certificate
 - Certified Copy of Articles of Incorporation
 - Certificate of Tax Payment, Certificate of Debt
 - Certificate of Not Being a Bankrupt Company
 - License valid of Category C or higher in "Dossier d'Appel a Categorisation des Bureaux d'Etudes Techniques et Cabinets relevant du Sous-Secteur d'Activites Batiment et Equipments Collectifs" given by MINMAP
 - (Annex 2, Section 3) Bidder's Information Sheet
- (b) (Annex3, Section3) sealed bid price duly completed and signed (in the prescribed form)
- (c) Technical Proposal (Annex 4, 5, 10 of Section 3 & Follow guideline of Section 4)
 - Technical Proposal I 5 copies
 - Technical Proposal II 5 copies (in the prescribed form)
 - Attachment (Section 3) 1 copies
 - USB 1 copies
- (d) (Annex6, Section3) Sworn Statement on Company Being a Non-Blacklisted Entity
(Annex7, Section3) Declaration of Anti-corruption in ODA Business Participation (in the prescribed form)
The Bidder is on any of the international organization ineligibility lists or pledge (in the prescribed form)



(e) (Annex8, Section3) Integrity Pledge (in the prescribed form)

(f) (Annex9, Section3) bid security (in the prescribed form)

(g) power of attorney, documents evidencing the authenticity of the applicant's signature or seal

(h) any other documents specified in the Bid Data Sheet.

- Self-checklist for submission of bid documents



3. Evaluation Standards

A. Evaluation guidelines

1. KOICA 「Technical Evaluation Guidelines」
2. Overview
 - (a) Methodology: Evaluation through the Technical Evaluation Committee (physically organized)
 - Presentation of proposal: Project Manager (PM) for the service
 - The presentation shall be under 10 minutes. The presentation order will be randomly selected on the date of the Technical Evaluation Committee.
 - The presentation shall be prepared on the basis of the content of the proposal.
 - PM shall make the presentation. In addition to PM, up to two persons may attend and respond to inquiries of evaluators.
 - In cases of the following, it will be the cause of downgrade in evaluation.
 - ① If PM does not meet the qualifications specified in RFP.
 - ② If no PM is proposed or indicated in the proposal.
 - ③ If someone other than PM makes the presentation.
 - ④ If no one attends the presentation.

○ Grading guide

Classification	Grading Criteria
Excellent (100%)	○ Where the subject matter of the proposal is so excellent that it does not need any complementary measure other than the correction of errors in expression or editing that would have little effect on the substance thereof ○ Where found that achievements, experience, personnel, technical capability, etc. are at the highest level in pertinent field
Good (85%)	○ Where the proposal meets requirements in the TOR (terms of reference) or RFP (request for proposal), and the subject matter thereof is so satisfactory that the project tasks can be performed smoothly but requires partial correction or complement to produce more satisfactory results ○ Where achievements, experience, personnel, technical capability, etc. are above the level required by field or for smooth performance of the project
Average (70%)	○ Where the proposal mostly meets requirements in the TOR (terms of reference) or RFP (request for proposal), but the subject matter thereof is somewhat unsatisfactory in the appropriateness and completeness of project implementation strategies and plans by sector ○ Where achievements, experience, personnel, technical capability, etc. meet the minimum requirements but are partly unsatisfactory
Poor	○ Where the proposal fails to meet some requirements in the TOR



(55%)	reference) or RFP (request for proposal), and the subject matter thereof is unsatisfactory and impractical in the appropriateness and completeness of project implementation strategies and plans by sector
	- Where achievements, experience, personnel, technical capability, etc. fail to meet some of the minimum requirements or are considerably unsatisfactory - Where the proposal hardly meets requirements in the TOR (terms of reference) or RFP (request for proposal)
Very Poor (40%)	- Where the subject matter of the proposal is considered obviously impracticable and infeasible - Where achievements, experience, personnel, technical capability, etc. fail to meet the minimum requirements so that the proposal cannot be accepted in its own form

(b) Date and place: Refer to the bid notice

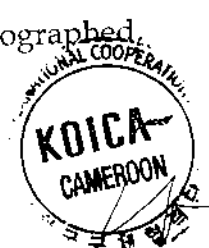
(c) Members of Technical Evaluation Committee: Five to ten both in-house and external experts.

(d) Scores

- Where the results of qualitative evaluation are aggregated, if the total number of evaluation commissioners is at least six, the scores, excluding the highest and lowest points based on the total evaluation score of the proposal, shall be counted and averaged arithmetically. If the number of evaluation commissioners is less than five, the highest and lowest points shall be included. Any number after the decimal point after calculation shall be rounded down to the third decimal place.
- An evaluation score shall be calculated by summing each of the results from the quantitative and qualitative evaluations. Those with an evaluation score of at least 85 shall be deemed eligible.
- Upon converting an evaluation score according to the technical evaluation weight for the summation of technical evaluation and price evaluation scores, any number after the decimal point shall be rounded down to the third decimal places.

(e) Note

- To prevent corruption and irregularities and promote integrity, the bidders shall meet the following requirements.
 - The bidders shall not attempt to contact with the members of Technical Evaluation Committee in any means in the course of this bidding from the date of notice to the end of evaluation ("Contact" means intentional attempt to approach the members of Technical Evaluation Committee in the form of calling or visiting in hopes to make them aware of the bidders.)
 - Evaluation shall not be recorded (voice and video), photographed, live-streamed.



- The bidders shall not use all kinds of telecommunication devices (telephone, smartphone, pagers, etc).

3. Evaluation criteria and grade

<Evaluation Criteria for a Proposal of Architectural Design Services>

Type	Item	Description	Score
Quantitative (10%)	Finances	- Debt Ratio (2) - Current Ratio (2)	4
	Past performance	Past performance domestically or internationally implemented	6
Qualitative (90%)	Organization	General overview and history, organization and personnel status, major business activities, etc. (Including qualitative evaluation of performance in similar projects)	5
	Technical Approach and Methodology	Project Understanding - Features and Differentiation of the Proposal - Analysis of the Project Site - Project Implementation Strategy Considering Local Characteristics - Project Objectives, Outcomes, and Deliverables	10
		Detailed Implementation Plan for the Task - Evaluation of quality, safety, budget, and schedule management plans from the commencement of construction to the completion stage	25
	Project Management	Current Status of Manpower and Operation Plan - Manpower Deployment Plan for Efficient Project Management	20
		Project Management Plan - Integrated Management / Schedule Management / Risk Management - Construction Cost Management Plan - Stakeholder Collaboration and Decision-Making Management Plan	20
	Key Personnel Experience	Experience and achievements of the Project Manager, language proficiency, track record in ODA projects, and experience in similar construction projects	20

○ Quantitative evaluation (10%)

<Quantitative Evaluation Criteria Table>

Item		Score	
Finances (4%)	Debt Ratio [Total Liabilities/Net Equity]	A. Less than 100%	: 2.0 points
		B. Less than 130%	: 1.9 points
		C. Less than 160%	: 1.8 points



			D. Less than 190%	: 1.6 points
			E. Over 190%	: 1.4 points
			A. 100% or more	: 2.0 points
			B. 90% or more	: 1.9 points
			C. 80% or more	: 1.8 points
	Current Ratio [Current Assets/Current Liabilities]		D. 70% or more	: 1.6 points
			E. Less than 70%	: 1.4 points
			A. At least 100%	: 6.0 points
			B. Between 70% ~ 100%	: 5.5 points
			C. Between 40% ~ 70%	: 5.0 points
Past performance (6%)	(As % of the size of this bid) Past performance domestically or internationally implemented*		D. Between 10% ~ 40%	: 4.5 points
			E. Less than 10%	: 4.2 points

※ Financial documents (Annex 5, Section 3)

: The bidders shall submit audited accounting report (or financial statement) of fiscal year 2023, 2024, and 2025 in accordance with the following.

- ① The bidder's finances, not that of the parent company or affiliates, shall be provided.
- ② In the case where the financial statement is provided, it shall be one that is audited by a certified public accountant or those who have equivalent qualification.
- ③ The financial statement shall cover the whole year.

※ Documents to prove past performance (Annex4, Section 3)

: List of past performance, evidence, contract, etc.

- ① Past performance: (Completed services that are similar to the objective and content of this bid and exceeding 54,800.00USD per project in the past 5 years from the date of this bid notice)

* Recognized Fields of Similar Work: Record of completed domestic or international service performance within the last 5 years from the bid announcement date, specifically regarding supervision (including construction project management) for the new construction or expansion of a single building designated as a 'medical facility' or 'public facility'.

- ② Conversion into US dollars: Standard currency exchange rate is the selling rate on the bid notice date published by the central bank.

○ **Qualitative evaluation (90%)**

- Proposal table of content and guidelines: Section 4 - Refer to RFP

B. Pricing evaluation

- (a) If price is 80% or higher of the bid limit.



- Bid Score = Bid price Evaluation scoring limit $\times \left(\frac{\text{Lowest Bid price}}{\text{Proposed bid price}} \right)$
 - * The lowest bid price among all effective prices proposed by the bidders. If there is a price less than 70% of the bid limit, the lowest bid price will be fixed at 70% of the bid limit.
 - * Proposed bid price is the bidder's price
- (b) If price is less than 80% of the bid limit.
- Bid Score = Bid price Evaluation scoring limit $\times \left(\frac{\text{Lowest Bid price}}{80\% \text{ of the bid limit}} \right)$
 $+ \left[2 \times \left(\frac{80\% \text{ of the bid limit} - \text{proposed bid price}}{80\% \text{ of the bid limit} - 70\% \text{ of the bid limit}} \right) \right]$
 - * The lowest bid price among all effective prices proposed by the bidders. If there is a price less than 70% of the bid limit, the lowest bid price will be fixed at 70% of the bid limit.
 - * Proposed bid price is the bidder's price. However, if the price is less than 70% of the bid limit, the score will be fixed at 30% of the total.
- (c) The final score shall be rounded to fifth decimal places.
- (d) If the final score calculated according to the bid price scoring formula exceeds the maximum score limit for bid price evaluation, the maximum score limit shall be applied.





Section IV. Request for Proposal (RFP)

1. Project Description

KOICA (Korea International Cooperation Agency, the Employer) solicits a construction supervision firm (the Consultant) to provide services for the Project for Building of Emergency Medical Services System in Cameroon

1.1 Project Summary

Project Name	Project for Building of Emergency Medical Services System in Cameroon
Location	Centre des Urgence de Yaoundé (CURY)
Gross Floor Area	- Building Area 682.30 m ² , 5 stories, Gross Floor Area 2,583.80 m ² - Including ER, OR, ICU, Ward, Control Center, and Simulation Center
Structure	Reinforced Concrete

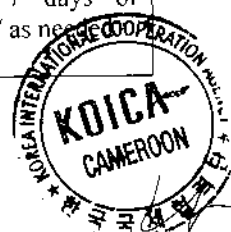
1.2 Scope of Services : find details at Section 5 and its Annex

- Commencement : Review of the inception report, design documents and the Constructor's project execution plan; confirmation of site handover and survey of local conditions (adjacent construction, confined site)
- Construction : Monitoring of commencement/construction progress and assurance of compliance with quality, safety and environmental (incl. public grievance) requirements – including inspections, material approvals, instrumentation monitoring and non-disruption of hospital operations
- Schedule & Payment : Progress control against the approved schedule (instructing catch-up plans in case of delay), review of progress payments and supporting documents, and weekly/monthly/special reporting
- Design Changes : Review of modifications and cost implications (verification of permissible scope; support for the Employer's approval)
- Completion : Commissioning, final inspection, verification of completion documents, handover and warranty administration

1.3 Deliverable of Services



No.	Deliverable	Required Contents	Frequency / Timing
A. Commencement Stage			
1	Inception Report	Work plan; modified BOQ if necessary (within the contract price); certificates of project experience; organization, responsibilities and period of supervision service	At commencement
2	Review Comments on Design Documents	Review of drawings, specifications, BOQ and structural calculations (conformity with site conditions, constructability, consistency, omissions/errors, expected problems)	Once at commencement stage
3	Review Comments on Project Execution Plan	Review of contract terms, eligibility of technicians and execution plans (schedule/temporary works/quality/shop drawings/HSE), incl. adjacent construction, confined-site logistics, hospital operation continuity and CCTV plan	Within 7 days of the Constructor's submission
4	Local Conditions Survey Report	Survey of material sources, ground conditions, access roads and climate; pre-construction condition survey of existing hospital buildings (cracks/tilting); pedestrian/traffic survey	Once at commencement stage
B. Construction Stage (Periodic / Occasional)			
5	Daily Supervision Log	Progress photos, daily manpower/equipment input, work description, remarks	Daily (kept on site)
6	Weekly Report	Subcontractor status, manpower/equipment/materials, weather, accidents, meetings and decisions, delay and loss, change orders, photographs, etc.	Weekly
7	Monthly Report	Construction status, supervision journal, quality tests/inspections, concrete works, main materials, design change status, assessment of safety management expenses, communications log	Monthly
8	Minutes of Periodic Meetings	Results of periodic meetings with the Constructor (and the Employer/CM) and interface meetings with the hospital (CURY) management; site inspection results and instructions	Weekly (or monthly)
9	Inspection Result Notifications	Conduct and document inspections of structure, MEP and finishes; notify deviations and corrective actions (to the Constructor and the Employer/CM)	At each inspection
10	Material Approval / Incoming Inspection Results	Review of material approval lists (designated forms), incoming inspection results, prior approval documentation for critical materials (e.g., urethane panels)	Within 7 days of receipt / upon delivery
11	Shop Drawing Approvals & Log	Review and approval (within 7 days; deemed approved if no notification); maintain a shop drawing submittal/approval log	Within 7 days of submission / ongoing
12	Quality Test & Instrumentation Monitoring Results	Witness and confirm quality tests; instrumentation monitoring for adjacent construction (settlement, inclination, cracks) — immediate stop of work and report when control criteria are exceeded	At each test/monitoring / monthly summary
13	Progress Payment Certification	Verification of quantities and completed inspections, supporting documents (procurement/safety/subcontracting), proportional deduction of advance payment, payment worksheets	At each payment request (bi-monthly)
14	Technical Review Reports	Review comments on design change requests and alternative methods (incl. budget and schedule impacts) with detailed backup data	Within 7 days of request / as needed



15	Progress Review & Catch-up Plan Reports	Review of planned vs. actual progress (weekly/monthly); review/approval and reporting of catch-up plans when delay exceeds the threshold; coordination of delivery plans	Weekly/monthly; within 7 days in case of delay
16	Safety Control Review Reports	Evaluation of the Safety Management Plan (Adequate/Conditionally Adequate/Inadequate), review of monthly safety reports, verification of the 0.5% safety management cost	At commencement / monthly
17	Supervisor's Instructions & NCR	Written instructions, non-conformance reports (NCR) and corrective action requests, re-work and stop-work orders (with immediate notification to the Employer)	Immediately upon occurrence
18	Special Reports	Chain of events, persons involved, Contractor's response and evaluation of effects for unusual/significant events (advance notice when predictable)	Within 1 day of occurrence
C. Design Change Stage			
19	Design Change Review Reports	Review of modified drawings, specifications, calculations, BOQ and quantity take-offs; verification of the permissible scope of changes; consultation with the designer and support for the Employer's approval	Upon occurrence (within 7 days of receipt)
D. Commissioning & Completion Stage			
20	Mid-term Supervision Report	Consolidated interim results of construction and supervision (at major milestones, e.g., on finishing reinforcing of the roof slab)	At major milestones
21	Review Comments on Commissioning Plan	Review of commissioning objectives, schedule, organization, system overview, manuals and checklists	Within 14 days of receipt (plan received 30 days before commissioning)
22	Review of Commissioning Performance Report	Review of performance test results (incl. medical gas, emergency power, UPS, HVAC) and report to the Employer	Upon completion of commissioning
23	Preliminary Completion Inspection Results	Conduct of preliminary inspection, preparation of punch list and confirmation of corrections; notice to submit as-built drawings and O&M	2 months prior to the request for final inspection
24	Completion Inspection Report & Final Acceptance	Final inspection (within 14 days), check of as-built drawings against actual construction, signing of all final documents, issuance of the Final Acceptance	Within 14 days of the request for final inspection
25	Verification of Completion Documents	As-built drawings, O&M manuals, commissioning test reports — confirmation of provision in French (as well as English)	At completion
26	Final Report	Overview of construction and supervision, implementation results, photos from commencement to completion, inspection/test records, material/safety/technical review performance, comprehensive analysis incl. final BOQ	At completion
27	Handover Plan Review & Handover List	Confirmation of the handover plan (incl. completion inspection results), handover of reusable demolished materials (with signed documentation) and of key maintenance materials (3%)	At completion/handover
E. Warranty Period (2 Years after Completion)			



28	Defect Inspection Reports	Investigation and identification of defects, notice to the Constructor to submit corrective work plans, inspection upon completion of corrective works and notification of results (to the Employer/User)	Upon defect notification / upon completion of corrective work
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Note

- 1) Quantity of hard copy shall be discussed with CM prior to submission.
- 2) In addition to the hard copies, the Consultant shall submit all the deliverables electronically (web transfer).

1.4 Major Contract Conditions

Payment at Phase	Remarks
1. Payment	1) Advance Payment : 20% of Contract Amount 2) Interim Payment : Every 20% of the construction progress rate
2. Defect Liability Period	2 years after the completion of the construction
3. Defect Warranty	3% of Contract price • Validity date: 2 years from the date of Taking Over Certificate of the construction issued • If the both parties agree on Retention as Maintenance Deposit, 3% will be deducted from the final payment and shall be returned after warranty period is over
4. Liquidated Damages	0.125% of the contract price per day (The maximum amount of liquidated damages : 30% of the contract price)



2. Qualification for Bidding

2.1 Qualification of the company

- 1) Those who have submitted the application for the participation in this bid by the deadline.
- 2) A legitimate and lawful entity legally established by the relevant laws and regulations of Cameroon and possess licenses to perform required services in designated places
 - Business Registration Certificate
 - Certified Copy of Articles of Incorporation
 - Certificate of Tax Payment, Certificate of Debt
 - Certificate of Not Being a Bankrupt Company
 - Category C or higher in "Dossier d'Appel a Categorisation des Bureaux d'Etudes Techniques et Cabinets relevant du Sous-Secteur d'Activités Batiment et Equipments Collectifs" given by MINMAP based on 'Décret N°2018/366' and 'Arrêté N° 166/A/MINMAP'
- 3) Anyone not sanctioned or penalized by international organizations or governments as ineligible entities.
 - Pledge (Such pledge shall contain the bidder's declaration that it has never been subject to any sanction prior to participating in this bid and it will not raise any objection against the termination and nullification of the contract if its declaration is found to be untrue)
- 4) (In case of Korean firms) Anyone not sanctioned by the Korean government as ineligible (or such sanction is expired) in accordance with Article 27 of the National Contract Law (Law on Contracts to Which the State is a Party), Article 31 of the Local Government Contract Law or Article 39 of the Management of Public Institutions Law
- 5) Anyone never been punished by any government on the charges of bribery.
 - ODA Project Anti-Corruption Pledge
- 6) Direct or indirect provision of cash or entertainment in exchange for a favor in this procurement procedure is prohibited.
 - Anti-Corruption and Integrity Contract

2.1 Qualification of Key Personnel

2.1.1. General

- 1) All personnel to be deployed shall belong to the bidder as of the date of submission of the bid documents. (Evidence of employment shall be submitted prior to the signing of the contract.)
- 2) All key personnel shall be registered with the ONIGC (National Order of Engineers of Cameroon, Ordre National des Ingénieurs de Génie Civil) or the



ONAC (National Order of Architects of Cameroon, Ordre National des Architectes du Cameroun), and valid registration certificates shall be submitted. For personnel of foreign nationality, evidence of equivalent qualifications of their home country (professional engineer, licensed architect, engineer, etc.) may be accepted in lieu thereof, provided that a written undertaking to fulfill the statutory local registration requirements prior to the commencement of the services shall be submitted.

- 3) Any replacement of personnel shall be subject to the prior approval of the Employer and shall be limited to persons with equal or superior qualifications and experience.

2.1.2. Key Personnel Qualification

1) Project Manager (Lead/Responsible Engineer)

- a. At least ten (10) years of supervision experience on building construction sites (including at least one (1) completed supervision record of a new single-building construction)
- b. Preference given to those with supervision records for medical facilities or for projects commissioned by international organizations/donor agencies
- c. Full-time residence on site required (concurrent assignment to other sites prohibited)
- d. Proficiency in English and effective communication skills

2) Architectural Supervisor (Architect Engineer)

- a. At least five (5) years of supervision experience on building construction sites
- b. Resident on site (resident together with the Project Manager in accordance with Article 5 of the Scope of Works – concurrent assignment to other sites prohibited)
- c. Preference given to those with construction management experience in special medical finishes (surgical department, ICU clean zones, etc.)

3) Mechanical Supervisor

- a. At least five (5) years of mechanical supervision experience on building construction sites
- b. Non-resident (mandatory site deployment during installation of piping and equipment, and during construction and commissioning of medical gas and HVAC systems)
- c. Preference given to those with supervision experience in medical gas systems or HVAC based on ASHRAE standards

4) Electrical Supervisor



- a. At least five (5) years of electrical supervision experience on building construction sites
- b. Non-resident (mandatory site deployment during installation and commissioning of the power receiving/substation system, emergency generator (approx. 300 kW class) and UPS)

5) Structural Supervisor

- a. At least five (5) years of structural experience on building construction sites
- b. Non-resident (mandatory site attendance during earth-retaining (H-pile + lagging) and excavation works, MAT foundation, and concrete pours of major structural members)
- c. Preference given to those with experience in instrumentation monitoring for adjacent construction (settlement, inclination, cracks)

6) HSE (Health, Safety and Environment) Supervisor – Optional

- a. At least five (5) years of safety management experience on construction sites
- b. Non-resident (deployed for high-risk works and for works related to the non-disruptive operation of the existing CURY hospital)



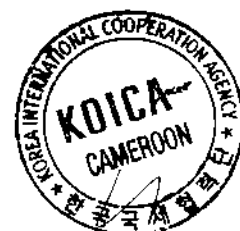
2. Guideline for Proposal

2.1 General Condition

- The contents of the submitted proposal may not be changed, added, or modified unless requested by the Cooperation Group.
- All information stated in the proposal must not be false or based on presumption. All stated details must be objectively verifiable, and if the proposed contents are not met after the contract is signed, the contracting party shall bear liability for damages.
- The contents presented in the proposal shall have the same effect as the contract even if not explicitly stated therein; however, if specified in the contract, the contents of the contract shall take precedence. Any disagreements regarding the interpretation of the proposal and the contract shall be resolved through mutual consultation with the Cooperation Group.
- If the Proposing Company deems a matter to be essential requirements or important for the execution of this project, even if it differs from the contents of the Request for Proposal (RFP) or is omitted from the RFP, it must describe such matters in the technical proposal and present supplementary measures or solutions. In this case, specific implementation plans must be presented, and all associated costs shall be borne by the Proposing Company. o The Cooperation Group may request materials or conduct on-site inspections to verify the facts regarding the contents of the proposal, and the proposing company shall respond faithfully to such requests.
- When preparing the proposal, any content that is not mentioned or is unrelated to the requirements presented in this Request for Proposal shall be deemed to have no function.
- The proposing company shall attach and submit relevant materials capable of objectively substantiating the contents of the technical proposal.
- Only proposals submitted prior to the designated location and deadline specified in the bid announcement will be considered for evaluation, and any additional documents submitted after the deadline will be excluded from evaluation.
- The Cooperation Group will not disclose proposals or any related documents externally to protect the interests of the proposing companies.
- Submission of similar proposals that significantly overlap with key proposal details (such as personnel input) from other companies may result in sanctions for unfair business practices.

2.2 Technical Proposal Table of Contents and Writing Guidelines

2.2.1. General Guideline



- The technical proposal consists of ①Proposal I (Main Body), ②Proposal II (Personnel Input and Past Performance Section), ③Attachments (Attachments and Supporting Documents), and ④Presentation Materials of Proposal Summary. It must be prepared by referring to the proposal writing guidelines and the provided table of contents below.
 - However, for any content within the proposal where a specific format is provided, adherence to that format is required.
- Write with a line spacing of 1.15, left and right margins of 25 mm, and top and bottom margins of 20 mm and 15 mm, respectively. The classification symbols and font sizes should be written as follows (recommended).
 - Main Classification: I. II. III. ...(15-point bold)
 - Detailed Items: 1. 2. 3. ...(13-point bold)
 - Content: 1-1, 1-1-1, 2, 2-1, 2-1-1, ...(12-point)
- If there are no applicable items among the writing items, maintain the table of contents as is, and indicate "Not Applicable" in the content section.
- Ambiguous expressions such as "~can" or "~consider" will be considered unacceptable during evaluation.
- Page numbers must be included in the proposal, and they should be indicated at the bottom center.
- If references are used to supplement the proposal content, the source of the references must be clearly indicated so that they are accurately identifiable.
- Compliance with the designated specifications, number of pages, format, color, etc., of the proposal is recommended.
- Proposal I (Main Text), Proposal II (Personnel Input Section), Attachments (Attachments and Supporting Documents), and (if applicable) the Proposal Summary and Presentation Materials are bound into separate volumes.
- Proposal I (Body) is recommended to be written within a maximum of 100 pages (50 sheets excluding front and back covers).
- Use of images, forms, shapes, etc.: No restrictions.
- Submit scanned copies of the technical proposal and various supporting documents in their entirety via USB; select PDF as the saved file format.

2.2.2. Table of Contents

1) Proposal I (Main Text)

I. Introduction

1. General Overview and History of the Company
2. Organization and Personnel Status, Major Project Details



II. Technical Sector

1. Project Understanding
 - 1-1. Features and Differentiation of the Proposal
 - 1-2. Analysis of the Project Site
 - 1-3. Project Implementation Strategy
 - 1-4. Project Objectives, Outcomes, and Deliverables
2. Detailed Project Implementation Plan
 - 2-1. Basic Direction
 - 2-2. Before Construction
 - 2-3. Construction Monitoring and Progress Control
 - 2-4. Design Changes
 - 2-5. Completion

III. Project Management Sector

1. Personnel Status and Operation Plan
 - 1-1. Personnel Status
 - 1-2. Personnel Operation Plan
2. Project Management Plan
 - 2-1. Performance Management and Quality Control
 - 2-2. Schedule Management
 - 2-3. Risk Management and Safety Management
 - 2-4. Reporting and Deliverable Management

Proposal II (Personnel Input and Past Performance Section)

I. Introduction

1. Overview
 - 1-1. List of Personnel
 - 1-2. List of Documents
2. Project Manager Qualification
 - 2-1. Project Manager CV
 - 2-2. Proof of essential qualifications
 - 2-3. Proof of other qualifications(degrees, employment, qualifications, experience in similar projects, etc.)



3. Project Personnel Qualification

3-1. Project Personnel CV

3-2. Proof of qualifications

II. Past performance

1. List of Past Performance

2. Evidence of Past Performance

2.2.3. Bid Attachments

- In addition to the original bid document, bidders must submit one copy and one USB containing the electronic file (refer to the table below for the technical proposal).
- When submitting in person, representatives must bring their ID; non-representatives must bring a power of attorney and their ID.
- ※ Submission of Originals is mandatory / If the documents submitted for the bid are copies, they must be verified against the original and stamped before submission.

Documents for Submission

(a) bidder's information sheet (in the prescribed form)

- Business Registration Certificate
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- License valid of Category C or higher in "Dossier d'Appel a Categorisation des Bureaux d'Etudes Techniques et Cabinets relevant du Sous-Secteur d'Activites Batiment et Equipments Collectifs" given by MINMAP
- (Annex 2, Section 3) Bidder's Information Sheet

(b) (Annex3, Section3)sealed bid price duly completed and signed (in the prescribed form)

(c) Technical Proposal(Annex 4, 5, 10 of Section 3 & Follow guideline of Section 4)

- Technical Proposal I 5 copies
- Technical Proposal II 5 copies (in the prescribed form)
- Attachment(Section 3) 1 copies
- USB 1 copies

(d) (Annex6, Section3) Sworn Statement on Company Being a Non-Blacklisted Entity

(Annex7, Section3) Declaration of Anti-corruption in ODA Business Participation (in the prescribed form)

The Bidder is on any of the international organization ineligibility lists or pledge (in the prescribed form)



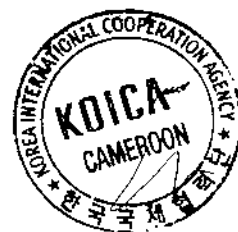
(e) (Annex8, Section3) Integrity Pledge (in the prescribed form)

(f) (Annex9, Section3) bid security (in the prescribed form)

(g) power of attorney, documents evidencing the authenticity of the applicant's signature or seal

(h) any other documents specified in the Bid Data Sheet.

- Self-checklist for submission of bid documents



3. Evaluation Standards

A. Evaluation guidelines

1. KOICA 「Technical Evaluation Guidelines」

2. Overview

(a) Methodology: Evaluation through the Technical Evaluation Committee (physically organized)

- Presentation of proposal: Project Manager (PM) for the service
 - The presentation shall be under 10 minutes. The presentation order will be randomly selected on the date of the Technical Evaluation Committee.
 - The presentation shall be prepared on the basis of the content of the proposal.
 - PM shall make the presentation. In addition to PM, up to two persons may attend and respond to inquiries of evaluators.
 - In cases of the following, it will be the cause of downgrade in evaluation.
 - ① If PM does not meet the qualifications specified in RFP.
 - ② If no PM is proposed or indicated in the proposal.
 - ③ If someone other than PM makes the presentation.
 - ④ If no one attends the presentation.

○ Grading guide

Classification	Grading Criteria
Excellent (100%)	○ Where the subject matter of the proposal is so excellent that it does not need any complementary measure other than the correction of errors in expression or editing that would have little effect on the substance thereof ○ Where found that achievements, experience, personnel, technical capability, etc. are at the highest level in pertinent field
Good (85%)	○ Where the proposal meets requirements in the TOR (terms of reference) or RFP (request for proposal), and the subject matter thereof is so satisfactory that the project tasks can be performed smoothly but requires partial correction or complement to produce more satisfactory results ○ Where achievements, experience, personnel, technical capability, etc. are above the level required by field or for smooth performance of the project
Average (70%)	○ Where the proposal mostly meets requirements in the TOR (terms of reference) or RFP (request for proposal), but the subject matter thereof is somewhat unsatisfactory in the appropriateness and completeness of project implementation strategies and plans by sector ○ Where achievements, experience, personnel, technical capability, etc. meet the minimum requirements but are partly unsatisfactory
Poor	○ Where the proposal fails to meet some requirements in the TOR



Handwritten signature

(55%)	reference) or RFP (request for proposal), and the subject matter thereof is unsatisfactory and impractical in the appropriateness and completeness of project implementation strategies and plans by sector
	Where achievements, experience, personnel, technical capability, etc. fail to meet some of the minimum requirements or are considerably unsatisfactory
	Where the proposal hardly meets requirements in the TOR (terms of reference) or RFP (request for proposal)
Very Poor (40%)	- Where the subject matter of the proposal is considered obviously impracticable and infeasible - Where achievements, experience, personnel, technical capability, etc. fail to meet the minimum requirements so that the proposal cannot be accepted in its own form

(b) Date and place: Refer to the bid notice

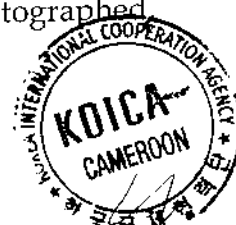
(c) Members of Technical Evaluation Committee: Five to ten both in-house and external experts.

(d) Scores

- Where the results of qualitative evaluation are aggregated, if the total number of evaluation commissioners is at least six, the scores, excluding the highest and lowest points based on the total evaluation score of the proposal, shall be counted and averaged arithmetically. If the number of evaluation commissioners is less than five, the highest and lowest points shall be included. Any number after the decimal point after calculation shall be rounded down to the third decimal place.
- An evaluation score shall be calculated by summing each of the results from the quantitative and qualitative evaluations. Those with an evaluation score of at least 85 shall be deemed eligible.
- Upon converting an evaluation score according to the technical evaluation weight for the summation of technical evaluation and price evaluation scores, any number after the decimal point shall be rounded down to the third decimal places.

(e) Note

- To prevent corruption and irregularities and promote integrity, the bidders shall meet the following requirements.
 - The bidders shall not attempt to contact with the members of Technical Evaluation Committee in any means in the course of this bidding from the date of notice to the end of evaluation ("Contact" means intentional attempt to approach the members of Technical Evaluation Committee in the form of calling or visiting in hopes to make them aware of the bidders.)
 - Evaluation shall not be recorded (voice and video), photographed, live-streamed.



- The bidders shall not use all kinds of telecommunication devices (telephone, smartphone, pagers, etc).

3. Evaluation criteria and grade

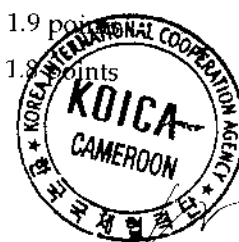
<Evaluation Criteria for a Proposal of Architectural Design Services>

Type	Item	Description	Score
Quantitative (10%)	Finances	- Debt Ratio (2) - Current Ratio (2)	4
	Past performance	Past performance domestically or internationally implemented	6
Qualitative (90%)	Organization	General overview and history, organization and personnel status, major business activities, etc. (Including qualitative evaluation of performance in similar projects)	5
	Technical Approach and Methodology	Project Understanding - Features and Differentiation of the Proposal - Analysis of the Project Site - Project Implementation Strategy Considering Local Characteristics - Project Objectives, Outcomes, and Deliverables	10
		Detailed Implementation Plan for the Task - Evaluation of quality, safety, budget, and schedule management plans from the commencement of construction to the completion stage	25
	Project Management	Current Status of Manpower and Operation Plan - Manpower Deployment Plan for Efficient Project Management	20
		Project Management Plan - Integrated Management / Schedule Management / Risk Management - Construction Cost Management Plan - Stakeholder Collaboration and Decision-Making Management Plan	20
	Key Personnel Experience	Experience and achievements of the Project Manager, language proficiency, track record in ODA projects, and experience in similar construction projects	20

○ Quantitative evaluation (10%)

<Quantitative Evaluation Criteria Table>

Item		Score	
Finances (4%)	Debt Ratio [Total Liabilities/Net Equity]	A. Less than 100%	2.0 points
		B. Less than 130%	1.9 points
		C. Less than 160%	1.8 points



		D. Less than 190%	: 1.6 points
		E. Over 190%	: 1.4 points
		A. 100% or more	: 2.0 points
		B. 90% or more	: 1.9 points
Current Ratio [Current Assets/Current Liabilities]		C. 80% or more	: 1.8 points
		D. 70% or more	: 1.6 points
		E. Less than 70%	: 1.4 points
Past performance (6%)	(As % of the size of this bid) Past performance domestically or internationally implemented*	B. Between 70% ~ 100%	: 5.5 points
		C. Between 40% ~ 70%	: 5.0 points
		D. Between 10% ~ 40%	: 4.5 points
		E. Less than 10%	: 4.2 points

*Completed services only

※ Financial documents (Annex 5, Section 3)

: The bidders shall submit audited accounting report (or financial statement) of fiscal year 2023, 2024, and 2025 in accordance with the following.

- ① The bidder's finances, not that of the parent company or affiliates, shall be provided.
- ② In the case where the financial statement is provided, it shall be one that is audited by a certified public accountant or those who have equivalent qualification.
- ③ The financial statement shall cover the whole year.

※ Documents to prove past performance (Annex4, Section 3)

: List of past performance, evidence, contract, etc.

- ① Past performance: (Completed services that are similar to the objective and content of this bid and exceeding 54,800.00USD per project in the past 5 years from the date of this bid notice)

* Recognized Fields of Similar Work: Record of completed domestic or international service performance within the last 5 years from the bid announcement date, specifically regarding supervision (including construction project management) for the new construction or expansion of a single building designated as a 'medical facility' or 'public facility'.

- ② Conversion into US dollars: Standard currency exchange rate is the selling rate on the bid notice date published by the central bank.

○ Qualitative evaluation (90%)

- Proposal table of content and guidelines: Section 4 - Refer to RFP

B. Pricing evaluation

- (a) If price is 80% or higher of the bid limit.



$$\bullet \text{ Bid Score} = \text{Bid price Evaluation scoring limit} \times \left(\frac{\text{Lowest Bid price}}{\text{Proposed bid price}} \right)$$

- * The lowest bid price among all effective prices proposed by the bidders. If there is a price less than 70% of the bid limit, the lowest bid price will be fixed at 70% of the bid limit.
- * Proposed bid price is the bidder's price

(b) If price is less than 80% of the bid limit.

$$\bullet \text{ Bid Score} = \text{Bid price Evaluation scoring limit} \times \left(\frac{\text{Lowest Bid price}}{80\% \text{ of the bid limit}} \right) + \left[2 \times \left(\frac{80\% \text{ of the bid limit} - \text{proposed bid price}}{80\% \text{ of the bid limit} - 70\% \text{ of the bid limit}} \right) \right]$$

- * The lowest bid price among all effective prices proposed by the bidders. If there is a price less than 70% of the bid limit, the lowest bid price will be fixed at 70% of the bid limit.
- * Proposed bid price is the bidder's price. However, if the price is less than 70% of the bid limit, the score will be fixed at 30% of the total.

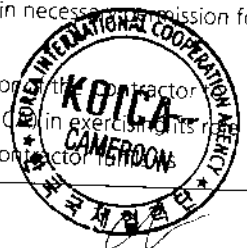
(c) The final score shall be rounded to fifth decimal places.

(d) If the final score calculated according to the bid price scoring formula exceeds the maximum score limit for bid price evaluation, the maximum score limit shall be applied.



감리 과업범위(Scope of Works) 통합 기준표

구분(항목)	한글	영문 (English)
제1장 일반사항 / Chapter 1. General		
1. 목적 Object	본 지침은 행정·기술 양 측면에서 공사 감리업무의 기준과 지침을 제시하여, 공사비와 공사기간 내에서 최고 품질수준으로 프로젝트를 완성하는 것을 목적으로 한다. 감리용역은 주재국의 감리 관련 제도(예: 카메룬 '저작권·기술감독 서비스')의 요건에 부합하여야 하며, 공사가 도면·시방서·계약문서 및 주재국(현지) 법규의 요구사항을 준수하도록 보장한다. 또한 감리는 현지 법규상의 의무 여부와 관계없이 시방서·도면·계약문서에 따른 요구 품질 달성을 목표로 한다.	To present the criteria and guidelines for the supervision work of the construction in administrative and technical aspects, to complete the project with the highest quality standards within cost and period of execution. The services shall conform to the requirements of the host country's supervision system (e.g., "Copyright & Technical Supervision Services of Cameroon") and ensure that the works conform to the drawings, specifications, contract documents and applicable laws/regulations of the host country. The supervision also aims to achieve the required quality in accordance with the specifications, drawings and contract documents, whether or not it is a mandatory requirement of the applicable local laws.
2. 적용 범위 Scope of Application	감리자는 본 지침 및 과업범위에 따라 감리업무를 수행하며, 시공자가 공사 수행 시 이를 준수하도록 한다.	The Supervisor shall perform supervision works according to this guideline and its scope of works contained therein, and ensure the Constructor complies with them in his execution of the construction of the Project.
3. 용어의 정의 Definition	가. '프로젝트': 용역이 제공되는 계약상의 프로젝트 나. '감리용역': 감리자가 계약에 따라 수행하는 업무(도면, 시방서, BOQ, 성능자료 및 관련 문서 포함) 다. '발주처': KOICA(한국국제협력단) 라. 'CM(건설사업관리)': 발주처의 대리인 마. '시공자': 공사를 수행하는 당사자 또는 회사 바. '일(day)': 역일 기준. 만요일이 토·일·공휴일인 경우 익영업일로 연장 사. '현장': 계약에 명시된 공사 장소 아. '계약기간': 계약에 따라 감리용역 및/또는 공사가 완료되는 계약상의 기간 자. '공사기간': 시공자가 계약 이행 완료 후 발주처의 준공검사를 서면 신청하여야 하는 계약상의 기간 차. '하도급자': 시공자가 공사 일부 수행을 위해 고용한 업체 또는 개인	a. "Project": the project stated in the Contract for which the services are to be provided b. "Supervision Services": the work the Supervisor shall perform under the contract (Drawings, Specification, Bill of Quantity, performance data and related documents, etc.) c. "Employer": the KOICA (Korea International Cooperation Agency) d. "CM (Construction Management)": the Employer's representative e. "Constructor": parties or companies to perform construction f. "day": calendar day; the expiry date is extended to the following business day if it falls on a Saturday, Sunday or holiday g. "Project Site or Site": construction place named in the Contract h. "Contract Period": the period when the supervision service and/or construction works has been completed in accordance with the contract i. "Construction Period": the period when the Constructor is required to apply in writing for the Employer's inspection of completed works after fully performing the contract j. "Subconstructor": the firm or person employed by the Constructor to carry out part of the construction work
4. 기본 책임 Basic Responsibilities	가. 행정적 업무 · 발주처의 프로젝트 관련 인허가 취득 지원 · 시공자의 상시 창구로서 발주처(KOICA)의 역할 수행과 의사결정을 지원하고 시공자의 의무 이행 확보 · 운영환경 조정자: 운영 중인 기존 시설(예: 야운데 응급센터(CURY))의 운영환경을 충분히 고려한 공사계획·수행 확보 및 운	a. Administrative tasks · Support the Employer to obtain necessary permission for the Project · Serve as permanent interlocutor with the Contractor to inform/assist the Employer (KOICA) in exercising its rights and decisions, and ensure the contractor



구분(항목)	한글	영문 (English)
	영 지장 최소화 · 감리일지 및 주간 현장회의 유지(수행 작업 / 투입 자재·장비·인력 / 계획 대비 진도 / 단계별 기술검사 / 시공사 안전관리비 검토 / 현장 사건·사고 포함) · 기성 수량·지급 수량 검증(대사 첨부) 및 추가공사 상세견적(단가·수량) 검증 · 클레임 분석 및 원만한 합의 위주의 해결방안 제안 · 공정·품질의 정기 모니터링을 위한 월간 이상의 중간·최종 보고서 작성 나. 기술적 업무 · 시방서·도면에 따른 단계별 검사, 자재·제품 승인, 시험실 시험 · 품질(종류·상태·규격 기준) 및 수량 적합성 확보를 위한 기술적 시공감독, 환경·사회적 조치 준수 관리 · 단가표에 따른 기성수량 측정, 기성내역 확인 및 발주처에 기성인수·자금 제안 · 시공사 현장시설물 및 반입 자재·장비 계수용 조서 작성 · 공사의 적정 수행에 필요한 시공지시서(service order) 작성·발부 · 부적합보고서(NCR) 발행·시정조치 요구, 현장 수발신 문서 관리, 발주처 보고	obligations · Operational Environment Coordinator: ensure the Contractor plans and executes works with full consideration of the operational environment of the existing facility in operation (e.g., Centre des Urgences de Yaoundé (CURY)), minimizing disruption · Maintain a diary and weekly site meetings for contractual progress reports (work carried out; materials/equipment/personnel; progress vs. forecasts; technical inspection of phases; review of contractor's safety management expenses; site incidents) · Verify quantitative progress and quantities to be paid (with contradictory attachments) and detailed quotes for additional works · Analyze claims and propose resolutions favouring amicable agreements · Produce at least monthly provisional and final reports for regular monitoring of schedule and technical quality b. Technical tasks · Inspection, approval of product and material, laboratory test at each stage per specifications and drawings · Supervise technical execution to ensure qualitative (type, condition, prescribed standards) and quantitative compliance; control compliance with environmental and social measures · Measure quantities per price schedule, certify statements and propose acceptance/payment to the Employer · Draw up minutes on the Contractor's site facilities and equipment/materials delivered to site · Draw up and issue enforceable service orders for proper execution · Issue non-conformance reports and corrective action requests; file site documents; report to the Employer
5. 업무 수행 원칙 Working Rule	· 계약에 의거 발주처를 대리하여 감리 수행 · 계약문서·과업범위 등 관련 규정 숙지 · 현장 문제 또는 공법·예산 관련 중요 변경은 항상 발주처에 보고하고 지시에 따름 · PM·건축기술자는 입찰자료집(입찰지침서)에 명시된 대로 현장 상주 · 수행업무: 설계변경 기술검토(현장 확인 필수) / 정기 현장점검·평가·확인 및 결과 통보 / 발주처 요청 기술검토 · 투입 인력의 수와 자격은 주재국 법규 요건 준수 · 발주처 대리인 부재 시 현장 감독 주도 · 시공자가 정해진 공기·예산 및 설계 품질 내에서 최상의 프로젝트를 인도하도록 발주처를 성실히 지원 · 업무 관련 금품(현금·선물·부동산 등) 수수 금지	· Perform supervision on behalf of the Employer by the Contract · Have good knowledge of construction documents, scope of works and relevant provisions · Always inform the Employer of worksite problems or important changes to methods/budget and follow the Employer's instructions · Project Manager and Architect Engineer resident on site as specified in the Bid Data Sheet (Bidding Guideline) · Perform: technical review of design changes (verified on site); periodic site inspection/evaluation and notification; technical review requested by the Employer · Number and qualification of assigned staff shall conform to host-country laws/regulations · Lead site supervision in absence of the Employer's representatives · Support the Employer with faithful performance to ensure the contractor delivers the best possible project on time, within the budget and with the designed quality



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		· No bribery (cash, gift, real estate, etc.) from business associates
제2장 착수단계 업무 / Chapter 2. Tasks for Commencement Phase		
6. 착수 행정업무 Administrative Work	· 착수보고서 제출 및 발주처 승인: 업무계획 / 필요시 수정 BOQ(총액은 계약금액 한도 내) / 감리 실적증명 / 조직·업무분장·감리기간 · 투입 감리원은 임찰제안서상 인원과 동일하여야 하며, 불가피한 교체 시 발주처 사전 승인 필수 · 기존 운영시설(CURY)의 실험장비·비품 이전 완료 후에만 공식 현장 인도가 이루어졌는지 확인하고, 인도 지연으로 공기가 지연되는 경우 계약변경 검토·건의 · 착공 전 공사 일정 검토 및 시공 계약 검토 협조 · 건설 예비 작업(preliminaries) 및 제출 서류를 확인하고, 주재국 법규(현지 코드·표준 포함)에 규정된 기능·직무 수행	· Submit Inception Report and obtain Employer's approval: work plan; modified BOQ if necessary (total within contract price); certificate of project experience; organization, responsibilities and period of supervision service · Supervisors engaged shall be the same persons as nominated in the bidding proposal; replacement requires the Employer's prior approval · Confirm the official site handover takes place only after the existing facility (CURY) completes relocation of laboratory equipment and furnishings; review and recommend contract amendment if delays are caused by late handover · Review the construction schedule and cooperate in reviewing the construction contract before commencement · Assure construction preliminaries and submittals, and perform functions and duties as prescribed by applicable laws and regulations of the host country including local codes and standards
7. 설계도서 검토 Review of Design Documents	· 설계도면·시방서·BOQ·구조계산서·계약 속지, 공정 개선 및 예산 절감 노력 · 검토 기준: 현장 여건 부합성 / 시공성 / 단계별 타 공정과의 정합성 / 도면·시방서·구조계산서·BOQ 간 일관성 / 설계 누락·오류 / 시공 중 예상 문제 · 검토의견 발주처 제출	· Understand design drawings, specifications, BOQ, structural calculations and contracts; endeavor to improve the process and reduce the budget · Review criteria: conformity with the project site situation; constructability; consistency with other processes; consistency among drawings, specifications, calculations and BOQ; design omissions and errors; expected problems during construction · Submit review comments to the Employer
8. 설계도서 관리 Control of Design Documents	설계도서를 현장에 비치·보관하고, 승인·인증 문서(시공도면·시방서·삽드로잉 등)에 따라 시공되도록 보장하며, 품질경영시스템·표준 요구사항에 따라 문서를 관리한다.	Keep the design documents at the project site; assure construction per approved/certified documents (construction drawings, specifications, shop drawings, etc.) and maintain control over such documents per quality management system requirements.
9. 공사 안내판 Construction Sign Board	시공자가 제안한 공사 안내판의 표기방법·크기·위치를 검토·확인한다.	Review and confirm the construction sign board proposed by the Constructor in terms of instruction method, size and location.
10. 기준점 보호 Protection of Bench Mark	· 기준점을 보호하고, 이설 필요시 시공자에게 승인·지시 · 프로젝트의 적정 수행에 필요한 건물 경위치 및 구조물 위치·크기의 적합성 확인	· Protect the bench mark; approve and instruct the Constructor if translocation is necessary · Verify the correct location of the building and the appropriateness of structural location and size
11. 시공자 시공계획서 검토 Review of the Constructor's Project Execution Plan	7일 이내 검토의견을 발주처에 제출. 검토 기준: · 계약: 공사기간 / 대금지급 조건 / 기타 공사계약문서 · 현장 기술자 적격성 · 시공계획: 사업관리계획 / 자재조달 포함 공정관리계획 / 가설 계획(펜스·현장사무소·현장시험실 등) / 품질관리계획 / 삽드로잉 관리계획 / HSE 안전관리계획	Submit review comments to the Employer within seven (7) days. Criteria: · Contract: construction period; payment terms; other contract documents · Eligibility of worksite technicians · Project execution plan: project management plan,



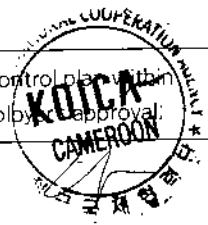
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	· 기존 전기·급배수·배수·소방설비 점검 결과 · 24시간 경비 체계 · 협소한 현장 면적 및 외부 공간 사용 시 사전승인·비용부담 요건을 반영한 물류계획 · 근접시공 계획: 기존 병원 건물과의 짧은 이격거리를 고려한 흙막이(H-Pile+토류판)·굴착공법의 적정성 및 기존 건물 기초에 미치는 영향 검토 · 협소 작업구간 대책: 건물·대지경계 아격이 짧은 구간의 비계·거푸집·장비 작업공간 확보 및 양중(크레인·리프트) 계획 · 자재 반입·적재 계획: 현장 내 적재공간 제한에 따른 적기(JIT) 반입, 외부 임시 야적장 운영, 반입차량 시간대 관리 · 주변 교통·보행자 대책: 유동인구가 많은 북측 8m/남측 12m 도로의 보행자 안전통로·가설올타리·교통유도 및 구급차 동선 확보 계획 · 병원 운영 연속성: 기존 CURY 병원 운영에 지장이 없도록 고소음·진동·분진 공정의 시간대 조정 및 단계별 시공(Phasing) 계획	schedule management plan incl. material delivery; temporary work plan (fence, field office, field laboratory, etc.); quality control plan; shop drawing management plan; HSE safety management plan · Inspection results of existing electrical, plumbing, drainage and fire protection systems · Arrangements for 24-hour security · Logistics plan addressing the limited site area and prior approval/cost assumption for using external space · Adjacent-construction plan: adequacy of earth retaining (H-pile + lagging) and excavation method considering the short distance to the existing hospital building, incl. effects on its foundation · Confined work-zone measures: securing working space for scaffolding, formwork and equipment in sections with short building-to-boundary distance, and lifting (crane/hoist) plan · Material delivery/stacking plan: just-in-time delivery reflecting the limited on-site stacking area, operation of an off-site stock yard, and time-slot control of delivery vehicles · Traffic/pedestrian measures: pedestrian walkways, protective hoarding and traffic control on the north 8 m / south 12 m roads with heavy foot traffic, and securing ambulance routes · Hospital operation continuity: phasing plan and time-slot control of high-noise/vibration/dust activities so as not to disturb the operating CURY hospital
12. 정기 회의 Periodic Meetings	주 1회(프로젝트에 따라 월 1회) 발주처(CM)·시공자와 정기회의를 개최하여 현장점검 결과와 발주처 지시사항을 시공자에게 전달한다. · 병원(CURY) 운영진과의 정기 인터페이스 회의를 병행하여 공사·병원 운영 간 간섭사항(소음작업 시간, 동선, 정전·단수 등)을 사전 조정	Hold a periodic meeting once a week (or once a month depending on the project) with the Employer (CM) and the Constructor, delivering the results of site inspection and the Employer's instructions. · Hold regular interface meetings with the hospital (CURY) management to coordinate in advance interferences between the works and hospital operation (noisy-work hours, circulation, power/water shutdowns, etc.)
13. 하도급업체 Sub-constructor	시공자가 계약한 모든 하도급업체의 적정성을 확인하고, 프로젝트 요건 충족 이행을 검증한다.	Confirm the adequacy of all sub-constructors contracted by the Constructor and verify their implementation to meet the project requirements.
14. 가설시설물 Temporary Facilities	가설시설 계획 승인. 검토 기준: · 공사용 도로 / 현장사무소·작업장·창고·식당·회의실 / 자재 야적장 / 공사용 전력·용수·전화·인터넷 / 공해방지시설 · 인터넷 기반 CCTV 모니터링 시스템(실외 최소 3대, 발주처(KOICA) 지정 사용자 3인 원격접속) 설치·운영 계획 확인 및 관련 비용(설치·운영·철거) 전액 시공자 부담 확인 · 협소현장 가설 배치계획(현장사무소·적재구역 최소화 배치), 외부 임시 야적장 운영계획, 유동인구 대비 방호형 가설올타리·낙하물방지망·보행자 안전통로 포함 여부 확인	Approve the plan for temporary facilities. Criteria: · Construction roads; site office, workshop, warehouse, dining, meeting room; materials yard; power, water, telephone, internet; pollution control facilities · Ensure the plan details an internet-based CCTV monitoring system (min. three outdoor cameras) with remote access for three designated Employer (KOICA) users; confirm the Contractor covers all related costs (installation, operation, removal) · Confirm the layout plan for the confined site (minimized site office/stacking areas), operation of an off-site stock yard, and inclusion of protective hoarding, falling-object protection and pedestrian walkways against heavy foot traffic
15. 현지여건 조사 Local Conditions	현지여건을 조사하고 다음 자료를 활용: 각종 자재원 확인 / 지반·지질 조건 / 진입도로 / 교통 규제·여건 / 지하 매설관·장애물 /	Survey local conditions and utilize: construction material sources; geotechnical/geological



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Survey	기후·기상 / 인접 하천의 최고 홍수위·상태 등 · 기존 병원 건물 사전 현황조사(균열·기울기 기록), 주변 도로 유동인구·교통량 및 병원 이용 동선(구급차 포함) 조사	access roads; traffic regulations and conditions; buried pipes and obstacles; climate and weather conditions; maximum flood level and state of adjacent rivers, etc. · Pre-construction condition survey of the existing hospital buildings (record of cracks/tilting); survey of pedestrian/traffic volume on surrounding roads and hospital circulation incl. ambulances
제3장 시공단계 업무 / Chapter 3. Tasks for Construction Phase		
16. 기록관리 및 보고 Record Control and Report	보고서를 작성하여 발주처에 제출하며, 모든 보고서는 영어(필요시 현지 공용어 병행)로 작성한다. 보고의 세부 기준·양식은 발주처가 추후 별도로 제시하는 지침에 따를 수 있다. 가. 일일 감리일지: 공정 사진, 일일 인력 투입, 작업 내용 포함 나. 주간 보고서: 하도급업체 목록 / 감리·시공사 인력 투입 / 현장 장비 / 자재 반입 / 기상(기온·습도·강수) / 사고 / 회의·주요 결정 / 특이사항 / 공사 지연·손실 / 비상조치 / 관할기관 지시·요청 / 변경지시 접수·이행 / 작업변경지시 접수·이행 / 공사 사진 / 유틸리티 연결·해지 다. 월간 보고서: 시공 현황 / 감리일지 보고 / 품질시험·검사 사트 / 콘크리트 공사 현황 / 검측 요청·결과·통보 / 주요자재 검수 / 설계변경 현황 / 안전관리비 사용실태 확인 및 인정항목 기준 지급청구 심사 / 커뮤니케이션 로그(시공사·발주처·CM·지자체·기타) 라. 중간(감리) 보고서: 주요 공정 결점(예: 자봉 슬래브 배근 완료 시) 제출 마. 최종 보고서: 공사·감리용역 개요(요약, 설계·계약 변경 등) / 시공 실적 / 착공~준공 사진 / 예비·최종검사 포함 검사 결과 / 시험실 기록 / 주요자재 관리 실적 / 안전관리 실적 / 기술검토 실적 / 실제 공정·최종 BOQ 종합분석 / 발주처가 필요하다고 인정하는 계약상 정보 바. 특별 보고서: 발생 후 1일 이내 발주처 직접 제출, 관련 당사자 배포 / 특이·중대 사건의 경위, 관련자, 시공사 대응, 영향 평가 보고(예측 가능 시 사전 통지) / 발주처 요청 시 보고 사. 현장 보관 문서: 수발신 문서 / 품질시험계획 / 검측 목록·실적 보고 / 회의록 / 기성 보고서 / 준공검사 목록·보고서	Prepare and submit reports to the Employer. All reports shall be written in English (and the local official language, where required). Reporting to the Employer may follow detailed guidance to be issued separately by the Employer. a. Daily supervision log: progress photos, daily manpower input and work description b. Weekly reports: subcontractor list; manpower of Supervisor and Contractor; equipment on site; material deliveries; weather (temperature, humidity, precipitation); accidents; meetings and significant decisions; unusual events; construction delay and loss; emergency procedures; orders/requests of authorities; change orders received/implemented; work change directives; photographs; services connected/disconnected c. Monthly reports: construction implementation status; supervisor journal report; quality test/inspection sheet; concrete work status; inspection request/result notification; main material inspection; design change status; safety management expense verification and assessment of payment claims per the allowable list; communications log (Constructor, Employer, CM, Municipality and others) d. Mid-term report: submitted at a major milestone (e.g., on finishing reinforcing of roof slab) e. Final report: construction/supervision overview (summary, design change, contract change); implementation results; photos from commencement to completion; inspection results incl. preliminary and final; laboratory records; main material control performance; safety control performance; technical review performance; comprehensive analysis incl. actual schedule and final BOQ; information in the agreement deemed necessary by the Employer f. Special reports: submit within one (1) day of occurrence directly to the Employer, distribute copies to affected parties; for unusual/significant events report chain of events, persons involved, Contractor's response and evaluation of effects (advise in advance when predictable); reports at the Employer's request g. Documents kept on site: incoming/outgoing documents; quality test plan; inspection list and performance report; meeting minutes; progress payment report; completion inspection list and report
17. 시공사 제출서류 검토	가. 접수일로부터 7일(프로젝트에 따라 3일) 이내 회신. 대상: 하도급 통지·승인요청 / 자재·제품 승인요청 / 샵드로잉·색상 선정	a. Reply within seven (7) days (or three (3) days depending on the project) of receipt of documents.



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Review of Submittal by Constructor	/ 검측·기성 요청 / 각종 시험성적 / 설계변경 / 안전관리 보고 / 준공검사 / 최종 정산 나. 주요 공종(예: 방수, 타일, 에폭시 코팅, 지붕기와, 구조보강, 우레탄패널)에 대해 시공자가 시공계획서(Method Statement)를 제출하고 목업(Mock-up)을 시행하여 착수 전 감리자·감독기관 승인을 받는지 확인 · 목업 목적: 품질·자재·시공성 사전 검증 / 하자 지연 예방을 위한 조기 문제 발견 / 발주처(KOICA)·수원기관(MINSANTE)의 사전 검토·피드백 / 이해관계자 의견의 문서화 및 최종 시공계획 반영 ※ 시공사의 시공계획서상에 발주자의 품질관리절차가 적절히 반영되었는지에 대한 검토 및 보완	subcontracting notice/approval request; material/product approval request; shop drawing, colour selection; inspection and interim payment request; test results; design changes; safety control report; completion inspection; final settlement b. Verify the Constructor submits Method Statements and executes Mock-up samples for critical works (e.g., waterproofing, tiling, epoxy coating, roof tile, structural reinforcement, urethane panels) and obtains approval from the Supervisor and Control Office before commencement · Mock-up aims: verify quality/materials/workmanship in advance; identify issues early to avoid defects or delays; allow the Employer (KOICA) and partner ministry (MINSANTE) to review and give feedback; document all stakeholder comments and reflect them in the final construction plan ※Review of the Contractor's Construction Work Plan for Compliance with the Employer's Quality Management Procedure and Follow-up on Required Revisions
18. 검토의견 Review Comments	· 시공자의 설계변경(공법·기술솔루션 등) 요청 시 접수 후 7일 이내 검토의견을 발주처에 보고 · 예산·공정 변경을 포함한 검토의견을 발주처에 제출	· Upon the Constructor's request for design change (construction method or technical solutions), review and report comments to the Employer within seven (7) days of receipt · Submit review comments including budget and schedule changes to the Employer
19. 현장 기술인력 교체 Replacement of On-site Staff	· 품질·안전 위해를 초래하는 부적절한 행위가 있는 시공자 기술인력의 교체를 요구한다.	· Request replacement of the Constructor's technical staff for inadequate behavior which incurs quality and safety hazard.
20. 지시 Instruction	· 시공자에 대한 지시는 서면 원칙(긴급·경미한 경우 구두 지시 후 추후 서면 확인)·지시 및 지시사항기록부의 관리 · 시공자에게 관련 법규 준수 및 현장 안전관리 지시 · 이행 결과를 발주처에 서면 보고	· Instructions to the Constructor shall be in writing in principle (verbal allowed in urgent/minor cases with later written confirmation)_Maintenance of the Instruction Register · Instruct the Constructor to comply with relevant laws/regulations and on-site safety management · Report the results of implementation to the Employer in writing
21. 사진 촬영 Photography	· 정기 보고서에 최소 12매의 디지털 사진 수록 · 건물 내·외부 동일 시점(viewpoint)에서 촬영하여 시계열 공사진도 파악 · 각 방향의 건물 전경·주출입구 및 공법이 명확히 드러나는 뷰 포함 · 외부 사진은 주간, 극단적 그림자가 없는 시간대에 전주와 유사한 시각에 촬영 · 월 1회 현장 최고 지점에서 전경 사진 촬영	· Minimum of 12 digital images documented in the periodic report · Same viewpoints outside/inside the building to understand chronological progress · Viewpoints incl. the overall building from each direction, main entry, and views showing construction methods clearly · Exterior photos in daylight without extreme shadow, at generally the same time of day as previous weeks · Overall view photographs from the highest point on site once a month
22. 품질관리 Quality Control	· 시공사 제출 품질관리계획을 7일 이내 검토 후 발주처에 승인 요청, 품질관리계획 확인	· Review the Constructor's quality control plan within seven (7) days and request the Employer approval



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	· 승인된 품질관리계획·시방서 준수 검증: 주요 공종(우레탄패널, 방수, 구조보강, 자봉, 에폭시, 타일 등)의 시공계획서·목업이 본 시공 전 승인되도록 확보 / 특수자재(예: A동 T50 우레탄패널)의 적정 설치(필수 부속자재 사용, 목업 기준 준수) 확인 / 부적합 식별·보고 및 품질기준 미달 시 시정조치 또는 대금감액 건의 · 품질검사 실시·결과 검토 확인 및 현장 품질관리체계 구축·운영 · 근접 굴착에 따른 기존 건물 보호: 흠막이 변위·지반침하·기존 구조물 균열에 대한 계속관리(침하계·경사계·균열계이지) 계획 확인, 관리기준 초과 시 즉시 공사중지 및 발주처 보고 · 협소구간 콘크리트 타설·양생 품질 확보(펌프카 배치·타설 순서 검토) 및 저진동 공법 적용 확인 ※ 발주처 '품질관리절차서'의 주도적인 현장운영 (첨부 참조)	confirm the plan · Verify compliance with the approved QC plan and specifications: ensure Method Statements/mock-ups for key works (urethane panels, waterproofing, structural reinforcements, roofing, epoxy, tiling, etc.) are approved before full installation: confirm proper installation of specialized materials (e.g., T50 urethane panels in Building A) incl. required accessories and mock-up standards: identify/report non-conformities and recommend corrective actions or payment deductions · Review/confirm execution and results of quality tests: establish and control the site quality control system · Protection of existing buildings against adjacent excavation: confirm the instrumentation/monitoring plan (settlement gauges, inclinometers, crack gauges) for retaining-wall displacement, ground settlement and cracks: order immediate stop of work and report to the Employer when control criteria are exceeded · Secure concrete placing/curing quality in confined sections (pump placement, pouring sequence) and confirm application of low-vibration methods ※ Proactive Implementation and Enforcement of the Employer's Quality Management Procedure at the Project Site (Refer to the Attached Document)
23. 샵드로잉 승인 Approval of Shop Drawings	· 제출일로부터 7일 이내 검토·확인·승인(기간 연장 필요시 시공자에게 통보, 무통보 시 승인 간주) · 샵드로잉 제출·승인의 기록·관리를 위한 관리대장(log) 작성	· Review, confirm and approve shop drawings within seven (7) days of submission (notify the Constructor if extended time is required: deemed approved if no notification) · Create a shop drawing log to record and monitor submittals and approvals
24. 일일작업 검토 Review of Daily Work	· 인력·자재·장비·기상·작업시간 등 일일 통계정보 수집 · 시공자 작업일보 검토 및 감리사무실에 기록 보관	· Collect daily statistical information about the staff, materials, equipment, weather conditions, time work, etc. · Review the Constructor's daily report and keep the record in the Supervisor's office
25. 시공 확인 Confirmation of Construction	· 현장 시공조건의 적정성 확인 · 시공 전 과정 입회·확인. 기성으로 인정받기 위해서는 조서 (invoice)에 감리자 서명 필요	· Confirm the appropriateness of on-site construction conditions · Observe and confirm all processes during the construction work: the Supervisor's signature shall be shown on the invoice for work to be recognized as executed
26. 검측 Inspection	· 시공자는 필요한 모든 검측 일정을 수립하고 감리자에게 통보할 책임 · 구조부재·MEP·마감 등 과업범위상 모든 검측 조율 · 예정된 검측 시행·문서화, 결과를 시공자와 발주처(CM)에 통보 · 계약문서와의 모든 편차 문서화, 필요한 시정조치를 시공자에게 통보(부적합보고서(NCR)·시정조치요구 포함)	· The Contractor is responsible for scheduling all required inspections and notifying the Supervisor · Coordinate all inspections required by the project scope (structural components, MEP, finishes) · Conduct and document the scheduled inspections: forward results to the Constructor and the Employer (CM) · Document any deviations from the contract documents and notify all required corrective actions (incl. non-conformance reports and corrective action requests)
27. 기성 지급 Payment to the	· 시공자가 제출한 기성 및 검사 완료 검토·확인 · 2개월마다 제출되는 기성청구의 확인·증명	· Review and confirm the payment and completion of inspection submitted by the Constructor



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Constructor	· 선금금(20%)의 각 기성별 비례 공제 여부 확인 · 기성청구서에 필요한 증빙서류(조달·안전·하도급 기록 등) 첨부 확인 · 기성 수량 검토 및 지급 정확성 확인용 조서 작성 · 협소현장 특수조건 비용(외부 야적장 임차·소운반, 양중장비, 방음·방진 가설, 교통유도원, 계측관리 등)의 계약 반영 여부 확인 및 관련 기성·추가비용 청구의 적정성 검토	· Certify payment requests based on progress submitted every two (2) months · Verify the 20% advance payment is deducted proportionally from each progress payment · Confirm all required supporting documents (procurement, safety, subcontracting records) are attached to the payment request · Review amounts of completed work and prepare work sheets certifying the accuracy of payment · Confirm whether costs arising from the confined-site conditions (off-site stock yard rental/secondary handling, lifting equipment, noise/vibration protection, traffic controllers, instrumentation, etc.) are reflected in the contract, and review the adequacy of related progress/additional payment claims
28. 기술 보고서 Technical Reports	· 시공 과정에서 공법 관련 기술 솔루션에 필요한 대안 제시 · 상세 근거자료와 함께 기술보고서를 발주처에 제출	· Suggest alternative measures deemed necessary for technical solutions related to construction methods · Submit the technical report to the Employer with detailed backup data
29. 주요 자재(장비) 승인 Approval of Main Material and Equipment	· 시공자 제출 자재 승인목록 검토: (예시) 레미콘, 아스팔트, 철근, 시멘트, 방수재, CMU, 우레탄패널, 구조용 강재(H형강), 앵커볼트, 골재, 지붕기와, 타일, 에폭시, 도료, 급수관, 펌프·모터, 전선, 배전반 등 프로젝트별 주요 자재 · 사전 승인 문서화: 핵심 자재(예: BSL-2 구역 우레탄패널)의 기술자료·샘플·인증서가 조달 절차 개시 전 제출되었는지 확인 · 7일 이내 결과 통보, 접수일부터 지정 양식 사용	· Review the material list for approval submitted by the Constructor: (examples) ready-mixed concrete, asphalt, reinforced bar, cement, waterproofing, CMU, urethane panels, structural steel (H-beams), anchor bolts, aggregates, roof tile, tile, epoxy, paint, water pipe, pump and motor, electric wire, electric panel, etc. — main materials per project · Prior approval documentation: confirm technical data sheets, samples and certificates for critical materials (e.g., urethane panels for the BSL-2 area) are submitted before procurement begins · Notify the results within seven (7) days; use the designated form from the date of receipt
30. 주요 자재 검수·관리 Inspection and Control of Main Material	· 시공자 제출 자재 반입계획 사전 검토 및 발주처에 결과 통보. 자재 검수 후 결과를 시공자에게 통보 · 지정 양식 사용 (첨부·품질관리절차서 참조)	· Review in advance the materials delivery plan submitted by the Constructor and notify the Employer of the result; inspect the material and forward results to the Constructor · Use the designated form (Refer to the Attached Quality Management Procedure)
31. 감리자의 명령 Command of Supervisor	· 계약문서 부적합 시 거부(중지) 또는 시정 명령 후 발주처에 즉시 통보 · 재시공 명령: 품질 미달·위해 발생 / 감리자 승인 없는 후속 공정 착수 / 법규 위반 · 부분 공사중지: 품질 문제 / 물적·인적 피해 우려의 중대 안전위험 / 시정지시 3회 이상 / 경고 2회 초과 · 전면 공사중지: 시공자의 고의 지연 / 계약문서 포함 계약 위반 / 지진·해일·폭풍·소요·전염병 등에 따른 중대 피해 · 공사지연 모니터링: 주간·월간 공정 진도 모니터링 / 지체상금 (계약금액의 일 0.05%) 누계 모니터링 / 누계 지체상금이 계약 해지 기준(15%) 초과 시 발주처 즉시 통보	· If the work does not fit the contract documents: reject (stop) the work or issue a modification command, notifying the Employer immediately · Re-work command: lack of quality/occurrence of harm; proceeding to the subsequent step without authorization; violation of codes and regulations · Partial stop work order: quality problem; significant safety risk (physical and human damage); corrective instruction three or more times; warning more than twice · Full stop work order: willful delay of the Constructor; breach of the agreement incl. the contract documents; major damage from natural disasters (earthquake, tsunami, storm, civil unrest, epidemic) · Monitoring for delays: monitor progress daily/weekly/monthly; monitor accumulation of delays



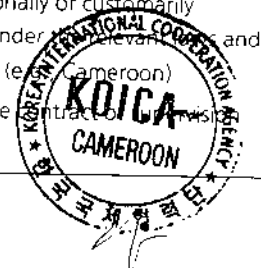
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		damages (0.05% of the Contract Price per day); immediately notify the Employer if accumulated damages exceed the 15% threshold for contract termination
32. 공정 관리 Project Control	· 계약문서 준수 관점의 공사 정기 평가 · 계획공정 대비 실적공정을 주간·월간 검토 · 계획 대비 10% (프로젝트에 따라 5% P) 초과 지연 시 만회대책(catch-up plan) 수립 자시, 접수 후 7일 이내 검토·승인 및 발주처 보고 · 협소현장·근접시공 여건(양중 제약, 동시작업 제한, 자재 적기 반입)을 반영한 공정계획 수립 여부 및 병원 운영 일정과 연계한 고소음 공정의 시간대별 관리 검토 · 단일 진입동선·제한된 적재공간에 따른 장비·자재 반입 간섭의 사전 조정 및 주간 반입계획 승인	· Prepare periodic evaluation of construction work in compliance with the contract documents · Review the planned progress against actual progress weekly and monthly · If delayed by more than 10% (or 5%P depending on the project) vs. plan: instruct a catch-up plan; review/approve within seven (7) days of receipt and report to the Employer · Review the schedule reflecting confined-site/adjacent-construction constraints (lifting limits, restricted concurrent works, just-in-time deliveries) and time-slot control of high-noise activities linked to the hospital operation schedule · Pre-coordinate interferences of equipment/material deliveries due to the limited access and stacking area; approve weekly delivery plans
33. 안전 관리 Safety Control	· 시공자 제출 안전관리계획 검토·평가(평가 결과를 적정/조건부 적정/부적정으로 보고) · 관련 법규 준수 지시 및 안전관리자(Safety Manager)의 현장 상시 배치 지시 · 시공자 제출 월간 안전관리보고서 검토 · 안전관리비 집행 확보: 시공사 사용실태 검토, 인정 안전관리비 목록 기준 지급청구 심사 및 안전관리비(0.5%) 사용 검증 · 작업 안전 보장 및 현장 안전관리체계 구축·운영 모니터링 (정기 안전점검 '체크리스트' 실시 및 결과 주간 보고) · 근접시공 안전: 흙막이(H-Pile+토류판) 굴착 단계별 안전점검, 계측 결과와 연계한 안전관리, 우기 시 굴착면·인접지반 보호 · 협소구간 작업 안전: 장비·인력 동선 분리, 양중·고소작업 하부 통제, 낙하물 방지시설(방호선반·수직보호망) 설치 확인 · 제3자 재해 예방: 유동인구가 많은 도로변 가설울타리·안전통로·야간 조명/표지 설치, 반입차량 출입 시 신호수 배치 · 병원 무중단 운영 안전: 구급차 동선·병원 출입구 상시 확보, 화기작업 및 정전·단수 수반 작업의 사전 협의·작업허가제 운영, 병동 인접 작업 시 분진 차단막 설치 ※ 코이카 '안전매뉴얼' 시공사 준수 모니터링: 시정조치요구서 발행 및 보완조치 이행관리 (첨부 참조)	· Review and evaluate the Safety Control (Management) Plan submitted by the Constructor (report the result as Adequate / Conditionally Adequate / Inadequate) · Instruct compliance with relevant laws/regulations; instruct the Constructor to appoint and maintain a Safety Manager on site at all times · Review the monthly safety control report submitted by the Constructor · Enforce safety management fees: review utilization and assess payment claims per the allowable expense list to verify utilization of the 0.5% Safety Management Cost · Ensuring Work Safety and Monitoring the Establishment and Operation of the Site Safety Management System (Conducting Regular Safety Inspections Using Checklists and Submitting Weekly Reports on the Results) · Adjacent-construction safety: stage-by-stage safety checks of earth-retaining (H-pile + lagging) excavation, safety management linked to monitoring results, protection of excavation faces/adjacent ground in the rainy season · Confined-zone safety: separation of equipment and worker routes, control under lifting/work-at-height zones, confirmation of falling-object protection (protective shelves, vertical nets) · Third-party accident prevention: hoarding, safe walkways and night lighting/signage along roads with heavy foot traffic; flagmen at vehicle gates · Hospital non-disruption safety: keep ambulance routes and hospital entrances open at all times; prior consultation and permit-to-work for hot works and works involving power/water shutdown; dust barriers for works adjacent to wards ※ Monitoring of the Contractor's Compliance with the 'KOICA Safety Manual': Issuance of Corrective Action Requests (CARs) and Verification of Corrective Action Implementation (Refer to the Attachment)
34. 환경 관리 Environmental	규정에 따른 환경관리 이행을 지시하고, 누수·소음·먼지·진동·유출수·폐기물 관리 등 환경보호활동을 모니터링·관리하여 현장 주	Instruct to perform environmental control and regulation; monitor and manage environmental protection activities



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Control	변 환경 피해를 방지하며, 일반 대중의 불편 저감을 위한 환경관리 프로그램 시행에 적극 참여. · 소음·진동·분진 상시 측정 및 허용기준 관리(병동·수술실 인접 구간 강화기준 적용), 저소음·저진동 공법과 작업시간대 관리 지시 · 민원 관리: 인근 주민·병원 이용자 민원의 접수·처리 절차 운영, 공사 사전 공지, 민원 발생 시 발주처 보고 및 시정조치 확인	(water leaks, noise, dust, vibration, run-off and waste control) to prevent damaging the environment around the job site; be actively involved in implementing an environmental control program aimed at reducing the general public's discomfort. · Continuous measurement and control of noise/vibration/dust within permissible limits (stricter criteria for sections adjacent to wards/operating rooms); instruct low-noise/low-vibration methods and working-hour control · Civil complaint management: operate procedures for receiving/handling complaints from neighbors and hospital users, give prior public notice of the works, report to the Employer and confirm corrective actions when complaints arise
제4장 설계변경 / Chapter 4. Design Changes		
35. 설계변경 및 계약금액 조정 Design Changes and Coordination of Contract Price	· 시공자 제출 수정 설계도면·비용 요약 검토 확인. 설계자 (Design Consultant)와 협의하여 시공자에게 지시하고 발주처에 통보 · 변경 허용 범위는 SCC(계약특수조건) '[별첨3] 공사시방서'의 '변경 가능 공사범위' 조항에 따르며, 시공사는 상세 시공도면을 작성하여 감리자 검토 후 발주처(KOICA) CM의 승인을 받음 · 검토 문서: 설계변경 보고서 / 수정 설계도면·시방서·계산서·BOQ / 수량산출서 / 기타 필요 서류	· Review and confirm the modified design drawings and summary of cost submitted by the Constructor; instruct the Constructor in consultation with the Architect (Design Consultant) and notify the Employer · The permissible scope of changes follows the 'Scope of Changeable Construction Projects' section of '[Annex 3] Construction Specification' in the SCC; the constructor develops detailed construction drawings, submits them for the Supervisor's review and obtains approval from the CM of the Employer (KOICA) · Documents reviewed: design change reports; modified drawings, technical specifications, calculations and BOQ; quantity calculation; other necessary documents
36. 물가변동 Price Fluctuations	물가변동에 따른 계약금액 조정은 인정하지 않는다.	No adjustment of the contract price will be accepted due to price fluctuations.
제5장 시운전 / Chapter 5. Commissioning		
37. 시운전 Commissioning	· 시운전 30일 전 시운전계획 접수: 시운전 목적 / 일정·절차 / 조직 / 시스템(사양) 개요 / 기기 매뉴얼 / 장비목록·체크리스트 · 접수일로부터 14일 이내 시운전계획 검토 · 시운전 완료 시 시공자 제출 성능보고서 검토 및 발주처 보고	· Receive the commissioning plan thirty (30) days before commissioning; objective; schedule and process; organization; system overview of specification; manual of appliances; equipment list and checklist · Review the commissioning plan within fourteen (14) days of receipt · Upon completion, review the performance report submitted by the Constructor and report to the Employer
제6장 준공검사 / Chapter 6. Completion Inspection		
38. 준공검사 Completion Inspection	· 준공(최종)검사 신청일 기준 최소 2개월 전 예비준공검사 요청을 시공자에게 통지(예비준공검사 시트, 준공도면, O&M 포함) · 최종검사 신청 시 준공도면(as-built), O&M, 시운전 시행보고서, 예비검사 편지리스트, 감리 최종보고서를 포함하여 검토·검사 수행 · 최종 준공도서(준공도면·시방서)는 현지 공용어본(예: 프랑스어, 영문 병행) 제공 확인 · 신청일로부터 14일 이내 검사 완료, 발주처·이해관계자 통보 · 시공 상태 부적합 발견 시 시공자에게 시정조치 후 재검사 · 준공도면과 실제 시공의 일치 확인 및 발주처 통보 · 모든 최종 문서에 감리자 서명, 최종 인수확인(final	· Give notice to the Contractor to request the preliminary completion inspection at least two (2) months prior to the request for final inspection (incl. preliminary inspection sheet, as-built drawings, O&M) · Upon request for final inspection: review and perform the final completion inspection request incl. as-built drawings, O&M, commissioning test report, punch list of preliminary inspection, and the Final Report of Construction Supervision · Ensure the final construction documents (drawings, specification) are provided in the local language and English



구분(항목)	한글	영문 (English)
	acceptance) 발급	language (e.g., French, as well as English) · Complete inspection within fourteen (14) days of the request and notify the Employer and stakeholders · If works are found improper: require corrective measures and additional inspection · Check the as-built drawings against actual construction and notify the Employer · All final documents signed by the Supervisor; issue the final acceptance of the Works
제7장 인수인계 및 유지관리 / Chapter 7. Handover and Maintenance		
39. 인수인계 Handover	· 완공 시설은 하자·잔손보기 완료, 전 시스템 시험·시운전 완료 상태로 견실·방수·청결하게, 사용 목적에 적합한 상태로 인계 · 시공자 제출 시설 인수인계 계획 검토·확인(계획에 준공검사 결과 포함) · 인계 목록은 시공자·발주처와 협의하여 확정 · 재사용 가능한 철거 자재(발전기, 에어컨, 조명, CCTV, 창호 등)의 목록 작성 및 서명 문서와 함께 수원기관(예: LNSP)에 공식 인계 확인 · 유지관리용 주요 자재(타일·방수시트 등, 총 설치면적의 3% 상당) 인계 확인 · 건축 허가·면허, 계약 종결(close-out) 활동·문서, 사용승인(occupancy permit) 지원	· The completed facility shall be handed over in sound, weather-tight and clean condition, with all defects/minor items complete and all systems tested and commissioned, fit for the purpose intended · Review and confirm the facility handover plan submitted by the Constructor (incl. completion inspection results) · The handover list determined in consultation with the Constructor and the Employer · Verify the Constructor prepares an inventory list and formally hands over reusable demolished materials (generators, air conditioners, lighting, CCTV units, windows/doors) to the recipient institution (e.g., LNSP) with signed documentation · Confirm handover of key maintenance materials (equivalent to 3% of total installed area for items like tiles and waterproofing membrane) · Assist building permits, licenses, contract close-out activities/documents and occupancy permits
40. 하자보수 기간 Warranty Period	· 발주처·사용자가 통보한 하자 조사·확인 · 시공자에게 하자보수계획 제출 통지 · 보수 완료 시 검사 시행, 결과를 발주처·사용자에게 통보 · 하자통지기간(하자보수기간)은 준공·인수 후 2년	· Investigate and identify defects of the works reported by the Employer and/or the User · Notify the Constructor to submit the corrective work plan · Upon completion of corrective work, conduct the inspection and forward results to the Employer and/or the User · The Defect Notification Period (Warranty Period) is two (2) years after completion and handover
제8장 기타 / Chapter 8. Others		
41. 현장 경계 관리 Control of Site Boundaries	공사 현장의 경계를 관리한다.	Control the site boundaries.
42. 기타 부수 업무 Other Incidental Services	· 법규에 따라 정부 규제기관에 필요한 보고 수행 · 상기 활동에 부수적이며, 주재국(예: 카메룬) 관련 법규에 따라 건설감리 컨설턴트로서 법적·전문적·관계적으로 수행하여야 하는 기타 서비스 · 감리용역 계약에 따른 기타 사항	· Make necessary reports to the government regulatory offices according to law and regulation requirements · Any other services incidental to the above activities and required to be legally, professionally or customarily performed by the Consultant under the contract, and regulations of the host country (e.g., Cameroon) · Other matters according to the contract for the service for construction



KOICA Cameroon Quality Management Procedure

16. July. 2026

KOICA Cameroon Residence CM



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 - 5) Handover (Completion Inspection)
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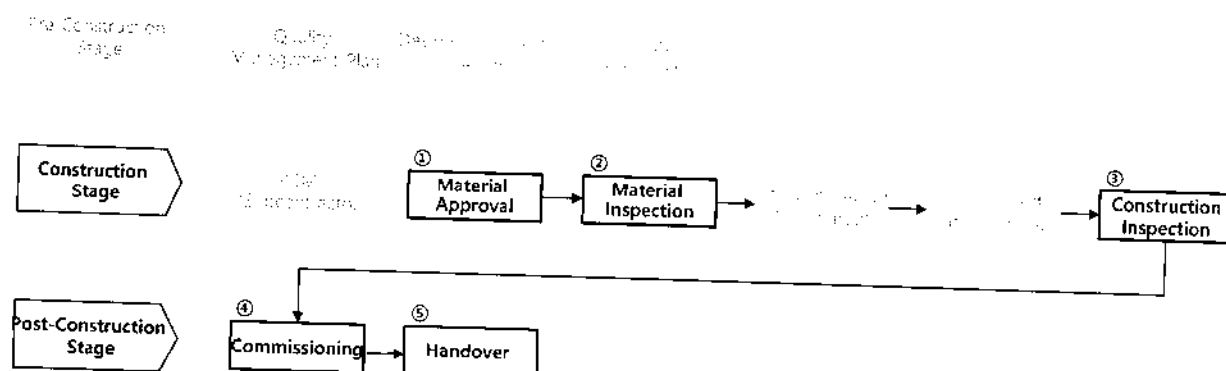


1. Quality Management Operation Plan

Purpose :

By establishing and implementing a construction-stage-specific quality management process suitable for local conditions, this procedure aims to:
Enhance supervision capability, and
Secure quality assurance throughout the project lifecycle.

■ CM Quality Management Target Processes



* Among the quality management processes commonly operated under ISO 9001, five (5) key procedures (①-⑤) are selected as management targets, considering local site conditions.

** The remaining procedures will be implemented on a selective basis following the selection of the contractor, subject to the project requirements and conditions.

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2. Responsibilities and Authorities by Procedure

Purpose :
To prevent confusion among parties during quality management and ensure procedural convenience by defining responsibilities, authorities, and document circulation methods.

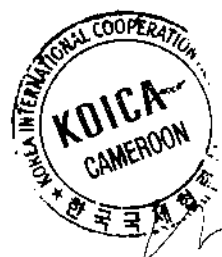
■ Standards for Quality Document Submission and Processing

Process	Items	Form	Responsibility & Authority				Remarks
			Contractor	Supervisor	CM	Client(KOICA)	
Material Approval	Material Approval List / Request Form	Appendix 1, 2	Prepare (Head Office)	Review	Review	Approve	1)
Material (*Factory) Inspection	Inspection Request / Factory Inspection Report	Appendix 3, 4	Prepare (Site)	Review	Approve	Post-check	2) (*Major materials only)
*Quality Test	Test Report (or accredited report)	-	Prepare (Head Office)	Approve	Confirm	Post-check	3) (*Legally required only)
Construction Inspection	Inspection Request (If, Hold Point)	Appendix 5	Prepare (Site)	Approve	Confirm	Post-check	3)
Site Inspection	Site Inspection Report (Supervisor Weekly Report/CM Site Patrol Report)	-	-	Prepare	Review/Prepare /Approve	Post-check	4)
Commissioning	Inspection Plan / Result (Punch List)	Appendix 6, 7	-	Prepare	Review/Prepare	Approve	4)
Handover	Final Inspection Report / O&M Manual	Appendix 8	-	Prepare	Review/Prepare	Approve	4)

- 1) The contractor prepares the request and submits it to the supervisor ► The supervisor reviews and sends it to CM by e-mail ► CM conducts additional review and forwards to the client ► CM confirms approval or rejection and closes the procedure.
- 2) The Contractor shall prepare the request form and submit it to the Supervisor (site document). ► Upon review, the Supervisor shall record the review results on the request form and forward it to the Construction Manager (CM) by e-mail or SNS. ► The CM shall then notify the Contractor and the Supervisor of the results of approval, conditional approval, or rejection, thereby concluding the procedure.
- 3) The Contractor shall prepare the request form and submit it to the Supervisor (site document). ► The Supervisor shall record the results of approval, conditional approval, or rejection on the request form and return it to the Contractor (site document). ► The Supervisor shall scan the completed document and transmit it to the Construction Manager (CM) by e-mail or SNS, thereby concluding the procedure.
- 4) At the initial stage (approx. 1~2 months) or when a procedure is first applied, CM shall lead document preparation. Thereafter, CM may perform duties with supervisor cooperation.

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3. Detailed Implementation by Procedure

1) Material Approval

Objective : The material approval procedure aims to verify the appropriateness of material selection in advance and eliminate potential issues—especially for long lead-time materials and equipment—to prevent construction schedule delays.

Work Flow			Remarks
Contractor	Material Approval List (By BOQ, DWG Specifications)	Material Approval List	■ Material Approval List (prepared by Contractor)
Contractor	Selection of Material Approval Items. Preparation of Supporting Documents		■ Material Approval Request Form (prepared by Contractor)
Contractor	★ Submit Material Approval Request Form	Material Approval Request Form	■ Reference Documents Required for Review :
Supervisor	Review of Material Approval Request Form		Relevant drawings and specifications (mandatory)
CM	Review		Manufacturer's license or factory registration
	OK		Certified test reports or certificates (mandatory)
Employer	Decision	Official Letter Issuance (if required)	Performance data / specifications (mandatory)
	OK		Product catalog or sample photos (mandatory)

★ The Material Approval Request Form shall be submitted in advance, taking into account the mandatory processing period of one (1) week, the material procurement and transportation period (2 weeks) and the processing period of three (3) days for the Material Inspection Request. The Contractor has the obligation to manage the planned purchase order date and the planned on-site installation date as items included in the Material Approval List.

● The supervisor must thoroughly review material quality and performance.

● The contractor shall actively cooperate with requests for additional information.

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3. Detailed Implementation by Procedure

2) Material Inspection

Objective : To verify that materials delivered to site are identical to those approved through the material approval process.

Work Flow			Remarks
			■ Material Inspection Request : Prepared by the Contractor ■ Documents Required for Review and Site Verification : Material Approval Request (Approved Documents) Inspection Checklist (Contractor's Format) Photographs of Materials Delivered to Site (Contractor's Format) ※ Two (2) photographs required; date and material name must be clearly indicated BOQ, Drawings (DWG), and Specifications (Relevant sections excerpted and attached) ● The Inspector shall verify that the materials delivered to the site have been approved in advance when conducting material inspection. ● Only pre-approved materials may be delivered to site. Unapproved materials must be removed immediately or go through approval. Responsibility lies with the contractor; the supervisor must ensure compliance.
Contractor	Confirmation of Completion of the Material Approval Process OK	YES	
Contractor	★ Preparation and Submission of the Material Inspection Request	<u>Material Inspection Request</u>	
Supervisor	Notification of the Results of the On-site Material Inspection	CAR / NCR	
CM	Review of Documents & Site Inspection, Issuance of the Final Opinion OK	NO	

★ When submitting a request for material inspection, the required processing period of three (3) days must be strictly considered and the request shall be submitted before personnel allocation and commencement of work

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3. Detailed Implementation by Procedure

3) Construction Inspection

Objective :

To verify that approved and delivered materials are installed in accordance with drawings and specifications.

Work Flow			Remarks
		Implementation of the Material Inspection Procedure Construction Inspection Request CAR / NCR	■ Construction Inspection Request : Prepared by the Contractor ■ Documents Required for Approval and Review : Inspection Checklist (Contractor's Format) Site Construction Photographs (Contractor's Format) ※ Two (2) overall view photographs required; date and work location/area must be clearly indicated Site Verification Photographs (Inspector's Format) ※ Two (2) inspection photographs required; date and inspected work location/area must be clearly indicated BOQ, Drawings (DWG), and Specifications (Relevant sections excerpted and attached) ● The Inspector shall verify and thoroughly record that the materials installed on site are identical to the materials previously approved through material inspection, and that the construction has been carried out in accordance with the drawings and specifications.
Contractor	Confirmation of Completion of Material Inspection OK	N/A	
Contractor	Preparation and Submission of the Construction Inspection Request		
Supervisor	Notification of the Results to the Contractor and Sharing with the (CM) OK	N/A	
CM	★ Site Patrol (Verification of Proper Implementation of Procedures) OK	N/A	

★ The supervisor is the final approval authority for construction inspection. CM audits procedural compliance and may request corrective actions.

The Contractor is obligated to comply with the Inspector's instructions.

Any improperly executed work shall be corrected or dismantled and reconstructed.

All costs arising therefrom shall be borne by the Contractor, and the Inspector shall have the duty to conduct regular inspections to prevent the occurrence of such issues.

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3. Detailed Implementation by Procedure

4) Commissioning (Final Inspection)

Objective :

To confirm that completed materials, equipment, and systems perform in compliance with requirements and local regulations.

Work Flow				Remarks
Supervisor	Preparation of the Commissioning Plan (By Room, by Section, by System and by Equipment)	Commissioning Plan		■ Commissioning Plan : Prepared by the Inspector and the Construction Manager (CM)
CM	Revision and Supplementation of the Commissioning Plan			■ Punch List : Prepared by the Inspector and the Construction Manager (CM)
Supervisor	Preparation of the Punch List Based on Commissioning Results	Punch List		■ Documents Required for Inspection Implementation : - As-Built / Final Drawings - Specifications / Technical Specifications - Manuals for Equipment, Devices, and Accessories
CM	Conduct of Inspections and Addition of Items to the Punch List and Transmittal to the Contractor			● The Construction Manager (CM) and the Inspector shall jointly prepare and implement the inspection (commissioning) plan.
Contractor	Punch List Treatment And Notification of Completion Status to the CM		CAR / NCR	In the event that the Inspector identifies any issues related to permits or regulatory approvals, the Inspector shall submit a separate review opinion or Solutions accordingly.
CM	Verification of corrective actions			
Employer	Identification of Issues (Quality, Schedule, and Permitting/Approval)		Official Letter Issuance (if required)	

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3. Detailed Implementation by Procedure

5) Handover (Completion Inspection)

Objective :

To verify the completion of punch items and hand over operation manuals for future maintenance.

Work Flow				Remarks
				■ Punch List : (Supervisor + CM) ■ Permit/Approval Documents : (Supervisor + CM) ■ Operation & Maintenance Manual : (Contractor)
Supervisor	Request to Contractor: Punch list / ★ Permit & Approval documents / O&M Manual			● The supervision engineer shall be responsible for managing the list of documents required for project completion, monitoring the progress, and reviewing the adequacy of the submitted documents, while the contractor shall be responsible for their preparation and submission. ● The operation manual shall serve as a fundamental reference for maintenance in the event of defects after project completion. It shall include, but not be limited to, user manuals and operation guides clearly defining material specifications, procurement sources, and precautions for use.
Contractor	Submission of documents as requested by the Supervision Engineer			
Supervisor	Final site inspection Review of submitted documents	★ CAR / NCR		
CM	Remaining Works Verification Final Document Review OK			
Employer	Final Review Formal Approval OK		Official Letter Issuance (if required)	

★ Permit & Approval documents shall be processed and responded to promptly, as any delay may lead to unnecessary schedule impacts at the project completion stage.

★ Given that compliance with local regulations is a key control requirement at this stage, the supervision engineer shall proactively lead inspections and reviews, and formally issue corrective action requests to the contractor.

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※ No Record, No Work!

ix Appendix

1. Material Approval List
2. Material Approval Request Form
3. Material Inspection Request Form
4. Factory Inspection Report
5. Construction Inspection Request Form
6. Commissioning Inspection Plan
7. Inspection Results (Check List)
8. Operation Manual (Handover Document)
9. Termination



※ Appendix

※ No Record, No Work!

① Material Approval List

ACTION SUBMITTAL CHECKLIST FOR LONG LEAD ITEMS - EACB PROJEC

Item	Submitted (Customer) By Date	Shop drawings (if) are applicable	Technical Data Sheet	Material Sample as follows apply Cable	Projected Post Approval Date	Vendor Approval (KOICA)	Expected Purchase As Date	Factory Test Certificate	Project Site Delivery Date	Review Date Site Inspection (CM)	2026-05-04	Status
Air Handling Units (AHU)												Submitted
Ventilation Fans												Pending
HVAC Duct Systems												Pending
Air Filtration Units												Pending
Main Switchboards												Pending
Distribution Boards												Pending
Transformers												Pending
Generator Sets												Pending
Conduit pipes 20,25,32												Pending
Surge Protection Devices			Yes	Yes								Pending
Fire Alarm Panels												Pending
Fire Detection Devices												Submitted
Fire Pump System												Pending
Elevator System												Pending
Automatic Doors												Pending
LED Fixtures												Pending
Lighting Control Panels												Pending
Accessible WC Urinal (Disabled Toilets)												Pending
Grab Bars / Handrails for Disabled Toilets												Pending
Accessible Wash Basins												Pending
Sensor Taps / Touchless Faucets												Pending
Water Closets (WC)												Pending
Urinals												Pending
Wash Hand Basins / Sinks												Pending
Kitchen / Utility Sinks												Pending
Floor Drains												Pending
Water Heaters												Pending
Booster / Pressure Pump Systems												Pending
Valves and Control Accessories												Pending
Shower / Mixer Sets												Pending
Surveillance Camera System (CCTV)												Pending
Access Control System												Pending
Network Racks and Cabinets												Pending
Network Switches / ICT Active Equipment												Pending
Structured Cabling Materials												Pending
Projectors												Pending
Projector Screens												Pending
Conference Audio System												Pending
Display / HDMI Distribution System												Pending
Hand Dryers												Pending
Soap Dispensers												Pending
Mirrors												Pending
Toilet Cubicles / Partitions												Pending
Signage / Accessibility Signs												Pending

Sample Refer to separate file

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※ Appendix

※ No Record, No Work!

② Material Approval Request Form

Request for Approval of Material & Equipment (Suppliers)

Project Name : FACB/FJT / An Siam / ENAM / ISMP / UNFORRA / SUPPLIC

Document No : _____ Date : 20__

Equipment : Site Supervisor (ACE INVASION)

We hereby request your review of the following materials. Please notify us of the results upon completion of your review.

Work Type _____
Item Name _____ Specifications _____
Manufacturer _____ Conditions _____
Contractor's _____
Comments _____
Attachments : Contract, Business Registration Certificate, License, _____
Certificate, Test Report, Delivery Record, Composition, _____
Quality Assurance Certificate, Sample _____
Remarks _____

Prepared by : JTF/ak
Site Manager : Head Office Manager

Notification of Review Results

Document No : _____ Date : 20__

Recipient : Site Manager / Head Office Manager

We inform you of the review results for the above request as follows.

Inspection Result : _____ Approved : _____ Cancelled/Approved : _____ Rejected : _____

Special Notes

Received & Reviewed by : Site Supervisor (ACE INVASION)

Reviewed by : Construction Manager (JUNGLIM CM)

Line Reviewed by : Construction Manager (KODIC)

JUNGLIM CM

KDICA



※ Appendix

※ No Record, No Work!

④ Factory Inspection Report



백강관 (ERW) 자재 생산되는 공장의 검수를 실시하여, 원자재 성분기준 및 당현장 Spec 적합여부를 사전 확인하고 그에 따른 부적합 품질 Risk를 보완시켜 양질의 자재를 당현장에 적기 투입 시키는데 그 목적을 둠.

검수개요

1. 검수일정: 17년 11월 09일
2. 공장위치: 广州市海珠区新滘镇沥涌振兴大街21号
3. 참가자
 - 품질CM (강명석 책임 / 이철봉 주임),
 - MRO (최학림과장 / 김영일 사원)
4. 검수품목 및 주요검수 항목
 - ① 원자재 성분 적합 여부 검측, 공장 및 제품 관련 인증서 확인
 - ② 생산과정 품질관리 실시 여부, 당현장 생산품 품질조건 확인
 - ③ 주요항목 Test 및 작업자 사전 인증제 실시(필요시)

검수사진



검수결과

NO	구분	세부내용	적합여부	비고
1	개선요청 및 협의사항	개선요청 및 협의사항 회의를	OK	
2	품질관리 Process 수행	품질관리Process 수행여부, 자체실시 Check List시행, 품질조직운영 활동내용	OK	
3	외관상태	육안검사,규격,치수	OK	
4	Visual Check	도장 기준 준수 확인, 시험성적서 확인,도장두께 측정	OK	
5	검교정장비 유효기간	검교정장비 증명서 사본	OK	
6	원자재 재질	CM 영회시 금속성분 분석기 사용, 원자재 Mill Sheet확인	OK	
7	제촉기사용 Check (버파괴 검사 등)	자체 화학성분 측정 및 버파괴 검사 실시	OK	
8	제품보관 및 포장상태	육안검사	OK	

KDICA

JUNGLIM CM



※ Appendix

※ No Record, No Work!

⑤ Construction Inspection Request Form

Request for Construction Inspection

Project Name : EACR PJT. All Sites ENAM ISMP MINOPRA SLPPIC

Document No :

Recipient : Site Supervisor (ACE INVASION)

Date : 20

We hereby request your inspection of the following detailed work items. Please review and approve them upon completion of the inspection.

Work Type

Location

Inspection Area

Requested Inspection Date

Inspection Items

Attachment Contractor's Inspection Checklist Test Reports Drawings Photo Log

Prepared by [CIMARA]

Confirmed by Site Manager [CIMARA]

Notification of Review Results

Document No :

Recipient : Site Manager

Date : 20

We inform you of the inspection results for the above request as follows.

Inspection Result

Instructions

Received & Final Review by Site Supervisor [ACE INVASION]

Verified by Construction Manager [JUNGLIM CM]

Inspection Checklist

Document No :

Inspection Date

Work Type

Sub-Work Type

Inspection Area

Inspection Items

Inspection Result

1) Documents shall be maintained on site.

2) Due to the absence of communication facilities and printing equipment on site, standard forms shall be reproduced and maintained on site by the Contractor, and such documents shall be manually completed for on-site use.

3) Only documents that have been duly reviewed by the Supervision Engineer shall be recorded (by photographs), or attached to the supervision daily report, and shall be submitted or shared with the Construction Manager (CM).

Remarks

Contractor's Date : 20 Site Manager
Supervisor's Date : 20 Supervisor's

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※ Appendix

※ No Record, No Work!

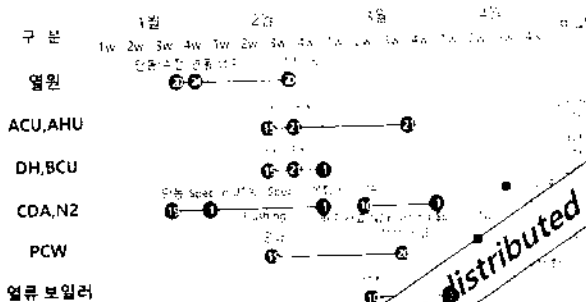
⑥ Commissioning Inspection Plan

1. 시운전 계획 Summary

열원 및 제반 Infra 성공적인 공급을 위해 LGES 운전반 및 유관부서 Co-Work으로 안정적 System 가동을 하고자 함.

시운전 일정 및 장비 현황

1) 시운전 일정(Step 1)



2) 장비현황

구분	수량	비고	구분	수량	비고
열원	6		배출	BCU	229
열원 System	6		설비	DI-	17
부일러	3		N2 System	1	
ACU	19		CDA Comp	4	
공조	DEH	16	PCW System	1	
설비	PCU	16			
AHU	8				

○ 중점 관리 방안

➢ 안전사고 예방 및 Leak 사고 Zero

- 시운전 중 점검 강화로 위험요소 발굴 및 제거
- 사전 작업절차서, 인원배치, 긴급연락망 등 사전 확인
- 유관부서 사전공유회 실시(시운전 D-7)

- LGES 건설팀 & 시공사 주관 주요 Valve 및 설비 조작

➢ 주요 설비 Set up 및 안정화

- 단계별 시운전으로 장비 반입 전 열원, Utility Infra 시스템 공급 실시
공수 1/24- Stream:2/15, DH:3/1 → Cell 장비 반입(3/22-)

- 시운전 후 결과 Report 기록관리
작업장비 AT 보고서, 도급장비 TAB 보고서 작성

○ 수행 조직



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※ Appendix

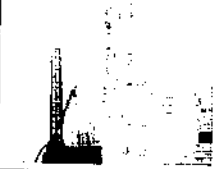
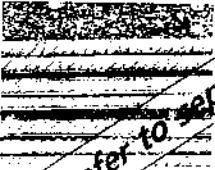
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⑦ Inspection Result (Punch List)

■ Site Patrol Punch List

If insufficient improvement is observed after one week of monitoring, it will be escalated to NERCAR and additional documentation will be issued (Applicable to both Site Manager and Site Supervisor)

2026-05-11

Issued By (CM / Supervisor)	Issue Date	Description of Nonconformity	Before Action Photo	After Action Photo	Inspection Date	Completion (Planned) Date	Remarks (Site)
1 CM	2026/5/7	Partial completion of work is observed. ✗ For partially completed work, it must be verified that the construction complies with the drawings and specifications. Manager Corrective Action / Supervisor Monitoring			2026/5/7		
2 CM	2026/5/7	Failure to follow material approval and inspection procedures. ✗ The contractor must obtain prior approval for materials to be used on-site, and the site supervisor (inspector) shall inspect the materials upon delivery based on the approved documentation. Manager Corrective Action / Supervisor Monitoring			2026/5/7		
3 CM	2026/5/7	Repair of the site boundary fence is required. ✗ Appropriate measures shall be taken to prevent theft of site materials and to ensure the safety of external pedestrians. Manager Corrective Action			2026/5/7		SUPPTIC

Cells in the Implementation section must not be deleted or merged.
If additional space is required, please copy and paste the cells and complete the information.

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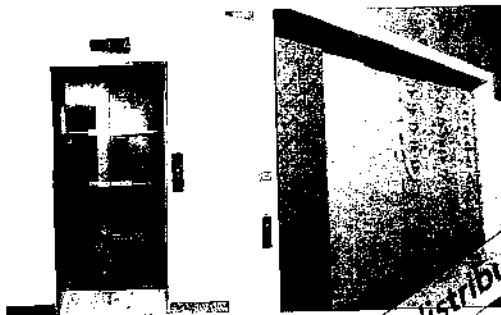
※ Appendix

※ No Record, No Work!

⑧ Operation Manual (Handover Document)

3.4.11. 엘리베이터

- 1) 제품명칭 : 엘리베이터
- 2) 사용목적 : 인승용 / 화물용
- 3) 운전방법
 - ① 탑승 버튼으로 조작



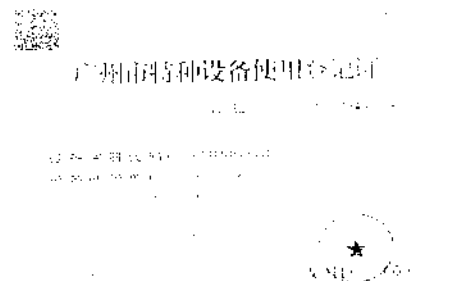
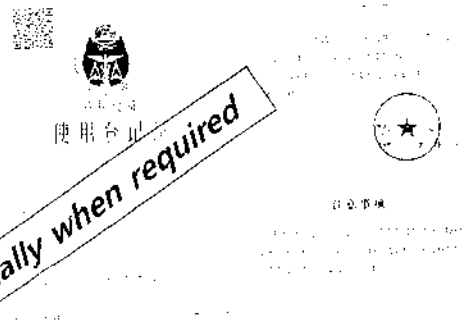
4) 제품정보

- 1) 모델명 : 인승용(21인승) 7대 (GLVF-H) (인승) : 동측-CR2대
화물용(11.3TON) 4대 서북측-1대, 남측-1대
- 2) 제조사 : FUJITEC
- 3) 공급사 : 광동동행기전설비공정유한공사 남측-2대, UT2 서북-1대
- 4) A/S사 : FUJITEC, A/S
- 5) spare 여부 : 無

6) 연락처

- 1) 제조사 연락처 : 화승FUJITEC승강기유한공사 (TEL 86-316-608-8848)
- 2) 공급사 연락처 : 광주 분 공사 (TEL 86-21-6117-1000)
- 3) A/S사 연락처 : 광주 분 공사 (TEL 86-21-6117-1000)

★ GP3 승강기 검사 합격 증명서 (인승용)



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※ Appendix

※ No Record, No Work!

⑨ Terminology

Level	Abbreviation	Meaning	Definition
D	Punch	-	"Punch" shall refer to minor defects or outstanding works related to products, equipment, documents, or deliverables which do not adversely affect their functionality, performance, safety, compliance with applicable regulations, or client requirements.. Punch refers to finish-level quality management items.
C	DN	Defect Notice	"DN (Deviation Notice)" shall refer to a formal document issued to report minor deviations or non-conformities from company procedures, work standards, or technical specifications, which do not adversely affect the critical functions of the product or system. represents the formal baseline for recording quality failures.
B	NCR	Non Conformance Report	"NCR (Non-Conformance Report)" shall refer to a formal report issued when a product, process, or quality system is found to be in non-compliance with specified requirements, including applicable standards, regulations, contractual obligations, client requirements, or internal quality criteria. NCR represents the formal baseline for recording quality failures.
A	CAR	Corrective Action Request	"CAR (Corrective Action Request)" shall refer to a formal request issued to require investigation and corrective actions aimed at preventing recurrence, when repeated non-conformities, systemic deficiencies, or potential significant risks are identified. CAR is the stage that addresses the question, "Why do issues recur?"
S	RCR	Root Cause Request	"RCR (Root Cause Request)" shall refer to a formal document issued to require a structured root cause investigation for cases involving significant quality issues, safety incidents, major customer complaints, or regulatory and compliance risks, with the objective of identifying the fundamental causes beyond immediate corrective actions. RCR is the stage that investigates in depth, "Why did the issue occur?"

※ Minor defects (Punch, DN) shall be promptly corrected as a basic principle; however, where the same or similar issues are repeatedly identified, such cases shall be escalated to NCR or CAR for formal management.

※ Major nonconformities (NCR) and systemic issues (CAR, RCR) shall be subject to mandatory root cause analysis and implementation of corrective actions to prevent recurrence, and shall only be closed upon verification of the effectiveness of such actions.

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※ No Record, No Work!

※ Relevant Grounds

5.1 Scope of supervision services for construction

- a. Before commencement of construction
 - i. Reviewing construction schedule
 - ii. Cooperation in reviewing the construction contract. Instructing
- b. After commencement of construction
 - ii. Instructing contractor to have structure or site of construction to follow relative laws and regulations.
 - iv. Checking appropriateness of construction plan and construction management.
 - v. Instructing on-site safety management
 - vi. Reviewing progress schedule
 - vii. Reviewing - confirming detailed construction drawing
 - viii. Reviewing - confirming appropriateness of structural location and size.
 - x. Reviewing - confirming execution of quality test and result of the test.
 - x. Reviewing - confirming appropriateness of design change
 - xi. Preparation of mid-term supervision report and final supervision report.
 - xii. Reviewing - confirming construction progress payment.
 - xii. Other matters according to the contract of supervision service for construction

5.2 Reporting and recording of supervision services for construction

- a. Submission of Mid-term Supervision Report on finishing reinforcing of roof slab.
- b. Submission of Final Supervision Report at completion of construction
- c. Preparation of Daily Supervision Log on daily basis including progress, prices, daily manpower input and work
- d. Weekly, Monthly Progress Report, or Weekly / monthly bag description etc. is

5.3 The Construction service comprises all of the followings

- a. General Scope of Construction Supervision Services
 - i. The services required are the Construction Supervision Services of Cameroon, to ensure that the building construction works conform to the requirements set out in the drawings, specifications, the applicable local laws and/or regulations.
 - ii. The required number of staffs to be assigned and allocated for the construction supervision during the construction period shall conform to the requirements of the local laws and/or regulations.
 - iii. The construction supervision is also aiming to achieve the required quality in accordance with the specifications, drawings and contract document and it is not the mandatory requirement of the applicable local laws and/or regulations
 - iv. The construction supervision shall include the following tasks:
 - Construction quality assurance check.
 - Checking of Safety, Environmental requirements and etc. to conform the required applicable local laws and/or regulations
 - Handling of various contractor's submittals
 - Review of material submittal & recommendations.
 - Issue of non-conformance report and corrective action request
 - Filing incoming and outgoing documents at site
 - Reporting to the Employer according to the guidance to be issued later
 - Review of the progress schedule.
 - Review of Contractor's progress payment invoice.
 - v. Qualification of staffs to be assigned and allocated shall conform to the applicable local laws and/or regulations.

b. Description of Technical (Construction) Supervision Services

- i. Assuring construction preliminaries and submittals, and performing functions and duties as prescribed by applicable laws and regulations of Cameroon including local codes and standards.
- ii. Assuring that the project is constructed against and according to approved and certified documents including construction drawings, specifications, shop drawings, etc. and maintaining control over such documents according to the requirements of quality management system and standards.
- iii. Managing the contractor's non-conformance and corrective actions
- iv. Assuring job safety.
- v. Providing construction and progress monitoring and inspection reports for the entire construction duration as instructed by the representative appointed by the Employer.
- vi. Supporting the Employer with faithful performance to ensure that the contractor delivers the best possible project on time, within the budget and with the designed quality.
- vii. Monitoring and managing environmental protection activities such as water leaks, noise, dust, vibration, run-off and waste control and prevent damaging the environment around the job site. The Consultant shall be actively involved in implementing environmental control program that aims at reducing the general public's discomfort
- viii. Controlling the site boundaries.
- ix. Leading site construction supervisions in absence of the Employer's representatives.
- x. Establishing and controlling the site quality control system.
- xi. Establishing and controlling the site safety control system.
- xii. Making necessary reports to the government regulatory offices according to law and regulation requirements.
- xiii. Assist building permits, licenses, contract close-out activities and documents and occupancy permits
- xiv. Any other services incidental to the above activities and required to be legally, professionally or customarily performed by the Consultant in its capacity as the construction supervision consultant under the relevant law and regulations of the Cameroon.

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Design services for Emergency Medical Service Center for
Project for Building of Emergency Medical Services System
in Cameroon

2026.08

KOICA



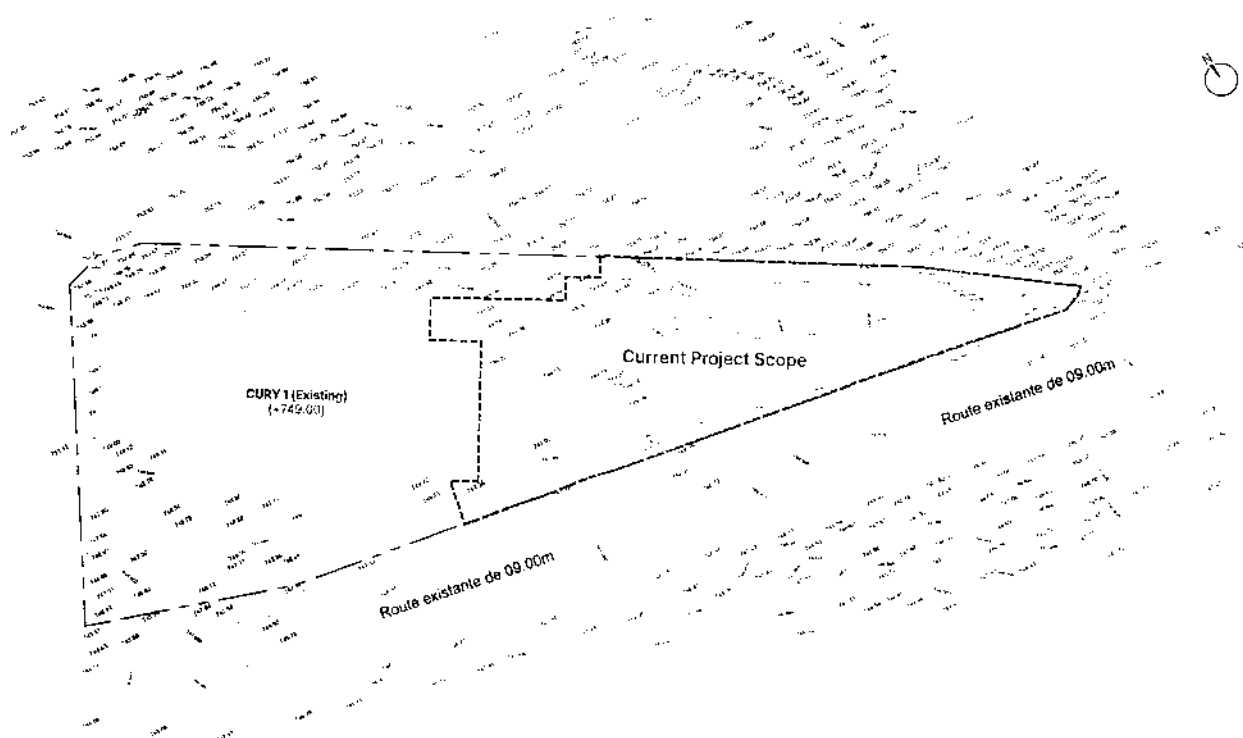
02 Architectural Summary

Architectural Summary

Architectural Summary					
Category		Content			
Site Statue	Title of Project	Design services for Emergency Medical Service Center for Project for Building of Emergency Medical Services System in Cameroon			-
	Site Location	VGC6+52Q, Yaoundé, Cameroon (Center Emergency Yaoundé)			-
	Site Area	1,328.94 m² (Hospital Total : 4,169.65 m²)			-
	Road Condition	North 8M Road, South 12M Road			-
Architectural Outline		Existing	Change (CURY 2)	Total	Note
	Building Area	1,719.42 m²	682.30 m²	2,401.72 m²	The existing building was assessed based on the PDF and site survey data provided.
	Gross Floor Area	2,737.73 m²	2,583.54 m²	5,321.27 m²	
	Building-to-Cover Area	41.24 %	15.46 %	57.60 %	
	Floor Area Ratio	65.66 %	61.96 %	127.62%	Two elevators to be installed
	Number of Floor	5 Stories			
	Building Height	24.7 m			
	Structural System	RC (Reinforced Concrete)			Included 8 ambulances parking
	Parking Plan	Total 9 Parking Spaces Planned			

Table of Floor Area

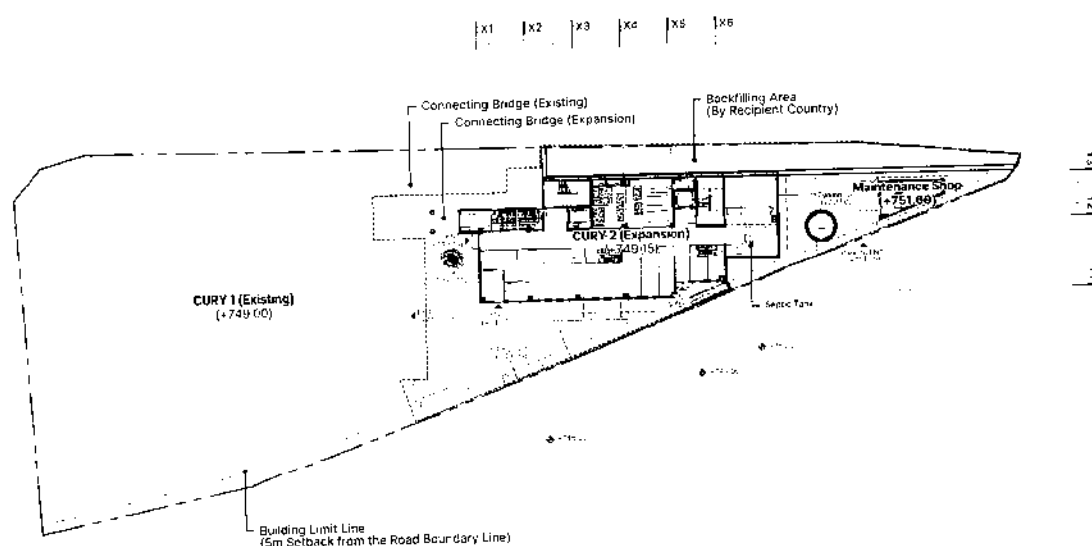
Floor	Purpose	Area(m ²)	NOTE
RF	Water Tank RM	86.26 m ²	
4F	Simulation Center & SAMU & Control Center	384.55 m ²	
3F	Ward	437.08 m ²	
2F	ICU / HCU	469.51 m ²	
1F	Surgery	631.81 m ²	
GF	ER	574.33 m ²	
Total Area		2,583.54 m ²	



SITE PLAN (EXISTING)

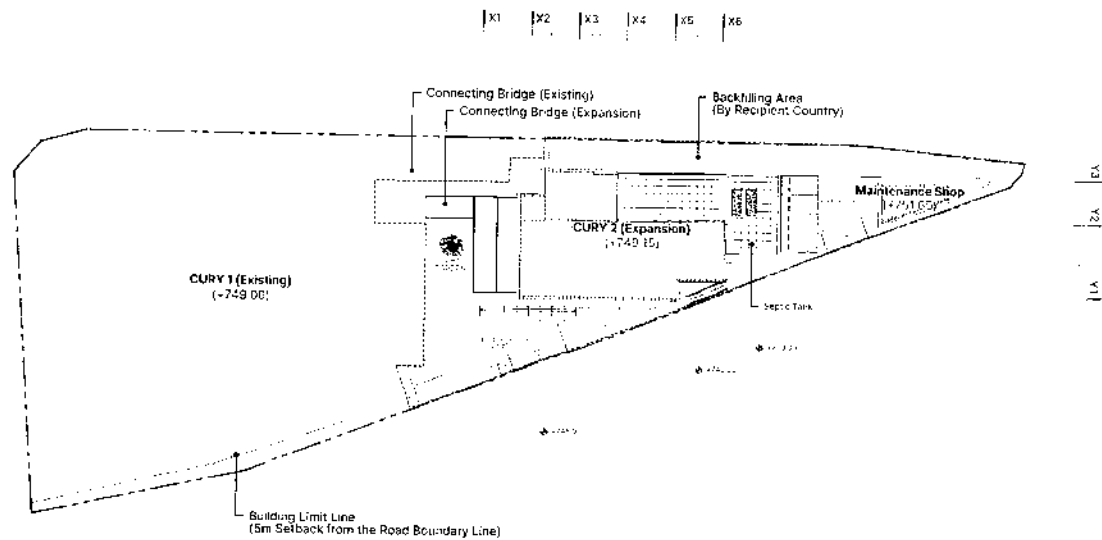


02 Site Plan



SITE PLAN(AFTER EXPANSION)

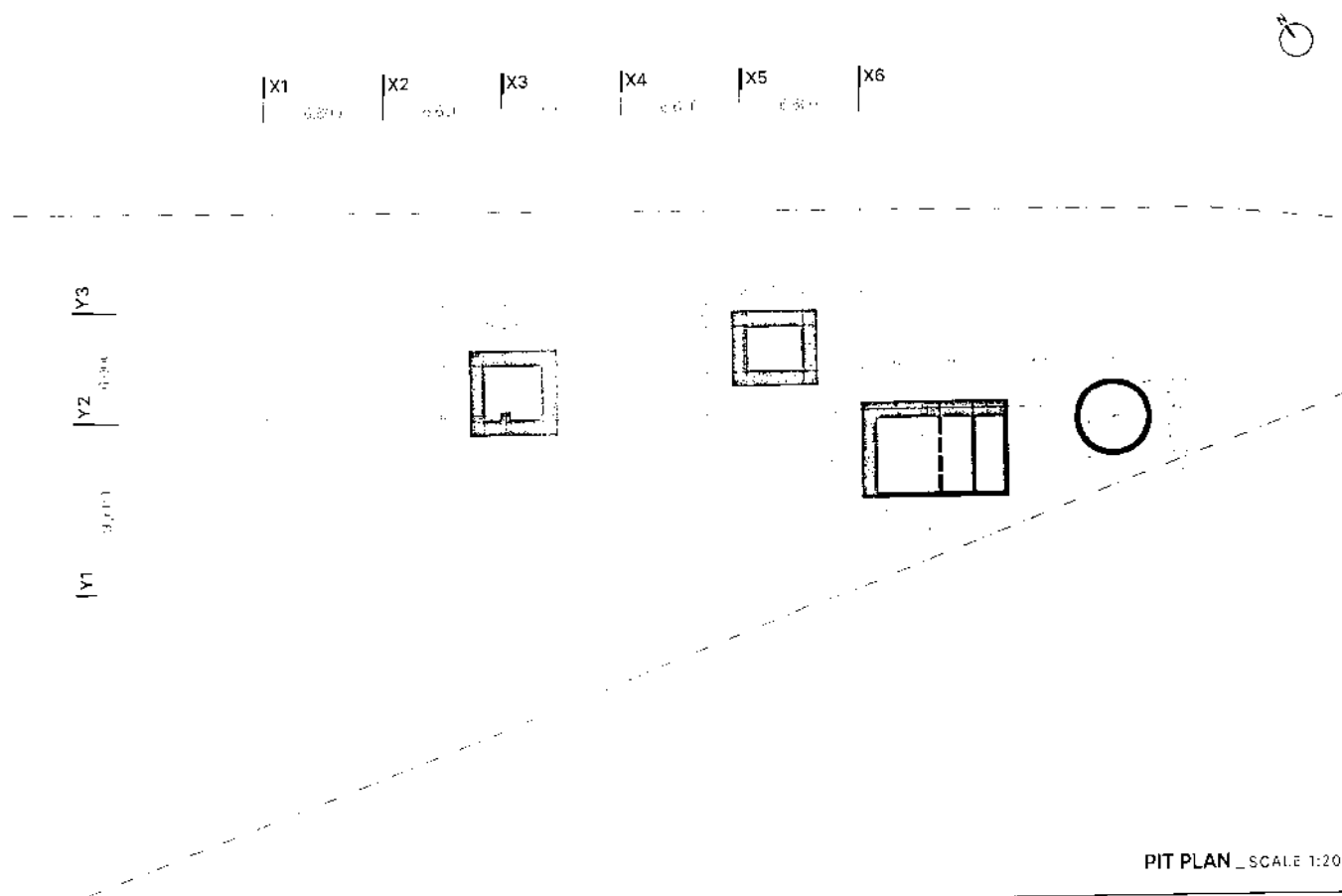
It, after completion of the detailed design, any extension or facility modification by the Hospital results in site conditions within the project area differing from the design drawings, or is expected to affect the construction works, the Contractor shall consult with CURV, the Supervisor, and KOICA and obtain their approval prior to commencing the relevant construction works.



SITE PLAN(AFTER EXPANSION)

If, after completion of the detailed design, any extension or facility modification by the Hospital results in site conditions within the project area differing from the design drawings, or is expected to affect the construction works, the Contractor shall consult with CURV, the Supervisor, and KOICA and obtain their approval prior to commencing the relevant construction works.

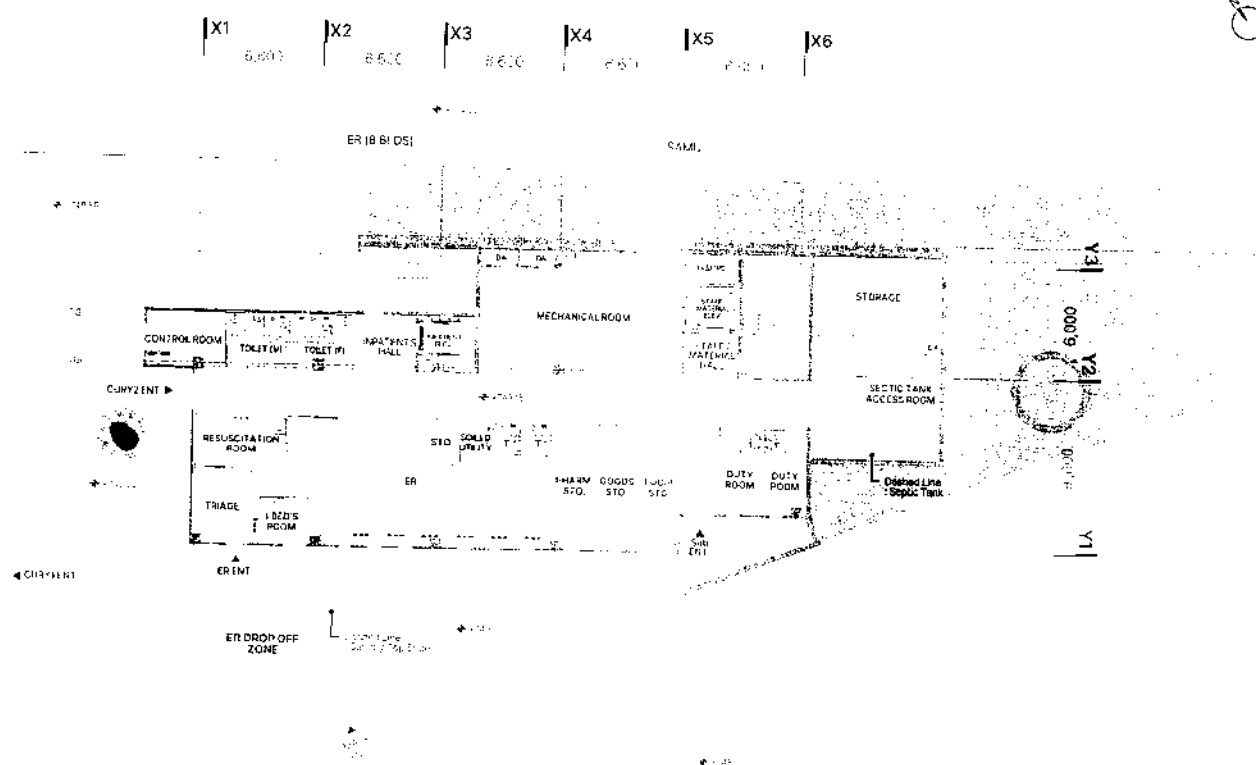




PIT PLAN _ SCALE 1:200

02 Floor Plan

Architectural Plan

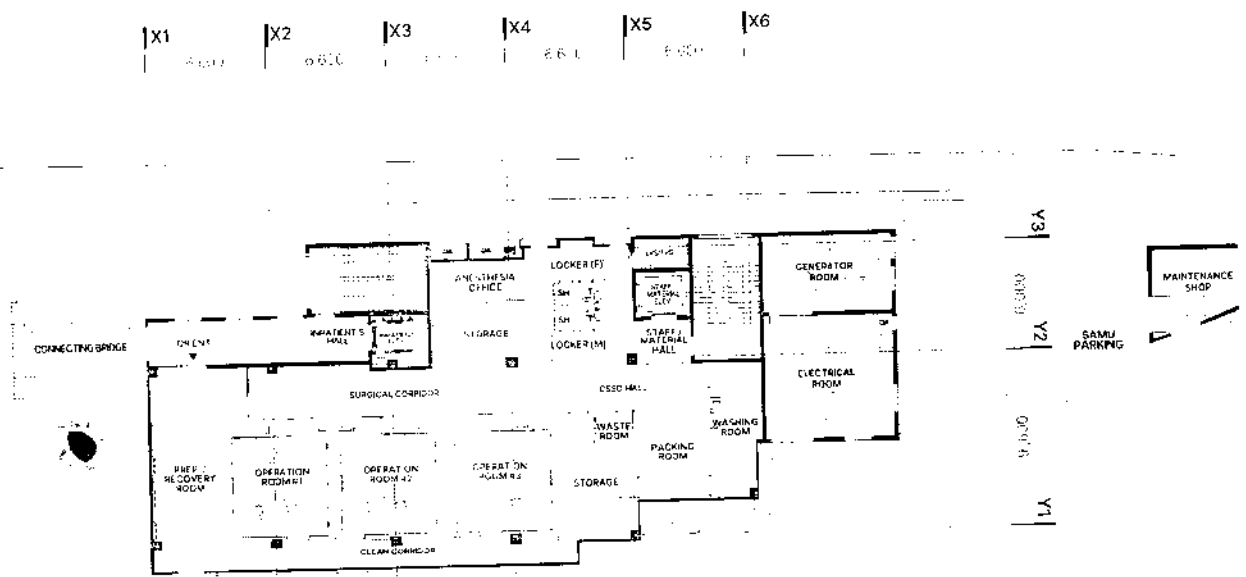


GF PLAN _ SCALE 1:200

Design services for Emergency Medical Service Center for Project for Building of Emergency Medical Services System in Cameroon



02 Floor Plan



1F PLAN _ SCALE 1:200

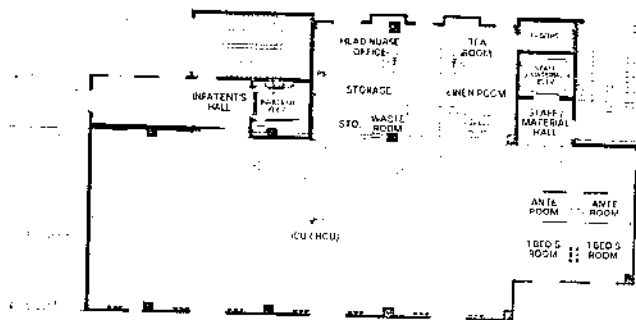
02 Floor Plan

Architectural Plan

X1 5.800 X2 4.400 X3 5.600 X4 5.400 X5 5.400 X6 5.400



ICU / HCU (11 BED'S)



Y3 5.000 Y2 4.000 Y1 4.000

2F PLAN _SCALE 1:200

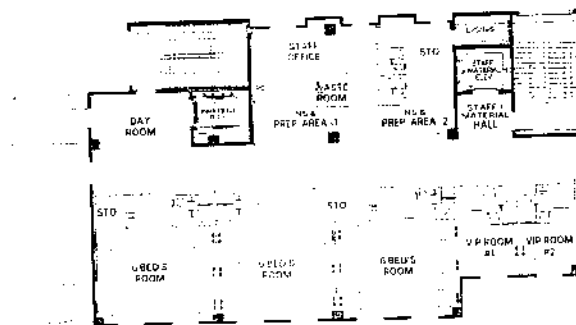
Design Services for Emergency Medical Service Center for Project for Building of Emergency Medical Services System in Cameroon



02 Floor Plan

X1 X2 X3 X4 X5 X6

GENERAL WARD (20 BED'S)



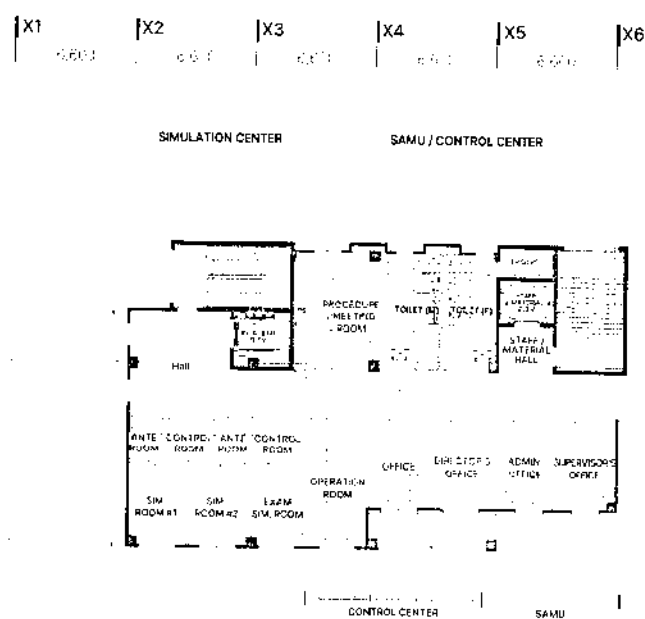
Y3
Y2
Y1

3F PLAN _ SCALE 1:200



02 Floor Plan

Architectural Plan



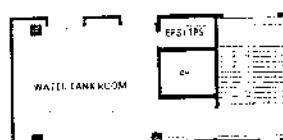
4F PLAN _ SCALE 1:200



02 Floor Plan

Architectural Plan

X1 5.200 X2 5.600 X3 5.400 X4 5.600 X5 5.600 X6



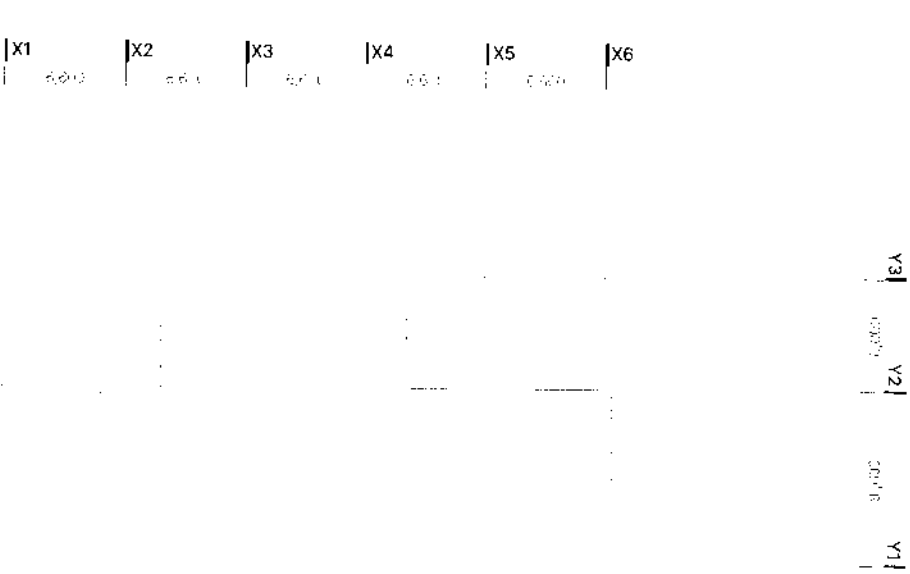
Y3 6.000
Y2 5.000
Y1

RF PLAN _ SCALE 1:200



02 Floor Plan

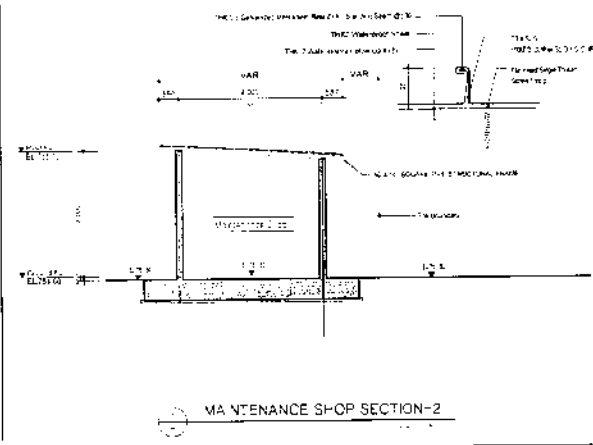
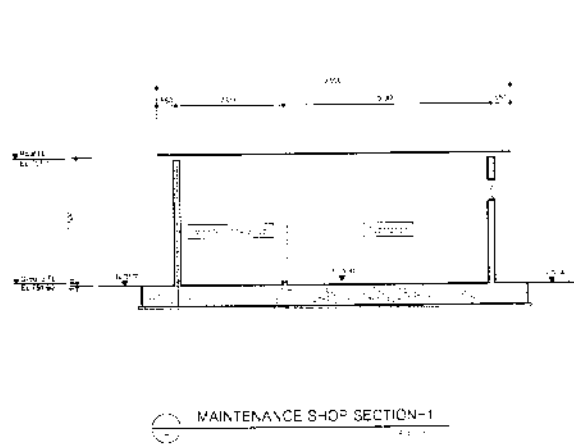
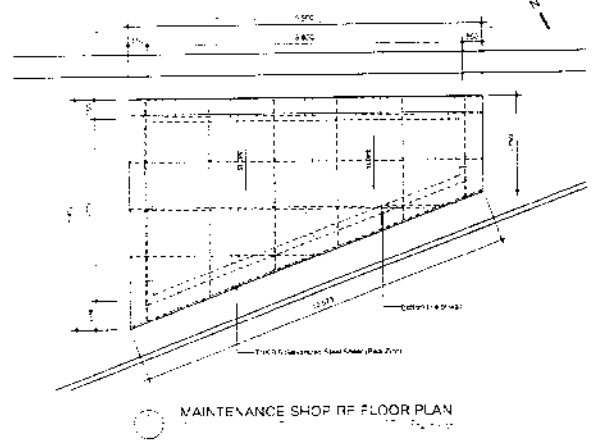
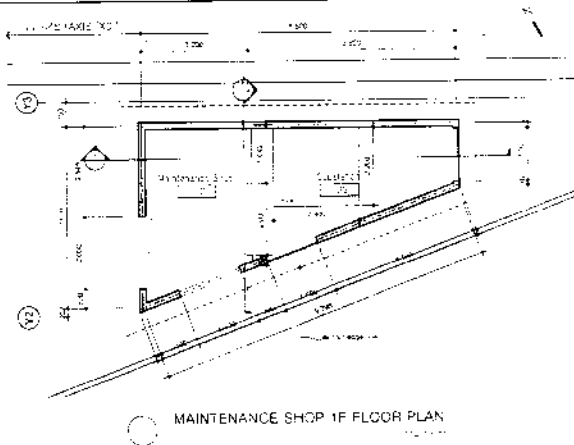
Architectural Plan



ROOF TOP PLAN _ SCALE 1:200

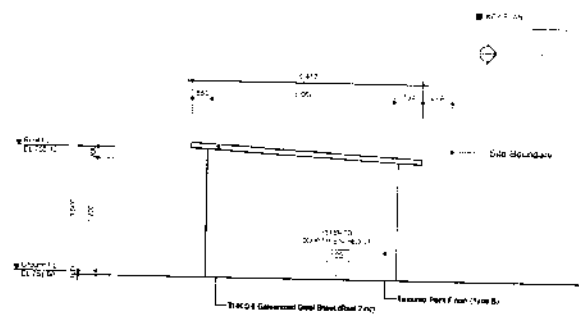


02 Maintenance Shop Plan

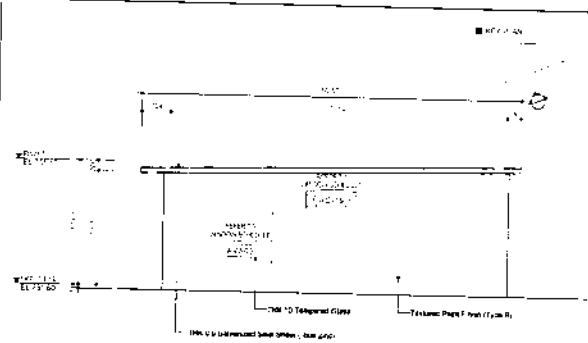


02 Maintenance Shop Plan

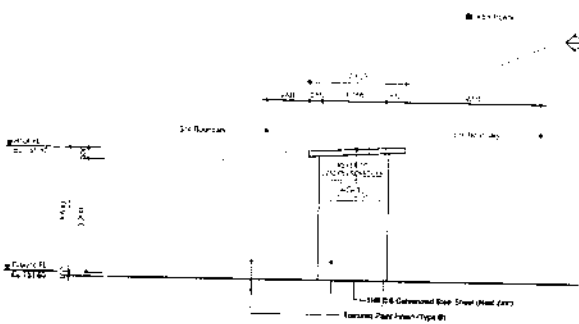
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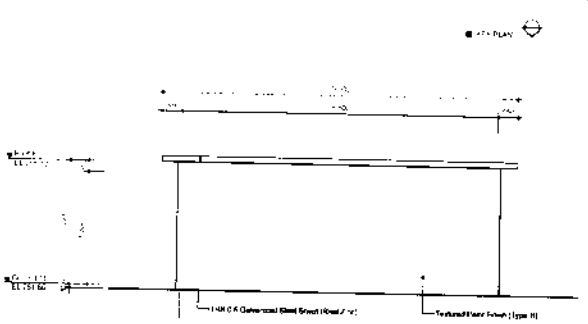
MAINTENANCE SHOP ELEVATION 1



MAINTENANCE SHOP ELEVATION 2



MAINTENANCE SHOP ELEVATION 3



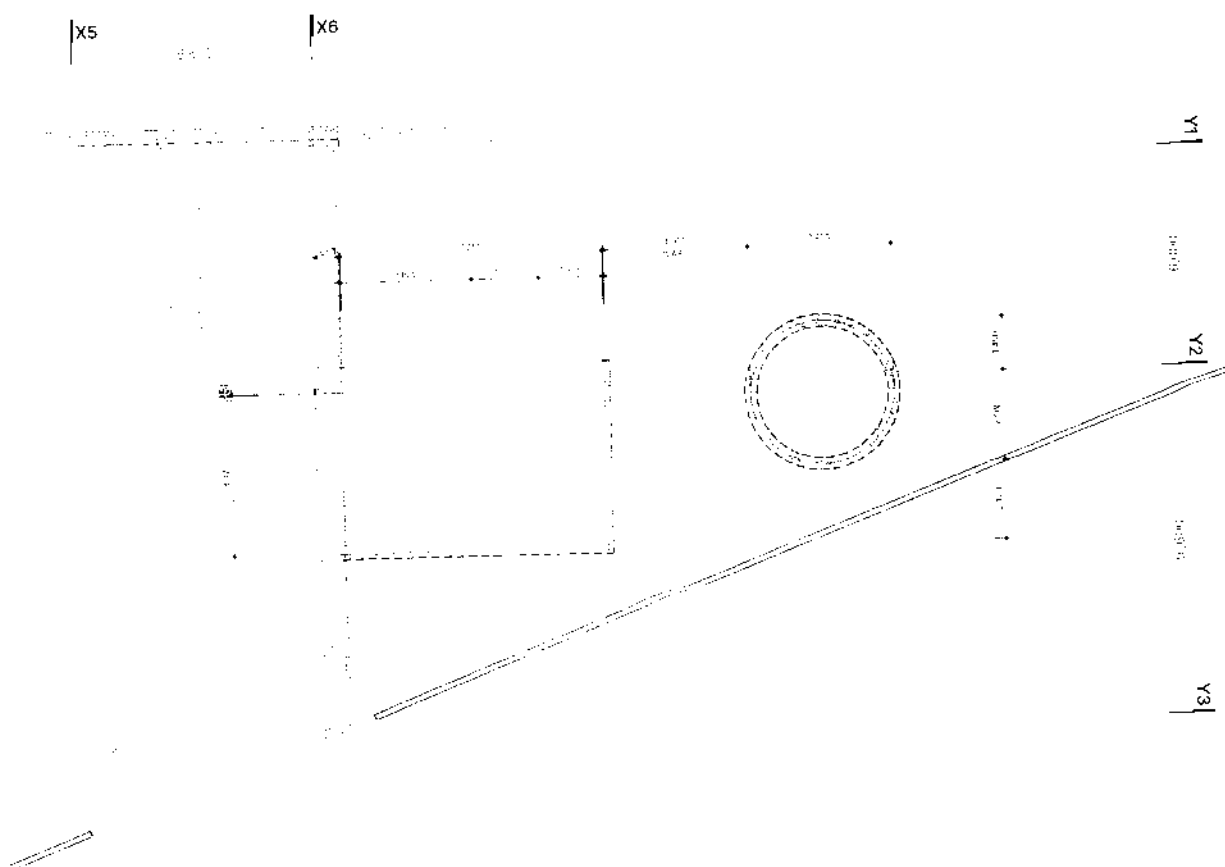
MAINTENANCE SHOP ELEVATION 4

Design services for Emergency Medical Service Center for Project for Building of Emergency Medical Services System in Cameroon



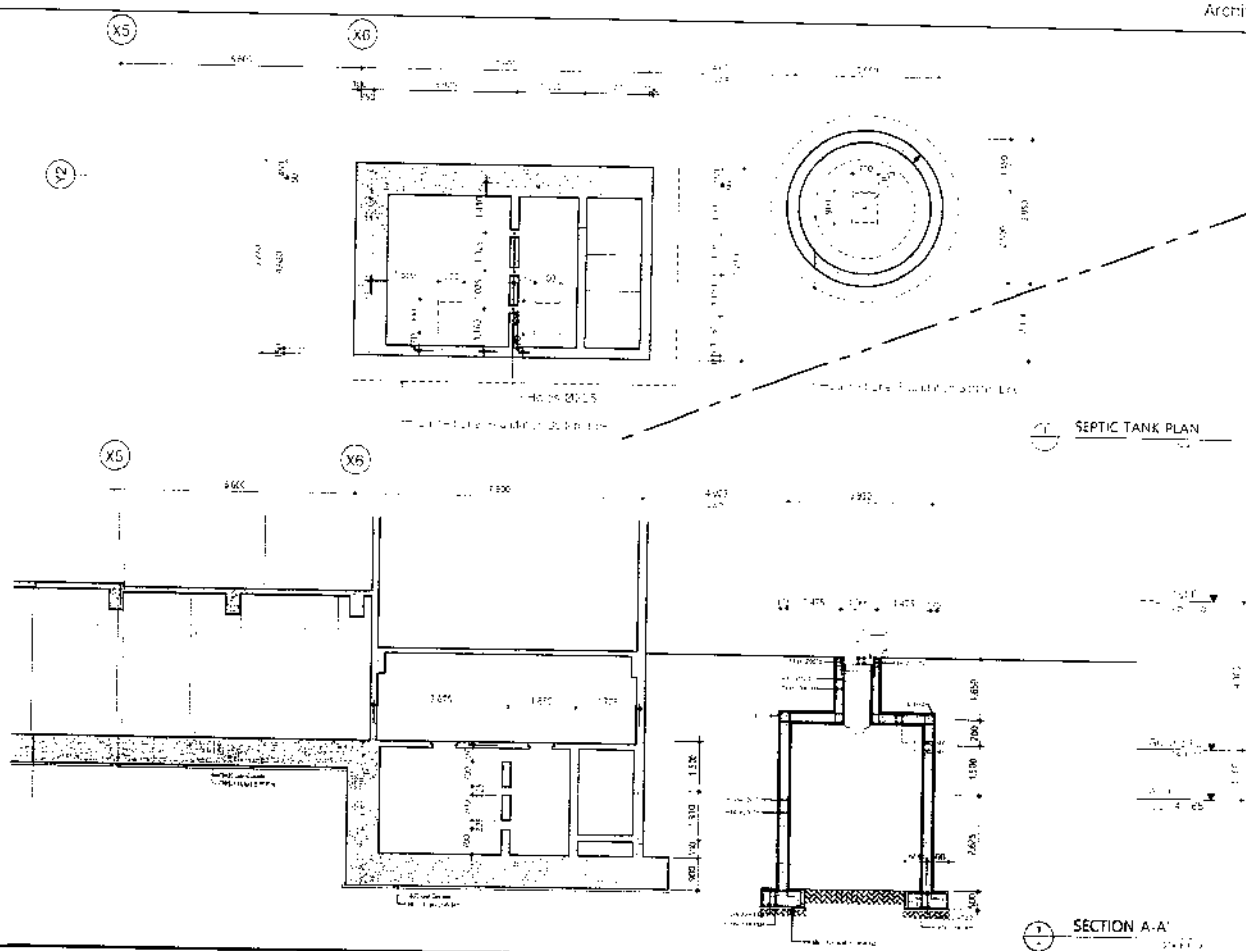
02 Septic Tank Plan

Architectural Plan



Design services for Emergency Medical Service Center for Project for Building of Emergency Medical Services System in Cameroon

Architectural Plan



Design services for Emergency Medical Service Center for Project for Building of Emergency Medical Services System in Cameroon



02 Section Plan

±EL. +775.40
Roof Top FL

EL. +750.05
Roof SL

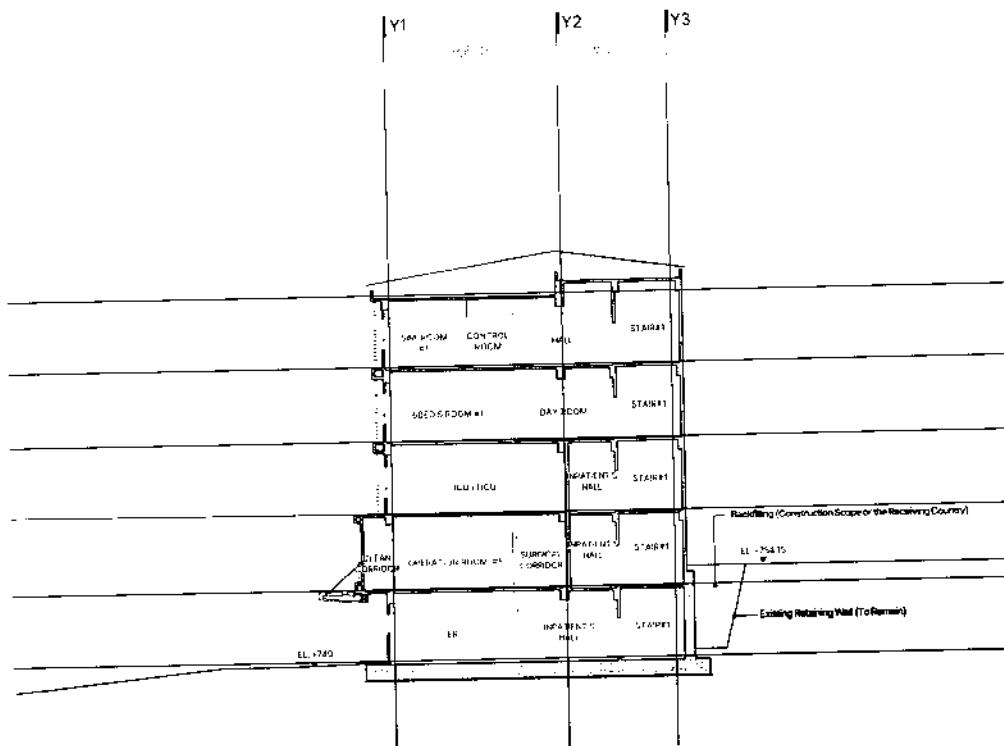
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4th FL

EL. +731.15
3rd FL

EL. +725.05
2nd FL

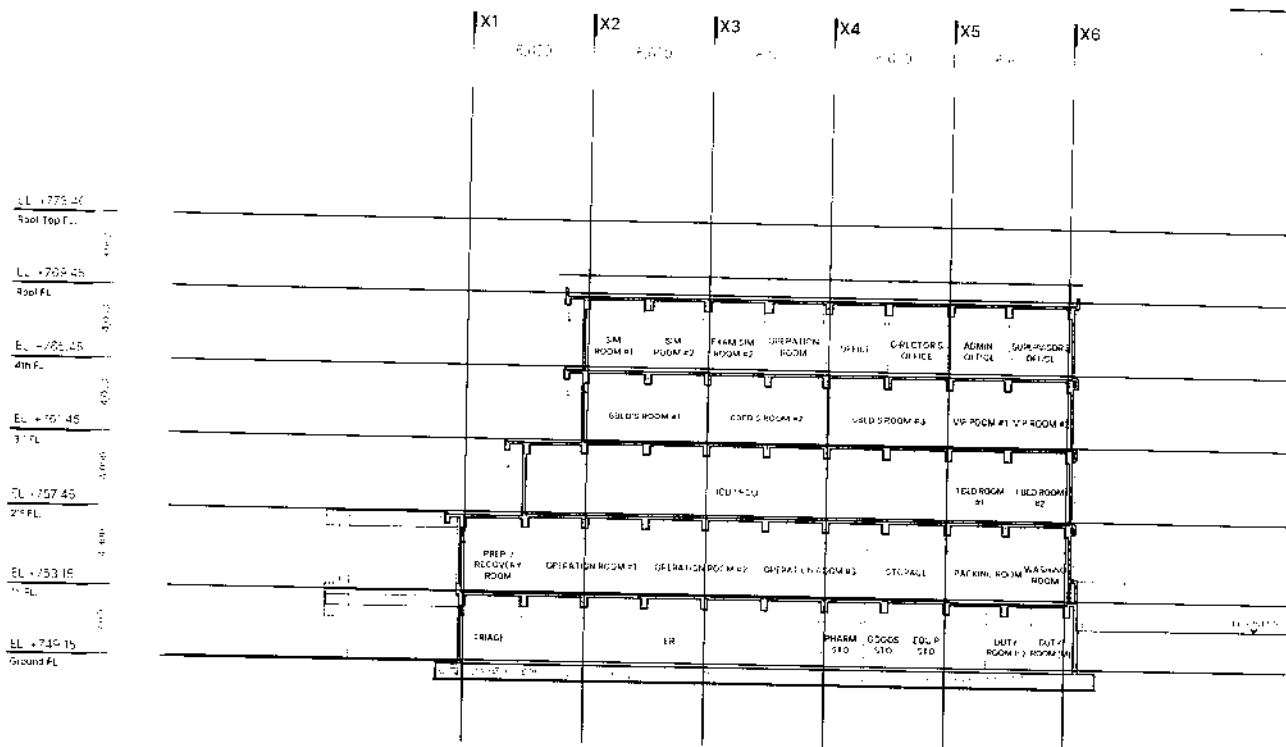
EL. +725.15
1st FL

EL. +720.15
Ground FL



02 Section Plan

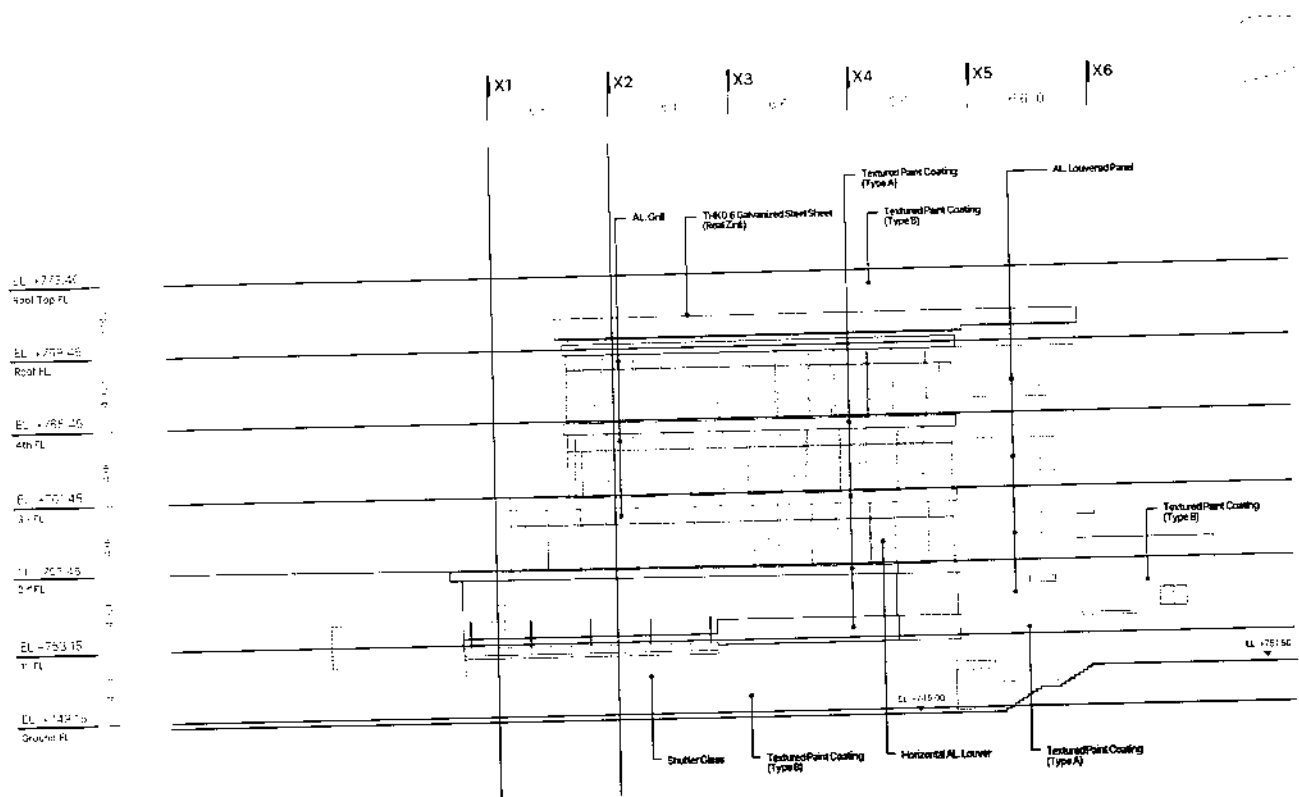
Architectural Plan



Design services for Emergency Medical Service Center for Project for Building of Emergency Medical Services System in Cameroon



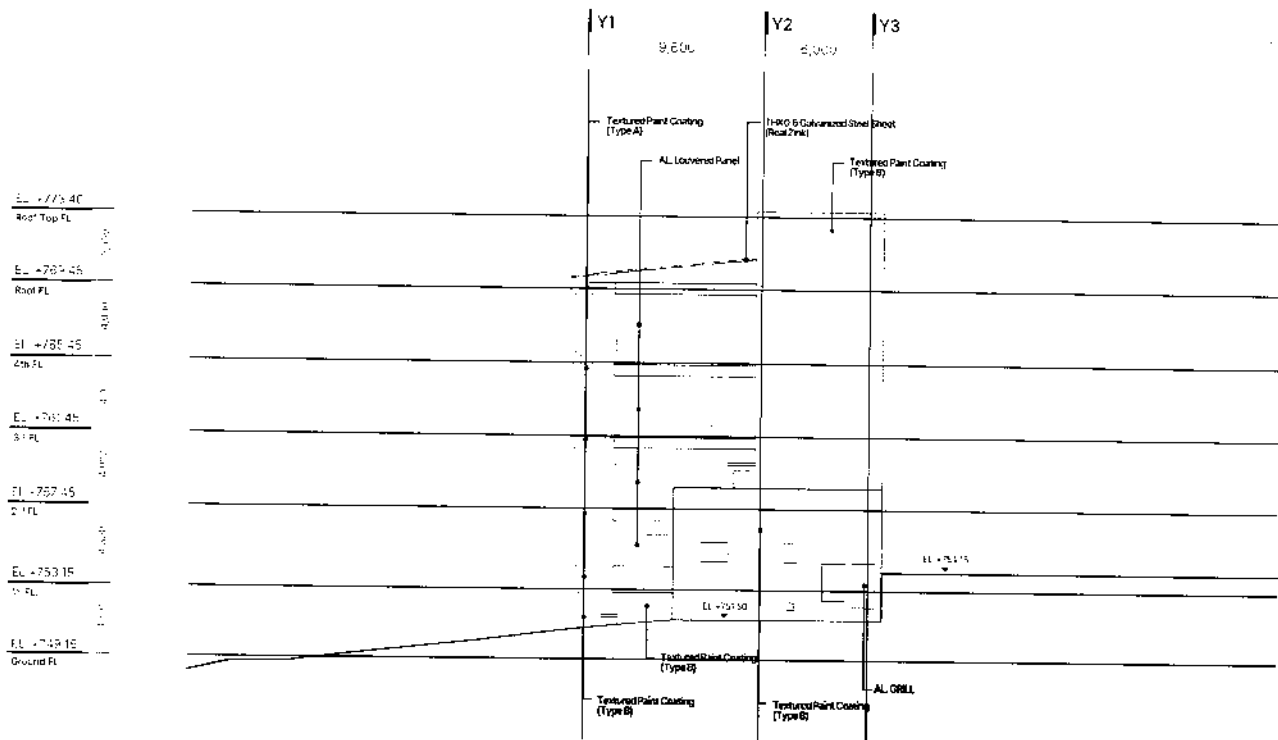
02 Section Plan



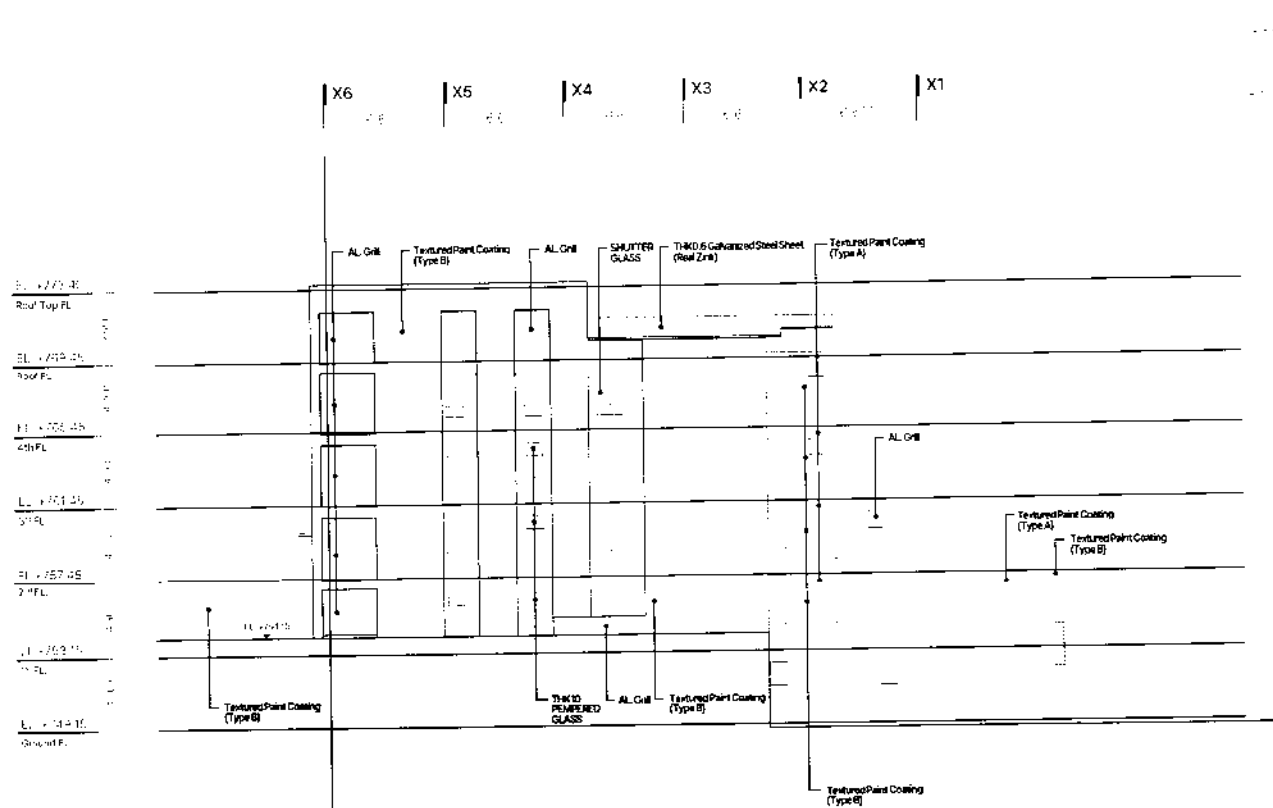
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02 Elevation Plan

Architectural Plan

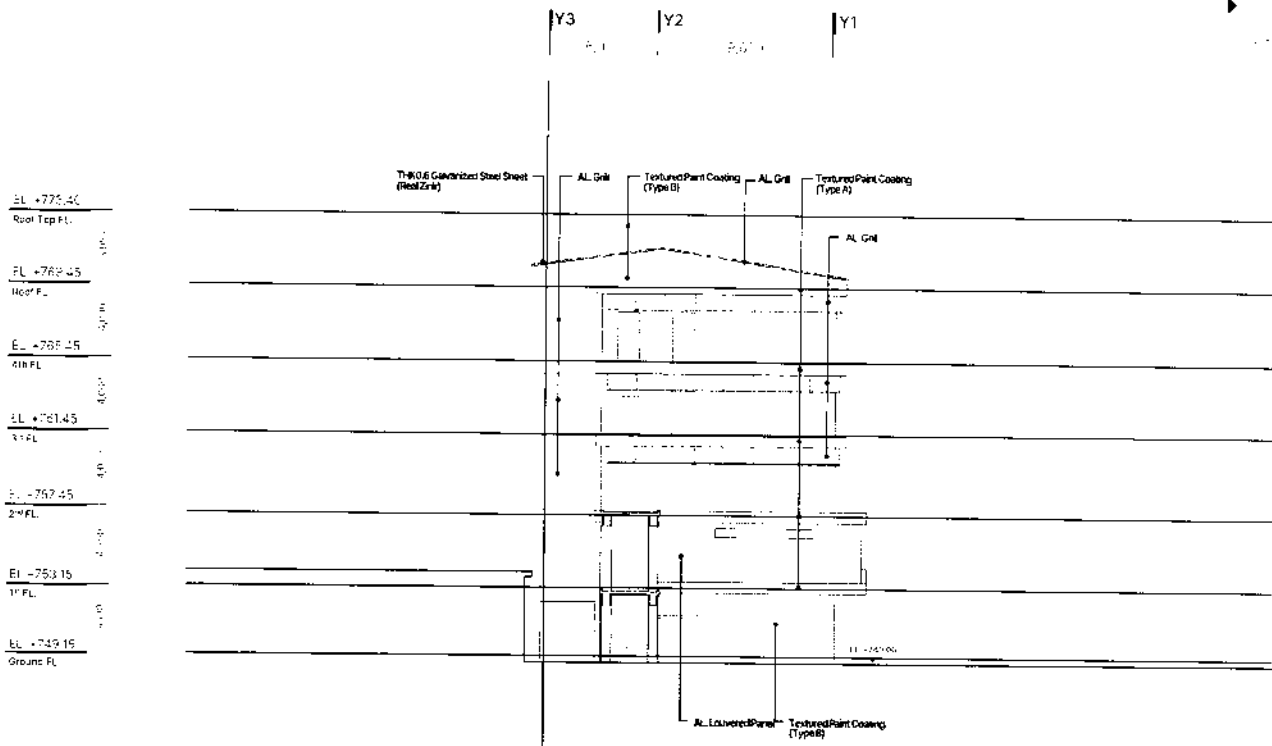


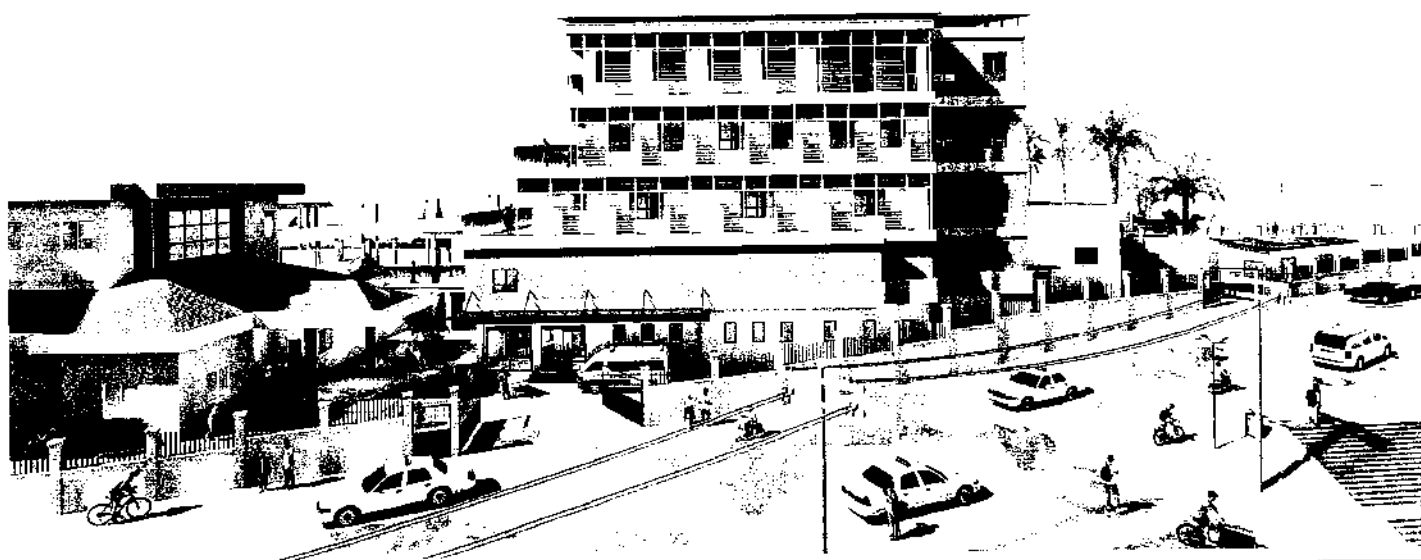
02 Elevation Plan



02 Elevation Plan

Architectural Plan

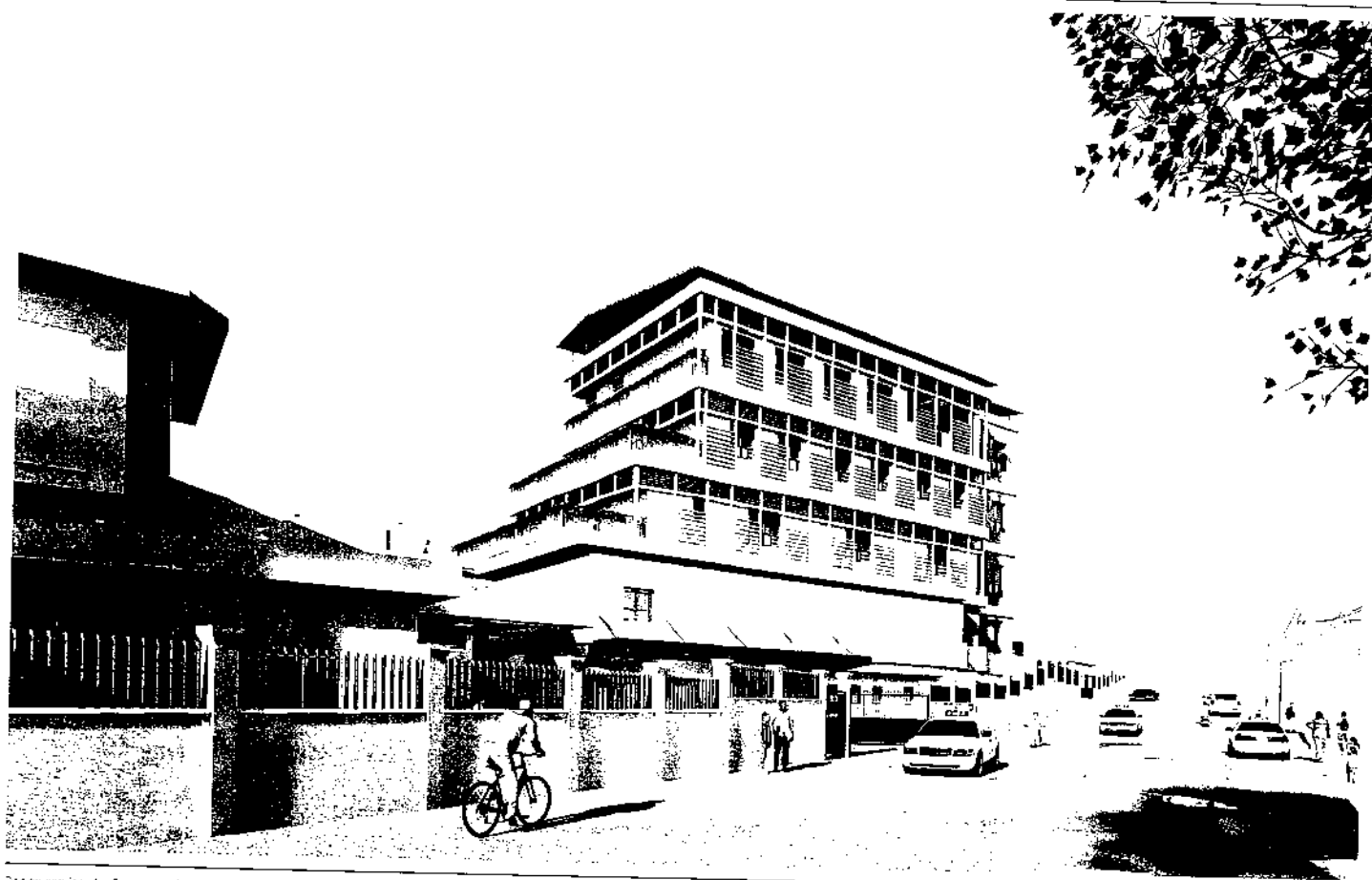




Design proposals for Emergency Medical Service Center for Project for Building of Emergency Medical Services System in Cameroon



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Design services for Emergency Medical Service Center for Project for Building of Emergency Medical Services System in Cameroon



General Conditions of Contract

1 Definitions

In this Agreement, the following terms shall have the meaning set forth below:

- (a) The "Contract" means the Contract Documents set forth in Section 2 below executed by both parties and other documents attached thereto.
- (b) The "Project" means the project stated in the front page of this Agreement for which the Consultant Services are to be provided.
- (c) The "Contract Price" means the price specified in the front page of this Agreement.
- (d) The "Consultant Services" means, where applicable, major or ancillary services including research, feasibility study, etc. related with the project conducted by the Employer, to be provided by the Consultant to perform this Agreement, but excludes construction management services and consultant services with equipment.
- (e) The "day" means calendar day, while the expiry date shall be extended to the following business day in case it falls on a Saturday, Sunday or a holiday.
- (f) The "Project Site" means, where applicable, the place or places named in the front page of this Agreement.
- (g) The "Contract Period" means the period designated in consideration of the extendibility of the Project owing to the circumstances related with the Host Country and other reasons than the Consultant's fault, and specified in the front page of this Agreement.
- (h) The "Consulting Period" means the period of time when the Consultant has completed the Consultant Services in accordance with this Agreement, thereby fully performing the provisions of this Agreement, and specified in the front page of this Agreement.
- (i) "Force Majeure" means storms, floods, earthquakes, war, riot, civil insurrection, fires, epidemic, quarantine restrictions, freight embargoes, etc. which are beyond the reasonable expectation of the parties at the time of execution of the Agreement and currently still beyond reasonable control of the affected party, and could frustrate the purpose of the Agreement.
- (j) Other terms, unless otherwise provided in this General Conditions of Contract (GCC), are subject to the relevant KOICA regulations and implementing rules on procurement and contracting in respect of the Foreign Grant Assistance Program, KOICA regulation on accounting and the Instructions on International Bidding for the Procurement of Consultant Services (hereinafter



referred to as "KOICA Regulations", "KOICA Rules", "Instructions", respectively).

2 Contract Documents

- 2.1 This Agreement shall consist of Contract Form, General Conditions of Contract (GCC) and Special Conditions of Contract (SCC), and Instructions on International Bidding for the Procurement of Consultant Services, and other attachments including the Plan of Consultant Services, Technical Specifications, Breakdown of the Contract Price and the Proposal; in case of conflict among the Contract Documents, the governing priority shall be firstly special provisions then general provisions in nature.
- 2.2 Notices between the parties shall be deemed to be effective as a part of Contract Documents.

3 Language

All the Contract Documents shall be made either in Korean or in English; *provided, however, that*, should there be any discrepancy or difference between the Korean version and the English one, if any, the Korean version shall prevail.

4 Scope of Work

- 4.1 The scope of work to be performed by the Consultant shall be subject to the provisions of this Agreement, including the Plan of Consultant Services and Breakdown of the Contract Price attached hereto, as well as the Technical Specifications submitted at the time of bidding, and the priority shall be firstly the Agreement, then Plan of Consultant Services and Technical Specifications, as stated in Section 4.2.
- 4.2 The scope of work shall be, but not limited to, the Employer's project-related research and survey including such other works as reasonably demanded by the Employer in accordance with the Contract Documents.

5 Contract Deposit, etc.

- 5.1 The Contractor shall furnish to the Employer i) the Contract Deposit in the amount of no less than 15 percent of the Contract Price to ensure the conclusion of Contract, and ii) the Maintenance Security in the amount of no less than three (3) percent of the Contract Price to ensure the maintenance and repair of the equipment, respectively, in a manner as required by the Employer in the form and substance
- 5.2 In case that the whole or part of Contract Deposit may be exempted pursuant to



the Instructions on the International Bidding for the Procurement of Consultant Services, the Consultant may cause the Contract Deposit to be replaced by the letter of undertaking to pay the Contract Deposit.

- 5.3 In case that the Contract Price is increased pursuant to GCC, the Consultant shall make additional payment of the Contract Deposit by the corresponding amount. In case of decrease of the Contract Price, the Consultant may request the refund of the Contract Deposit by the corresponding amount.
- 5.4 When the Consulting Period is extended, the Consultant shall submit the additional Contract Deposit based upon the extended Consulting Period.
- 5.5 The period of the Contract Deposit shall be from the Effective Date to no less than 60 days since the expiry of Consulting Period, and, in case of the Maintenance Security, from the completion of Consultant Services date to no less than 60 days since the expiry of the Period of Maintenance Liability as stated in Section 25.1 of GCC.
- 5.6 When the Employer is requested, with respect to the performance of the Consultant Services, to pay the advance payment (which refers to the payment in advance usually made) to the Supplier, the Supplier shall submit the Advance Payment Guarantee in a manner as required by the Purchaser in the form and substance.

6 Disposal of Contract Deposit

- 6.1 When the Consultant fails to perform the obligations hereunder without any justifiable ground, the Employer may revert to itself the proceeds of Contract Deposit and terminate this Agreement.
- 6.2 In case that the letter of undertaking to pay the Contract Deposit has been submitted pursuant to Section 5.2, and when the Employer requires the payment such cash amount upon the confiscation events, the Consultant shall immediately pay the Contract Deposit in cash.
- 6.3 The Contract Deposit furnished by the Consultant shall be returned to the Consultant without delay upon its request after this Agreement has been completely performed.

7 Implementation of Project Expenditure

- 7.1 The Consultant shall complete the project committed to it under this Agreement (hereinafter referred to as the "Project") within the time frame of the Consulting Period and the Contract Price, and make payment in the Korean currency of the Contract Price based upon the Plan of Consultant Services and Breakdown of the Contract Price attached hereto.



[Handwritten signature]

7.2 The Project expenditure shall be implemented within the scope of the total Contract Price, and the Consultant shall not demand the additional payment of expenses hereof.

8 Modification of Project Plan

8.1 In case that any of the followings takes place after the conclusion of the Agreement, the Consultant shall immediately notify the Employer of the fact in writing:

- (a) The modification of the initial plan being necessary for the enhancement of the Project as a result of interim assessment of the Project;
- (b) Specific political situation and social impediments occurring in the Republic of Korea and the Host Country; or
- (c) Internal and external circumstances enough to affect the execution of the Project.

8.2 Upon receiving the notice stated in Section 8.1, if the Employer deems it necessary to modify the initial Project Plan after investigating such fact, the Employer may take necessary measures to modify the Project Plan including the extension or reduction of the period, or the suspension of the Project.

8.3 In case that the Employer deems it necessary to modify the Agreement based upon the investigation stated in Section 8.2, the Employer may take necessary measures subject to consultations with the Consultant.

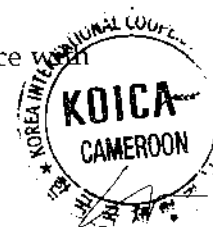
8.4 In case that the Consultant intends to modify the Plan of Consultant Services, Breakdown of the Contract Price, etc. attached hereto pursuant to Section 8.1 and in unavoidable circumstances while executing the Project, the Consultant shall obtain the approval of the Employer with supporting evidential data and reasons thereof attached, and thereafter proceed to conduct as approved.

8.5 When the Consultant intends to modify the Plan of Consultant Services, Breakdown of the Contract Price, etc. stated in Section 8.4, the Consultant shall obtain the approval of the Employer within 15 days from the occurrence of such event of necessary modification.

8.6 In case of the extension of the Consulting Period or the modification of the Project Plan owing to the negligence or delay of reports imputable to the Consultant, the Consultant shall, without any increase of the Contract Price, modify the Plan of Consultant Services, extend the period to engage the necessary personnel in the Project, and execute the Project subject to the approval of the Employer.

9 Modification of Plan to Engage Personnel

9.1 The Consultant shall engage necessary personnel in the Project in accordance



the Plan of Consultant Services. In case that the Consultant intends to modify the plan to engage personnel in the Project, contained in the Plan of Consultant Services attached hereto, in unavoidable circumstances, the Consultant may request the Employer of modification of such plan with supporting evidential data and reasons thereof attached. Thereafter the Employer may approve or reject the request after examination thereof.

- 9.2 The Consultant shall obtain the prior approval of the Employer until 10 days before the change of personnel, and exert its best efforts lest such change of personnel should affect the execution of the Project.
- 9.3 The Consultant shall not change the Project manager specified in the Plan of Consultant Services without the request or consent of the Employer during the Consulting Period.

10 Preservation of Project Expenditure Books

- 10.1 The Consultant shall preserve the separate ledgers and books recording the accounting information of the Project expenses, and settle the accounts by submitting them to the Employer for its confirmation.
- 10.2 When the Employer requests the perusal or submission of the ledgers and books in respect of the Project, the Consultant shall respond to it.

11 Saving of Project Expenses Recommended

The Consultant shall bear in mind that the Project expenditure has been implemented by virtue of the Government grant, and exert itself to save the Project expenses to the utmost and contribute to the increased substantial cooperation between both countries by executing the Project successfully and enhancing the expected effect thereof.

12 Settlement of Accounts of Project Expenditure

- 12.1 The settlement of accounts in respect of the Project expenses shall be conducted as follows:
- (a) Personnel expenses, including direct labor costs, various expenses and technical royalties, and travelling costs of the Consultant shall be settled in the Korean currency, based upon the actual number of personnel and period of time, and other direct expenses shall be paid on an actual basis within the limit of Project expenses; and
 - (b) The Employer shall confirm and settle the accounts for the expenses specified in Item i) above upon receiving the final Project report, and complete the settlement of accounts by paying the Project expenses after adding or deducting the remainder of such expenses, if any.



12.2 The settlement of accounts of the Project expenses by the Consultant shall be conducted as follows:

- (a) The foreign exchange rate at the time of the settlement of accounts is applied on a quarterly basis;
- (b) The foreign exchange rate for quarterly settlement shall be the T/T offered rate quoted on the 15th day of each month by the bank with which the Employer trades; and
- (c) Other matters on the settlement of accounts shall apply the relevant rules and regulations of the Employer.

13 Liquidated Damages

13.1 If the Consultant fails to perform the obligations under the Agreement including the followings and delays the Project program, the Consultant shall, without prejudice to its other remedies under this Agreement, pay the amount in cash, as liquidated damages, a sum equivalent to the 0.125 percent of the Contract Price for a day of delay.

- (a) The Consultant fails to keep time for the submission of reports and reporting thereof as stated in Section 17;
- (b) The progress of the Project is behind schedule by more than three (3) months of the initial program contained in the Plan of Consultant Services attached hereto; and
- (c) The Consultant fails to complete the Project within the Consulting Period.

13.2 When the Employer deems that any of the followings has caused such delay, the corresponding days shall be excluded from the days of delay:

- (a) Force Majeure events;
- (b) Delay of commencement, or suspension, of the Project by the written request of the Employer; or
- (c) Other delay arising out of incidents not imputable to the Consultant.

13.3 The Consultant shall, if any of the events stated in Section 13.2 takes place, notify the Employer immediately of the occurrence of such incident in writing for its approval. If the Consultant fails to notify of the occurrence of such incident stated in Section 13.2, the Employer shall levy the liquidated damages pursuant to Section 13.1.

14 Force Majeure

14.1 The damages and losses caused by Force Majeure shall not be deemed imputable to the Consultant.



14.2 When the damages and losses caused by Force Majeure, the Consultant shall without delay give notice to the Employer of such event.

15 Extension of Contract Period, etc.

15.1 The Contract Period shall be extended as follows:

- (a) The Consultant shall, without delay, request to the Employer in writing the extension of the Contract Period in case that inevitable circumstances of the Host Country or the Force Majeure events specified in Section 1(i) of GCC takes place during the initial Contract Period;
- (b) When the Employer is notified of the request for the extension of the Contract Period stated in Section 15.1(a), the Employer shall, as soon as possible, make investigation into such an event and take such necessary measures as the extension of the Contract Period, etc. to facilitate the performance of the Consultant Services;
- (c) When the Employer approves the extension of the Contract Period stated in Section 15.1(a), the liquidated damages set forth in Section 13 of GCC shall not be levied during such extended period; and
- (d) When the Contract Period is extended pursuant to Section 15.1(c) of GCC, the Contract Price shall not be adjusted accordingly.

15.2 The Consulting Period shall be extended as follows:

- (a) The Consultant shall, without delay from the occurrence of the circumstances, request to the Employer in writing the extension of the Consulting Period in case that circumstances imputable to the Consultant make it necessary to extend the initial Consulting Period;
- (b) When the Employer is notified of the request for the extension of the Consulting Period stated in Section 15.2(a), the Employer shall, as soon as possible, notify the Consultant whether the Employer approves the extension of the Consulting Period; and
- (c) When the Consulting Period is extended out of the reasons imputable to the Consultant, the Liquidated Damages stated in Section 13 of GCC shall be levied accordingly.

16 No Assignment and No Sub-contracting

16.1 The Consultant shall not grant collateral, nor assign its rights and obligations related with this Agreement for the benefit of a third party without prior written consent of the Employer.

16.2 The Consultant shall not make, for the purpose of performing this



sub-contract or delegation to a third party, but, in unavoidable circumstances, it shall obtain prior written consent of the Employer; *provided, however*, that the same shall not apply to the matters confirmed by the Plan of Consultant Services.

17 Submission of Reports and Reporting Thereof

17.1 The Consultant shall submit the reports in respect of the Project as prescribed in the Plan of Consultant Services within the Consulting Period in the following manner:

- (a) Number of copies: three (3) copies each, in case of the final reports, five (5) copies each; and
- (b) Time of submission: as stated in the Plan of Consultant Services.

17.2 When submitting the reports as stated in Section 17.1, the Consultant shall provide CD-Roms separately with no specific justifiable ground.

17.3 Upon completing the Project, the Consultant shall hold an occasion of reporting thereon at the request of the Employer.

18 Examination of Reports

18.1 After examining the reports submitted by the Consultant, the Employer may request the Consultant to modify or supplement the reports if deemed necessary, and the Consultant shall immediately execute such request.

18.2 The expenses, necessary for the executing such request of the Employer, incurred by the Consultant shall be paid within the limit of the Project budget.

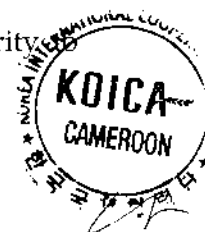
19 Demand for Correction

19.1 If the Employer deems the services performed by the Consultant faithless and unreliable, the Employer may demand the correction thereof, and the Consultant shall respect the opinion of the Employer and take necessary corrective measures immediately.

19.2 If the Employer deems the Consultant's personnel careless and negligent, and influencing apparently the operations of the Employer in a negative way, the Employer may demand the change of such personnel. The Consultant shall follow such demand if not in an unavoidable circumstances, and be careful lest such change of the personnel should affect the performance of services.

19.3 The Consultant shall have close cooperative relation with the local office of KOICA or the Korean Embassy stationed to the Host Country or the adjacent country so as to facilitate the execution of the Project.

19.4 The Employer may, if necessary, delegate the whole or part of its authority



demand for correction to the local office of KOICA or the Korean Embassy stationed to the Host Country or the adjacent country. In such a case, the Consultant shall follow the demand for correction of the representative of the local office of KOICA or the Korean Embassy.

20 Decision Making on Major Issues and Notification Thereof

20.1 The Consultant shall not make decision alone in performing the Consultant Services in respect of important issues which have material impact on the schedule, cost, quality, etc. of the Consultant Services, and shall, without fail, report to the Employer in writing for necessary consultations.

20.2 The notice or notification on the important issues stated in Section 20.1 shall be in writing in principle.

21 Representations and Warranties

The Consultant, unless otherwise provided in the Special Conditions, hereby represents and warrants that:

- (a) It was duly established in the eligible country (hereinafter referred to as the "Located Country") in accordance with the relevant laws and regulations, and has full legal power to enter into and perform this Agreement and good capacity to do business;
- (b) It has obtained the official approval, consent and authorizations, if any, from the Located Country as well as the Host Country and other related countries, necessary to perform the Consultant Services to the Host Country;
- (c) It has conducted sincerely the procedural requirements including, but not limited to, the qualification test, Electronic Procurement System and duty of integrity as required by the Employer;
- (d) It has warranted the quality of the Consultant Services, and, in case of any defect therein, immediate provision of new services or refund as demanded by the Employer;
- (e) It has guaranteed the Contract Price is not higher than the regular price and the fair market value usually traded;
- (f) It will not pay the expenses to perform its obligations hereunder out of country, which are included in the Contract Price, and the Consultant shall not demand the additional payment of expenses hereof;
- (g) It shall waive its sovereign immunity, if applicable, even though it is a state-owned company of the Host Country.

22 Covenants

The Consultant, unless otherwise provided in the Special Conditions, hereby covenants



to the Employer, to the extent that this Agreement applies, that:

- (a) It shall not employ any fraudulent and corrupt manner in performing the Consultant Services;
- (b) It shall not make any sub-contract in performing the Consultant Services with a third party without prior written consent of the Employer;
- (c) It shall not assign its contractual status, rights and obligations to a third party without prior written consent of the Employer;
- (d) It shall pay taxes, duties, assessments and governmental charges upon it, its properties or taxable activities hereunder promptly when due; and
- (e) It shall report to the Employer immediately any event or incident that may significantly affect the performance hereof.

23 Events of Default and Damages

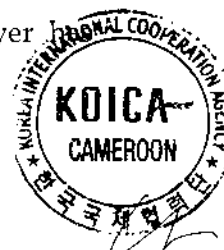
23.1 In the event that any representation, warranty or statement made by the Consultant hereunder proves to have been incorrect in any material aspect; the Consultant fails to perform or observe any covenant herein, or the duty of integrity and other requirements as called for by the Employer, it shall be deemed to constitute breach of contract.

23.2 The Consultant shall be liable to the Employer for any loss and actual damages to the Employer, caused by any of the events stated in Section 23.1; *provided, however,* that the Consultant shall also be liable to the Employer for special damages, only under special circumstances that it knew, or would have known, the breach of Contract.

24 Termination

24.1 The Employer may terminate this Agreement if any of the following cases takes place, and the Consultant shall submit the report on the settlement of accounts, the resultant Project report and other related materials to the Employer within one month from the termination date, and settle the accounts on an actual basis:

- (a) The national policy of the Korean government has been changed;
- (b) The policy of the Host Country has been altered to hinder the continued execution of the Project;
- (c) Force Majeure event has blocked the performance of Contract;
- (d) Other incidents not imputable to the Consultant have made the performance of Contract extremely difficult; or
- (e) Any significant change of business plan on the part of the Employer necessitate the termination of this Agreement in whole or in part.



24.2 The Employer may terminate the whole or part of the Agreement when the attainment of the purpose of this Agreement is deemed impossible because of any of the following events imputable to the Consultant:

- (a) The Consultant fails to commence the Project past the scheduled date without any justifiable ground;
- (b) The Consultant fails, or is unlikely, to complete the Project within the Consulting Period for the reason imputable to the Consultant;
- (c) The Consultant's personnel and employees would not follow the instructions of the Employer related with the Project without any justifiable ground, or dare to impede the operations of the Employer or commit corrupt practices;
- (d) The Consultant has assigned the contractual rights or obligations to a third party without the consent of the Employer;
- (e) The Consultant proves to be in breach of, or incapable to perform, this Agreement;
- (f) In case the liquidated damages set forth in Section 13 amount to the Contract Deposit to enable the termination of the Agreement, the timely execution of the Project is hardly expected even though the Contract Period is extended for a while;
- (g) The Consultant has committed illegal or fraudulent activities including bribery or fraud which impedes ordinary operation of Contract while performing this Agreement;
- (h) The Consultant fails to take necessary measures for more than 14 days for the correction of the insufficient Consultant Services which the Employer has demanded in writing;
- (i) The Consultant undergoes the revocation of license or registration, suspension of operation, etc. by the competent authorities; or
- (j) The Consultant is in breach of Contract, and, owing to such breach, is deemed impossible to attain the purpose of this Agreement.

24.3 When the Employer has terminated the Agreement pursuant to Sections 24.1 and 24.2 of GCC, the Employer shall immediately notify in writing the Consultant of such fact, and the Consultant shall stop performing the Agreement as of the date and on condition based upon such notification.

24.4 When the Agreement is terminated pursuant to Section 24.2, the Consultant shall, together with the confiscation of the Contract Deposit pursuant to Section 6 of GCC, return to the Employer the total amount including the Project expenses paid by the Employer until such termination and the statutory interest thereon.

24.5 In case that the Agreement has been terminated on account of the Employer's



circumstances, the Employer shall pay the amount which the Consultant consumed to execute the Project; *provided, however*, that the labor cost shall be calculated by the number of days performed, and other expenses on the basis of evidence and vouchers.

25. Maintenance Guaranty

25.1 The Consultant shall be liable for the maintenance and repair of the Consultant Services with equipment for two years (hereinafter referred to as the "Period of Maintenance Liability"); *provided, however*, that, once the request of repair is submitted to the Consultant during such Period but the Period expires, the Consultant's liability shall cease to exist when the Employer confirms the requested repair is completed.

25.2 When the Employer requests the repair of the defective Consultant Services with equipment, the Consultant shall immediately repair the Consultant Services with equipment; *provided, however*, that, in case of its failure to repair at the time in need, the Consultant shall have, subject to the prior consent of the Employer, a third party capable of providing the same kind of Consultant Services with equipment repair the defective Consultant Services with equipment at its own expenses.

25.3 The Consultant shall deposit cash or bond to the Employer to guarantee the maintenance and repair of the Consultant Services with equipment set forth in Section 25.1 as the Maintenance Security specified in Section 5.1 of GCC.

25.4 When the Consultant would not respond to the End-User's request of repair without any justifiable ground during the Period of Maintenance Liability, the Maintenance Security shall belong to the Employer.

25.5 The Maintenance Security furnished by the Consultant shall be discharged, released or returned to the Consultant upon its request when the period set forth in Section 25.1 expires.

25.6 Any cost incurred for *ex post facto* management during the Period of Maintenance Liability shall be borne by the Consultant in whole.

26. Ex Post Facto Management, etc.

The Consultant shall perform *ex post facto* management services with best efforts upon the request of the Employer after the closing of the Project and the expiry of the Period of Maintenance Liability. The cost and expenses incurred for the after services shall be borne subject to the agreement between the Employer and the Consultant.

27 Notice, etc.

Any notice required or given under this Agreement shall be i) personally delivered;



transmitted by mail or courier service; iii) transmitted via the Electronic Procurement System of the Employer; or iv) transmitted by e-mail or telefax with confirmed receipt thereof, to the parties as follows, with the addressee elected and confirmed in writing each other:

28 Governing Law

This Agreement shall be governed by, and construed in accordance with, the laws of the Republic of Korea.

29 Severability and No-Waiver

29.1 In case that any one or more of the provisions contained herein turns out invalid or cancelled, the remaining provisions hereof shall in no way be affected thereby.

29.2 No delay or omission by the Employer in exercising any of its rights hereunder shall operate or be construed as a waiver thereof, the rights and remedies set forth herein shall be cumulative in exercising them.

30 Insurance and Casualty Compensation

30.1 The Consultant shall make the probable accidents to human resources, put to work for the performance of this Agreement, insured at its cost.

30.2 The Consultant shall, prior to the dispatch of personnel, submit to the Employer a copy of insurance certificate issued on the occasion of insurance contract pursuant to Section 30.1.

30.3 The Consultant shall be totally liable for the illness, injury, death and other accidents of the Consultant, its agents and representatives, personnel and laborers in relation to this Agreement.

31 Fiduciary Duty

The Consultant shall exert itself as a fiduciary person with fidelity and sincerity to perform this Agreement, and handle its job promptly and correctly assuming a responsible and sincere attitude.

32 Intellectual Property Rights and Confidentiality

32.1 Unless otherwise agreed upon by both parties, the materials and reports which the Consultant submitted to the Employer (including Intellectual Property Right thereof) shall belong to the ownership of the Employer, and the Consultant shall not provide them to a third party nor use for other purposes without prior consent of the Employer. The same shall apply where this Agreement has been terminated pursuant to Section 24 of GCC.



32.2 The Consultant shall keep confidential the trade secret and know-how acquired in the course of performing this Agreement, and shall not provide them to a third party without prior consent of the Employer.

33 Intellectual Property Rights of Third Party

The Consultant shall not infringe upon the patent right, trademark, industrial design and other intellectual property rights of a third party in performing this Agreement, and shall indemnify and hold the Employer harmless against all third-party claims in any case that the dispute with respect to the intellectual property rights takes place.

34 Dispute Resolution

34.1 In case that any dispute occurs out of this Agreement, only if each party notifies the other party in writing of the dispute within seven (7) days from the day when it is aware of such occurrence, such notification shall be regarded as effective.

34.2 Any dispute arising out of this Agreement shall be, in principle, settled amicably in good faith by means of consultation between both parties.

34.3 If any agreement is seldom reached by both parties within 30 days from the occurrence of the dispute, such dispute and differences shall be settled, as elected by the Employer, either by the litigation before the Suwon District Court Seongnam Branch, or by the Korean Commercial Arbitration Board in Seoul, Korea in accordance with the Arbitration Rules of the Korean Commercial Arbitration Board and under the Korean laws. In the latter case, the arbitral award shall be final and binding upon both parties.

35 Miscellaneous

35.1 This Agreement shall become effective from the day when the representatives of both parties affix their signatures on this Agreement.

35.2 Other matters which have not been expressly set forth in this Agreement shall be determined subject to mutual consultations in accordance with the relevant laws and regulations, and commercial practices.



Special Conditions of Contract

1. Purpose

SCC shall supplement GCC with the specific provisions in GCC referred to and amended accordingly. The SCC provisions shall prevail over those in GCC and constitute a part of this Agreement.

2. Contract Period and Consulting Period

2.1 The Contract Period as defined in Section 1(g) of GCC shall be from the Effective Date to mm dd, 20yy.

2.2 The Consulting Period as defined in Section 1(h) of GCC shall be from the Effective Date to mm dd, 20yy.

3. Commencement of Project

The Consultant shall commence the Project within 10 days from the Effective Date; *provided, however*, that, in case that its delay is apparently expected in unavoidable circumstances, the Consultant shall obtain the approval of the Employer in advance.

4. Payment of Project Expenses

4.1 The Consultant shall demand the Project expenses based upon the implementation plan of the Contract Price, and the Employer shall pay such amount in the Korean currency to the Consultant in its bank account [*Name of the Bank and A/C Number, Owner's Name*] within 14 days from the Consultant's demand:

4.2 The Consultant may demand in advance the expenses necessary to prepare for the Project, and the Employer may pay such expenses after examination thereof.

4.3 The Consultant may request the transfer of budget by item within the scope of the Contract Price so as to facilitate the execution of the Project, and the Employer may approve or reject such request after examination thereof.

4.4 The Consultant shall apply for the Project expenses with the previous quarter performance report attached thereto in accordance with the implementation plan.

4.5 The Employer may make payment in advance in accordance with the KOICA's Criteria on Advance Payment so as to facilitate the execution of the Project; *provided, however*, in such a case, that the submission of advance payment-related guarantee bond is required.

5. Application of Exchange Rate

When the U.S. dollar is used for the purpose of payment under this Agreement,



exchange rate of T/T offered rate quoted on the 15th day of each month by the bank with which the Employer trades shall apply thereto.

6. Post-Qualification Monitoring

- 6.1 In performing the Consultant Services, the Consultant shall implement the content as specified in the Pre-Qualification Criteria thoroughly as promised by it during the initial qualification examination.
- 6.2 The Employer shall monitor from time to time the performance of the Consultant as stated in Section 8.1, and, if any difference from the initial plan occurs, shall take measures to correct immediately such difference.

7. Insurance and Casualty Compensation

- 7.1 The Consultant shall upon the demand of the Employer, prior to the dispatch of personnel or, as the case may be, prior to the commencement of the Project, submit to the Employer a copy of insurance certificate issued on the occasion of insurance contract.
- 7.2 The Consultant shall make the personnel, who are assigned to perform this Agreement, insured by the following criteria:
- (a) In case of injury and death, up to 300 million won;
 - (b) In case of disease and death, up to 200 million won; or
 - (c) In case of special expenses, up to 10 million won.

8. Use of Patent

The Consultant shall be solely responsible for the use of the patent or other intellectual property rights of a third party in performing the Consultant Services; *provided, however*, that, the Employer, who has requested the execution or application of the Consultant Services without designating the method of performance thereof in the Agreement, may provide or arrange every kind of convenience, or expenses incurred therewith.

9. Undertaking of Non-Bribery and Integrity Obligation

The Consultant shall consent to observe the undertaking, in which the Consultant shall not, on the basis of mutual trust with the Employer, engage unfair trade practices including prior concerted quotations in the course of bidding and being awarded, conclusion and performance of the contract, nor provide KOICA's officers and employees, and competent government officials with unjust compensation including bribery, entertaining treat, etc., and further that, in case of breach of such undertaking, it will accept and observe sanctions including the early termination of the Agreement.



10. Language
11. Scope of Work
12. Settlement of Accounts of Project Expenditure
13. Governing Law



Contract for International Consultant Services

THIS AGREEMENT is made and entered into on mm dd, 20yy (hereinafter referred to as the "Effective Date") by and between

The Employer

The Korea International Cooperation Agency (hereinafter referred to as the "Employer")

Address _____

Represented by its office: _____

The Consultant, an entity eligible for the Bidding, and has been announced as the Successful Bidder of the International Competitive Bidding held on mm dd, 20yy
Name of Company (hereinafter referred to as the "Consultant")

Address _____

WHEREAS, the Employer wishes to implement the below-mentioned project at X Country;

WHEREAS, the Consultant desires to provide Consultant Services and to arrange other necessary matters in X Country (hereinafter referred to as the "Project");

IT IS HEREBY AGREED based upon the principle of good faith and credit as follows:

The both parties have concluded this Agreement identified by

Contract ID: _____

Contract No.: _____ Bidding No.: _____

Names of the Project and Host Country: _____

For the provision of the consultant services

Services: _____

Plan of Consultant Services: See <Attachment 1>



For the Contract Price of Words [Name of Currency] ([Symbol] Figures)

During the Contract Period from this day to mm dd, 20yy

In particular, the Consulting Period from this day to mm dd, 20yy

Deposit: (Type:)

Rate of Liquidated Damages for Delay: 0.125% of the Contract Price / day

Rate of Security Deposit for Defects: 3% of the Contract Price

Under the General Conditions and the Special Conditions, respectively.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the day and year first written above.

The Employer: Korea International Cooperation Agency

Name

Title

The Consultant:

Name

Title



Annex 1: Contract Deposit

Contract Deposit (Performance Guarantee)

KNOW ALL MEN BY THESE PRESENTS, that

we, [Contractor], a company incorporated in and under the laws of [Country of Establishment] as Principal (hereinafter referred to as the "Contractor") and [Guarantor], a corporation organized under the laws of [Country of Establishment] and duly organized to transact business in [Country of Doing Business] as the Guarantor (hereinafter referred to as the "Guarantor") are held and firmly bound unto the Korea International Cooperation Agency with its headquarters in Seoul, Korea, as Obligee (hereinafter referred to as the "Employer" or "KOICA") in the amount of fifteen (15) percent of the Contract Price, i.e., [Words] US Dollars (US\$ [Figure]), as a Contract Deposit to ensure the conclusion or the early termination of the Contract for the payment whereof which sum, well and truly to be made, the Contractor and the Guarantor bind themselves, their successors and assigns, jointly and severally, firmly by these presents.

Whereas the Contractor has entered into a written contract with the Employer dated mm dd, 20yy for the Project Works Contract being by reference made part hereof and hereinafter referred to as the "Agreement."

Now, therefore, for valuable consideration, the receipt whereof is hereby acknowledged by the Guarantor, the Guarantor hereby irrevocably undertakes to, whenever the Contractor fails to conclude the Agreement with the Employer or intends to terminate the Agreement for any reason, promptly pay the Employer, without any objection, opposition or recourse, the amount required by the Employer in accordance with its terms and conditions, up to a total not exceeding the amount of the Security.

The period of Contract Deposit all be from the Effective Date to no less than 60 days from the termination date.

When the Contract Period is extended, the Contractor shall submit a new Security based upon the extended Contract Period.



[Handwritten signature]

The Contract Deposit shall be enforceable without the need to have recourse to any judicial or arbitral proceedings.

The Contract Deposit furnished by the Contractor shall be discharged, released or returned to the Contractor without delay upon its request after this Agreement has been completely performed.

No right of action shall accrue on the Contract Deposit to or for the use of any person or corporation other than the Employer named herein or the administrators or successors of the Employer.

Signed on mm dd, 20yy

Contractor:

by [Signature]
Name:
Title:

Guarantor:

by [Signature]
Name:
Title:

- * A different form of deposit is acceptable to KOICA only when it is substantially equivalent to the form and substance of the security established by KOICA herein.



[Handwritten signature]

Annex 2: Maintenance Security

Maintenance Security

KNOW ALL MEN BY THESE PRESENTS, that

we, [Contractor], a company incorporated in and under the laws of [Country of Establishment] as Principal (hereinafter referred to as the "Contractor") and [Guarantor], a corporation organized under the laws of [Country of Establishment] and duly organized to transact business in [Country of Doing Business] as the Guarantor (hereinafter referred to as the "Guarantor") are held and firmly bound unto the Korea International Cooperation Agency with its headquarters in Seoul, Korea, as Obligee (hereinafter referred to as the "Employer" or "KOICA") in the amount of three (3) percent of the Contract Price, i.e., US [Words] Dollars (US\$ [Figure]), as Maintenance Security to ensure the maintenance and repair of the Goods, for the payment whereof which sum, well and truly to be made, the Contractor and the Guarantor bind themselves, their successors and assigns, jointly and severally, firmly by these presents.

Whereas the Contractor has entered into a written contract with the Employer dated mm dd, 20yy for the Project Works Contract being by reference made part hereof and hereinafter referred to as the "Agreement."

Now, therefore, for valuable consideration, the receipt whereof is hereby acknowledged by the Guarantor, the Guarantor hereby irrevocably undertakes to, whenever the Contractor shall be declared by the Employer to be in default under the Agreement, without any objection, opposition or recourse, promptly pay the Employer the amount required by the Employer to remedy the default and complete the Agreement in accordance with its terms and conditions, any amount up to a total not exceeding the amount of the Security.

The period of Maintenance Security, from the delivery date to no less than 60 days from the closure of maintenance liability.

When the Contract Period is extended, the Contractor shall submit new Maintenance Security based upon the extended Contract Period.



The Maintenance Security shall be enforceable without the need to have recourse to any judicial or arbitral proceedings.

The Maintenance Security furnished by the Contractor shall be discharged, released or returned to the Contractor without delay upon its request after this Agreement has been completely performed.

No right of action shall accrue on the Maintenance Security to or for the use of any person or corporation other than the Employer named herein or the administrators or successors of the Employer.

Signed on mm dd, 20yy

Contractor:

by [Signature]

Name:

Title:

Guarantor:

by [Signature]

Name:

Title:

- * A different form of security is acceptable to KOICA only when it is substantially equivalent to the form and substance of the security established by KOICA herein.



Annex 3: Advance Payment Guarantee

Advance Payment Guarantee

Date mm
dd, 20yy

TO The Korea International Cooperation Agency (the "Employer")
[Address]

RE [Title of Contract for Advance Payment]

Gentlemen:

In accordance with GCC of the above-mentioned Contract (hereinafter referred to as the "Contract"), [Name and Address of the Contractor] (hereinafter referred to as the "Contractor") shall deposit with the Employer a bank guarantee to guarantee their proper and faithful performance under the said provisions of the Contract in an amount of [Word] (US\$ Figure) by the bank or financial institution as specified by the Employer.

We, the [Name of Guarantor], as instructed by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligor and not as Surety merely, the payment to the Employer on its first demand without whatsoever right of objection on our part and, without its first claim to the Contractor, in the amount not exceeding [Word] (US\$ Figure).

We further agree that no change or addition to or other modification of the terms of the Contract which may be made between the Employer and the Contractor, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until [Name of Guarantor] receives full repayment of the same amount from the Contractor or is in no need to do so.



Yours truly,

Name

Title

Bank/Financial Institution

Address

- * A different form of security is acceptable to KOICA only when it is substantially equivalent to the form and substance of the security established by KOICA herein.

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