FC: 18026/2026/SAR/C/Tubah C/CERNIC DAO

REPUBLIQUE DU CAMEROUN
PAIX-TRAVAIL-PATRIE
.....
MINISTERE
DE LA DECENTRALIZATION ET
LE DEVELOPMENT LOCALE
.....
REGION DU NORD OUEST
DEPARTEMENT DE MEZAM
.....
COMMUNE DE TUBAH

REPUBLIC OF CAMEROON
PEACE-WORK-FATHERLAND
.....
MINISTRY OF DECENTRALISATION
AND LOCAL DEVELOPMENT
.....
NORTH WEST REGION
MEZAM DIVISION
.....
TUBAH COUNCIL

PROJECT OWNER

THE LORD MAYOR TUBAH COUNCIL

CONTRACTING AUTHORITY

THE LORD MAYOR TUBAH COUNCIL

MUNICIPAL HOUSING CONSTRUCTION PROGRAM (PCCM) INTERNAL TENDERS BOARD

OPEN NATIONAL INVITATION TO TENDER

No. 009/ONIT/C-TUBAH/ITB-PCCM/2026 OF 08 /10 /2026 FOR THE RECRUITMENT OF AN ARCHITECTURE AND/OR ENGINEERING FIRM TO CONTROL AND MONITOR THE CONSTRUCTION WORKS OF THE HOUSING ESTATE TWENTY (20) UNITS, TYPE T2 AND T3 IN TUBAH COUNCIL, MEZAM DIVISION, NORD-WEST REGION BY EMERGENCY PROCEDURE

FINANCING : Budget of the Municipal Housing Construction Program (PCCM), 2026 Financial Year and subsequent financial year.

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Document No. 1:
Tender notice

REPUBLIQUE DU CAMEROUN
PAIX-TRAVAIL-PATRIE
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.....
TUBAH COUNCIL

NATIONAL OPEN INVITATION TO TENDER

No.OO9/ONIT/C-TUBAH/ ITB/PCCM/2026 OF 08/10/2026 FOR THE RECRUITMENT OF AN ARCHITECTURE AND/OR ENGINEERING FIRM TO CONTROL AND MONITOR THE CONSTRUCTION WORKS OF HOUSING ESTATE OF TWENTY (20) TYPE T2 AND T3 IN TUBAH COUNCIL, MEZAM DIVISION, NORTH-WEST REGION ,BY EMERGENCY PROCEDURE.

FUNDING: PCCM BUDGET, 2026 FINANCIAL YEAR AND SUBSEQUENT FINANCIAL YEARS

1. Subject of the Invitation to Tender

The Mayor of Tubah Council, Mezam Division, North-West Region, Project Owner and Contracting Authority, hereby launches an Open Invitation to Tender, under urgent procedure for the recruitment of an Architecture and/or Engineering Firm to control and monitor the construction works of a housing estate of **twenty (20) type T2 and T3 housing**.

The buildings to be constructed consist of:

- 01 building R+3 of 08 apartments type T2 housing;
- 02 building R+2 of 06 apartments type T3 housing.

2. Nature of services

The services which the subject of this Invitation to Tender shall include: the following missions:

- **Mission 1**: Examination of the conformity to the project, visa of the studies and the execution project made by the company (EXE);
- **Mission 2**: Directorate for the execution of works contracts (DET) scheduling, management and coordination of construction sites (OPC);
- **Mission 3:** Assistance in provisional, final Acceptance Operations and during the warranty period.

3. Delivery deadline

The maximum period provided for by the Project Owner for the delivery of the services which are the subject of this Invitation to Tender is **twelve (12) months** from the date of notification of the Service Order to start the services.

4. Lots

The services which are the subject of this Invitation to Tender include a single lot.

5. Estimated cost

The estimated cost of these services is **FCFA francs twenty million seven hundred and seventy-two thousand six hundred and eighty (20 772 680), including taxes.**

6. Participation and origin

Participation in this Call for Tenders is open on equal terms to all Public Works companies or groups of Companies of buildings and public works of **category D or E** installed in Cameroon, excepting companies that have been suspended following the termination of a contract, in application of the Public Contracts Code

7. Funding

The services which are the subject of this Invitation to Tender are financed by the Budget of the Municipal Housing Construction Program (PCCM), 2026 Financial Year and subsequent financial year.

8. Consultation of Tender File

The Tender File may be consulted as soon as this notice is published, during working hours, at the **Technical Service of Tubah Council** and/or at the Partnership Projects and Programmes Department (**DPPP**) located at the former Head Office building of **FEICOM, at MIMBOMAN,** 4th Yaoundé.

It can also be consulted on the ARMP website (www.armp.cm); http://www.marchespublics.cm and http://www.publiccontracts.cm

9. Acquisition of Tender File

The Tender Document can be obtained from the Technical Service of Tubah Council against payment of a non-refundable sum of ***CFA francs fifty thousand (50,000)*** payable to the Tubah municipal Treasury.

When collecting the DAO, bidders must register and communicate their full address (telephone, e-mail, post office, fax, etc.).

However, in accordance with the provisions of point 82 of the Circular of application of the Public Contracts Code, a bidder having paid the file acquisition fees of the tender file to the public treasury following the difficulties encountered at the municipal treasury concerned, must present in its bids a duly established bailiff's report and/or proof of referral to the Mayor with a copy to the local administrative authority, ARMP, MINMAP and FEICOM against a duly signed and dated receipt.

10. Presentation of bids

Documents included in the offer shall be presented in three volumes, and placed in a two envelopes as follows:

- Envelope A: comprising the administrative offer (volume 1) and the technical offer (volume 2);
- Envelope B: comprising the financial offer (volume 3).
- Envelope C: containing a copy of the financial bid (Volume 3) separated and sealed serving as the control bid intended for the Organization responsible for the regulation of public contracts for conservation indicated as such.

All the documents provided in the offers (envelopes A, B and C) shall be placed in a big external sealed envelope bearing only the inscription of the said Invitation to Tender.

The documents of the each offer shall be numbered in accordance with the order the Tender File (DAO) and separated by inserts of identical colour.

NB: The absence of the control bid is a ground for rejection of the bids.

11. Submission of bids

Each bid drafted in French or in English, in seven (07) copies including the original and six (06) copies, labelled as such, alongside an electronic version of the said bids placed in a stamped and sealed envelope without any indication of the bidder's identity should be deposited at the Contracts service of **Tubah Council,** located at the Bambili Credit Union Building no later than 10:00 a.m. on the 28/10/2026 local time:They shall bear the following inscription:

«OPEN NATIONAL INVITATION TO TENDER
No.OO9/ONIT/C-TUBAH/ ITB/PCCM/2026 OF 08/10/ 2026 FOR THE RECRUITMENT OF AN ARCHITECTURE AND/OR ENGINEERING FIRM TO CONTROL AND MONITOR THE CONSTRUCTION WORKS OF HOUSING ESTATE OF TWENTY (20) T2 AND T3 IN TUBAH COUNCIL, MEZAM DIVISION, NORTH-WEST REGION
TO BE OPENED ONLY DURING THE BID-OPENING SESSION ».
By EMERGENCY PROCEDURE

12. Bid bond

Each bidder must attach to their administrative documents a stamped, hand-paid bid bond, issued by a financial establishment or institution authorised by the Minister in charge of finance to issue bonds in the field of public contracts, the list of which appears in Document No. 14 of the Tender File, amounting to **CFA francs two hundred thousand (200 000)** and valid for up to thirty (30) days beyond the initial date of validity of the bids. The absence or non-compliance of the bid bond will lead to the outright rejection of the offer.

A presented bid bond that has no connection with the consultation concerned is considered absent. The bid bond presented by a bidder during the bid opening session is unacceptable.

The said bid bond must be accompanied with a deposit receipt issued by the Caisse of Dépots et Consignation (CDEC). In the case of a bank cheque or certified cheque, produced in lieu of the bid bond, it must be made payable to the CDEC on behalf of the Project Owner. The said cheque must be forwarded to CDEC by the financial institution within at least seven (07) working days before the date of opening of the bids.

13. Admissibility of bids

As per the Specific rules governing the Invitation to Tender, the required administrative documents must be submitted as original or certified true copies by the competent issuing department or administrative authority, otherwise they shall be rejected. They should absolutely be dated not more than three (3) months preceding the date of submission of bids or should have been issued after the date of signing of the Invitation to tender.

Any bid that does not comply with the prescriptions of this notice and the Tender file shall be declared inadmissible. Notably, the absence of the bid bond issued by a first-class bank approved by the Ministry in charge of Finance or non-compliance with the model documents of the tender file, shall lead to the outright rejection of the bid without any appeal. Moreover, bids reaching after the closing date and time will not be received.

The administrative documents, the technical bid and the financial bid must be placed in separate envelopes and delivered in one sealed envelope.

The Project Owner shall reject envelopes bearing information on the identity of the bidders, envelopes received after the submission deadlines and times, envelopes that do not comply with the submission method, envelopes without any indication of the identity of the Call for Tenders, non-compliance with the number of copies indicated in the Specific rules governing the Invitation to Tender or bids containing only copies of documents

14. Opening of bids

Bids shall be opened by the Internal Tenders Board of Tubah Council, on **28/10/2026** at 11.00 a.m. prompt.

Bids shall be opened in two (02) phases.

a. Phase one

Administrative and technical bids shall be opened in the presence of bidders or their duly mandated representatives.

b. Phase two

After the analysis of the administrative and technical bids, the opening of the financial bids will be carried out under the same conditions, at a later date, which will be communicated to the bidders who have the required legal capacity and who have obtained **a technical capacity score of at least seventy points out of one hundred (70/100)**.

Only one **representative** per bidder may attend this session.

15. Evaluation criteria

15.1 Eliminatory criteria

- The administrative file remains incomplete or non-compliant 48 hours after the opening of the bids (except for the bid bond);
- False declarations, falsified documents or fraudulent schemes;
- absence of the categorization certificate (D or E);
- failure to meet at least 70% of the essential criteria;
- omission of a quantified price in the financial offer;
- absence of a stamped bid bond;
- Non-submission of initialled Terms of Reference (ToR) and Special Administrative Conditions (CCAP), each page initialled, and the last page signed and dated, preceded by the mention "Read and approved", with stamp, capacity and name of the signatory ;
- Presence of financial information in the technical offer ;
- Absence of a required component of the financial offer (bid submission form BPU, DQE and SDPU) ;
- Omission of a quantified price in the financial offer;
- Non-compliance with the submission method ;
- absence of declaration of commitment to respect environmental, social, health and safety clauses of the dated and signed;
- absence of the certificate signed on honour by the bidder certifying that he has read and accepted without reservation the conditions of the Tender file (CCAP and TDR);
- abandonment and/or termination of a project within tle municipal housing construction program.

15.2. Essential criteria

Technical offers will be assessed based on the following essential criteria:

	ITEM	SCORE
A	General presentation of the offer	03 points
B	Understanding of the work required (observations on the ToR, organisation, action plan and staff mobilisation schedule)	15 points
C	References of the Contractor in similar missions: attach contracts (first and last pages with acceptance reports)	25 points
D	Qualification of the personnel specialised in the field of the mission	40 points
E	Financial solvency and capacity	02 points
F	Technical and material resources to be put in place	15 points
TOTAL		**100 points**

Method of selecting the Contractor

The Contractor will be selected based on the **cost-quality ratio (preferred bid)** in accordance with the procedures described in the Tender File (DAO).

The final overall score **N** will be calculated by combining the weighted technical and financial scores according to the following formula:

$$Ng = \frac{70 \times \text{Technical Score (Nt)} + 30 \times \text{Financial Score (Nf)}}{100}$$

The financial score (**Nf**) is obtained as follows:

Where **Fm** is the amount of the lowest offer, its financial score will be taken as 100 points. The scores of the other bidders calculated from the financial score of the lowest offer will be obtained as follows:

$$Nf = \frac{100 \times Fm}{F}$$

Fm = the amount of the preferred proposal

F = the amount of the proposal under consideration

The bidder with the highest final score will be declared the successful bidder

16. Award

The contract will be awarded to the bidder whose bid is assessed as the lowest and most compliant with the Tender File, i.e. the bidder with the highest combined technical and financial score will be awarded the contract and invited to negotiate the contract, if necessary.

However, if after the evaluation of bids, the bidder ranked first is already the holder of more than three (03) ongoing contracts under the PCCM and in accordance with the recommendations of the Project Promoter as set out in letter No. _____, the Contract (or Purchase Order) shall be awarded to the next ranked bidder having less than three (03) ongoing contracts under the said Program.

17. Validity of bids

Bidders shall remain bound by their bids for a period of ninety (90) days from the closing date for receipt of bids.

18. Further information

Further information can be obtained during working hours at the following addresses:

- TUBAH Council : P. O. Box : 16 Bambili

- FEICOM : P. O. Box : 718 YAOUNDE, FEICOM 381, Rue 4561 MIMBOMAN YDE 4ème, Tél : (237) 222 23 51 64/ 694 28 66 04 / 696 98 01 95 ; Fax : (237) 222 23 17 59.

19. Fight against corruption and bad practices

To denounce any corrupt practices, facts or acts, please call CONAC at number 1517, the Public Procurement Authority (MINMAP) (SMS or call) through the numbers: (+237) 673 20 57 25 et 699 37 07 48, ARMP at the number or the Project Owner or the Delegated Project Owner through the number: (237) 677 02 51 00 /697 02 51 00.

TUBAH, on 08/10/2026

The Mayor of Tubah Council
(Contracting Authority)

Tongong Martin Meshongong

Copies to :
- MINMAP/ NORTH-WEST ;
- ARMP/ NORTH-WEST ;
- FEICOM/DPPP ;
- CIPM/PCCM ;
- Chrono/Archives.

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TUBAH COUNCIL

AVIS D'APPEL D'OFFRES NATIONAL OUVERT
No.009/ONIT/C-TUBAH/ ITB/PCCM/2026 DU 08/10/2026 POUR LE RECRUTEMENT D'UN CABINET D'ARCHITECTURE ET/OU BET EN VUE DU CONTROLE ET LA SURVEILLANCE DES TRAVAUX DE CONSTRUCTION DE VINGT (20) LOGEMENTS DE TYPE T2 ET T3 DANS LA COMMUNE DE TUBAH, DEPARTEMENT DE LA MEZAM, REGION DE NORD-OUEST. PAR PROCEDURE D'URGENCE

FINANCEMENT : BUDGET PCCM, EXERCICE 2026 et suivants.

1. Objet de l'Appel d'Offres

Le Maire de la Commune de Tubah, Maître d'Ouvrage et Autorité Contractante, lance un Appel d'Offres National Ouvert en procédure d'urgence pour le recrutement d'un Cabinet d'Architecture et/ou B.E.T. en vue du contrôle et la surveillance des travaux de construction de vingt (20) logements de type T2 et T3 dans la Commune de Tubah, Département de la Mezam, Région Nord-Ouest.

Les bâtiments à achever sont constitués ainsi qu'il suit :

- **01 immeuble de 08 logements R+3 de type T2** ;
- **02 immeubles de 06 logements de type T3**

2. Consistance des prestations

Les prestations objet du présent Appel d'Offres comprennent les missions suivantes :

- **Mission n°1** : Examen de la conformité au projet, visa des études et projet d'exécution faits par l'entreprise (EXE) ;
- **Mission n°2 :** Direction de l'exécution des contrats de travaux (DET) ordonnancement, pilotage et coordination des chantiers (OPC) ;
- **Mission n°3** : Assistance aux Opérations de Réception et pendant la période de garantie (AOR).

3. Allotissement

Les prestations objet du présent Appel d'Offres sont un lot unique.
La consistance de ces prestations est détaillée dans les Termes De Référence (TDR) du présent DAO.

4. Coût prévisionnel

Le coût prévisionnel de cette prestation est de **Vingt Millions Sept cent soixante-douze mille six cent quatre-vingt (20 772 680) Francs CFA.**

5. Délai de livraison

Le délai maximum prévu par le Maître d'Ouvrage pour la livraison des prestations objet du présent Appel d'Offres est de **douze (12) mois à** compter de la date de notification de l'Ordre de Service de

commencer les prestations.

6. Participation et origine

La participation au présent Appel d'Offres est ouverte aux Cabinets d'Architecture et/ou Bureaux d'Etudes Techniques (BET) de catégorie D ou E installés au Cameroun à l'exclusion des entreprises se trouvant sous le coup de la suspension suite à la résiliation d'un marché, en application du Code des Marchés Publics.

7. Financement

Les prestations objet du présent Appel d'Offres sont financées par le Budget du Programme de Construction des Cités Municipales (PCCM), Exercices 2026 et suivants.

8- Cautionnement de soumission.

Chaque soumissionnaire doit joindre à ses pièces administratives, une caution de soumission timbrée, acquittée à la main, délivrée par un organisme ou une institution financière agréée par le Ministre chargé des finances pour émettre les cautions dans le domaine des marchés publics et dont la liste figure dans la pièce 14 du DAO dont le montant s'élève à **Deux Cent Mille (200 000) de francs FCFA** et valable jusqu'à trente (30) jours au-delà de la date initiale de validité des offres. L'absence ou la non-conformité du cautionnement de soumission délivrée par une banque de premier ordre ou un organisme financier de première catégorie autorisé par le Ministère chargé des Finances à émettre des cautions dans le cadre des marchés publics, entraînera le rejet pur et simple de l'offre.

Une caution de soumission produite mais n'ayant aucun rapport avec la consultation concernée est considérée comme absente. La caution de soumission présentée par un soumissionnaire au cours de la séance d'ouverture des plis est irrecevable.

Ledit cautionnement doit être accompagné d'un récépissé de consignation délivré par la Caisse des Dépôts et Consignations (CDEC). En cas de chèque de banque ou de chèque certifié, produit en lieu et place d'un cautionnement, celui-ci doit être libellé à l'ordre de la CDEC pour le compte du Maitre d'Ouvrage. Ledit chèque doit être transmis à la CDEC par l'établissement financier dans un délai d'au moins sept (07) jours ouvrable avant la date d'ouverture des plis.

9. Consultation du Dossier d'Appel d'Offres

Le Dossier d'Appel d'Offres peut être consulté dès publication du présent avis, aux heures ouvrables, auprès du Service Technique de la Commune de Tubah.

Il peut également être consulté en ligne aux adresses http://www.marchespublics.cm et http://www.publiccontracts.cm, sur le site internet de l'ARMP (www.armp.cm).

10. Acquisition du Dossier d'Appel d'Offres

Le Dossier d'Appel d'Offres peut être obtenu auprès du Service Technique de la Commune de Tubah contre versement d'une somme non remboursable de **Cinquante Mille (50 000) francs CFA** payable à la recette municipale de la Commune.

Lors du retrait du DAO, les soumissionnaires devront se faire enregistrer en laissant leur adresse complète (Téléphone, E-mail, B.P., Fax, etc.).

Toutefois, conformément aux dispositions du point 82 de la Circulaire d'application du Code des Marchés Publics, un soumissionnaire ayant payé les frais d'acquisition du DAO au trésor public à la suite des difficultés rencontrées à la recette municipale concernée, devra présenter dans son offre un constat d'huissier dûment établi et/ou preuve de la saisine du Maire avec copie à l'autorité administrative locale, à l'ARMP, au MINMAP et au FEICOM contre décharge dûment signée et datée.

11. Présentation des offres

Les documents constituants l'offre seront présentés en trois (03) volumes et placés dans trois (03) enveloppes séparées :

- Enveloppe A : comprenant l'offre administrative (volume 1) et l'offre technique (volume 2) ;
- Enveloppe B : comprenant l'offre financière (volume 3).
- Enveloppe C contenant une copie de l'offre financière (volume 3) servant **d'offre témoin** destinée à l'organisme chargé de la régulation des Marchés Publics pour conservation marquée comme telle.

Toutes les pièces constitutives des offres (enveloppes A, B et C) seront placées dans une grande enveloppe extérieure scellée portant uniquement la mention de l'Appel d'Offres en question.

Les différentes pièces de chaque offre seront numérotées dans l'ordre du DAO et séparées par des intercalaires de couleur identique.

NB: L'absence de l'offre témoin est un motif de rejet des offres.

12. Recevabilité des offres

Sous peine de rejet, les pièces du dossier administratif requises doivent être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative compétente, conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles doivent être établies dans le délai réglementaire ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres.

Toute offre incomplète aux prescriptions du présent Avis et du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment, l'absence de la caution de soumission timbrée, délivrée par une banque de premier ordre ou un établissement financier agréée par le Ministère chargé des Finances ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet pur et simple de l'offre sans aucun recours. Par ailleurs, les offres parvenues après les date et heure limites de dépôt ne seront pas recevables.

Les offres administrative, technique et financière doivent être placées dans des enveloppes séparées remises sous plis scellé.

Seront irrecevables par la commission, les plis portant les indications sur l'identité du soumissionnaire, les plis parvenus postérieurement aux date et heure limites de dépôt, les plis non conformes au mode de soumission, les plis sans indication de l'intitulé de l'Appel d'offres, le non-respect du nombre d'exemplaires indiqué dans le RPAO ou l'offre uniquement en copie.

13. Remise des offres

Les offres seront rédigées en français ou en anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marqués comme telles, et une version électronique desdites offres, seront placées sous pli fermé, cacheté et scellé, sans aucune indication sur l'identité du soumissionnaire, et déposées au Service des Tubah Council au plus 14 heures, heure locale et devront porter la mention suivante:

« Avis d'Appel d'Offres National Ouvert

No.OO9/ONIT/C-TUBAH/ TCITB/PCCM/22026 DU 08/10/2026 en pour le recrutement d'un Cabinet d'Architecture et/ou BET en vue du contrôle et la surveillance des travaux de construction de vingt (20) logements de type T2 et T3 dans la Commune de Tubah, Département de la Mezam, Région du Nord-Ouest. PAR PROCEDURE D'URGENCE

A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT ».

14. Ouverture des plis

L'ouverture des offres se fera en deux (02) temps.

L'ouverture des offres administratives et techniques aura lieu le **28/10/2026** à **11 :00** heures par la Commission de Passation des de commune de Tubah

L'ouverture des offres financières se fera après évaluation des offres administratives et techniques et ne concernera que les soumissionnaires ayant obtenu au moins 70% des critères essentiels.

En cas d'absence ou de non-conformité d'une pièce du dossier administratif lors de l'ouverture des plis, après un délai de 48 heures accordé par la Commission, l'offre sera rejetée.

15. Critères d'évaluation

15.1 Critères éliminatoires

- Dossier administratif incomplet et non conforme 48 heures après l'ouverture des offres (excepté le cautionnement de soumission) ;
- Fausses déclarations, pièces falsifiées ou manœuvres frauduleuses ;
- Absence de la caution de soumission accompagnée du récépissé de consignation délivré par la CDEC, conformément à la Lettre Circulaires N°000014/PR/MINMAP/CAB du 23 juillet 2025 relative aux modalités de constitution, de consignation, de conservation, de déconsignation, de restitution et de réalisation des garanties dans les marchés publics ;
- Omission d'un prix quantifié dans le bordereau des prix ;
- Absence de la décision ou l'attestation de catégorisation (D ou E) ;
- Absence des TDR et CCAP paraphés à chaque page, signés et datés à la dernière, précédées de la mention « lu et approuvé » avec tampon, qualité et nom du signataire ;
- Présence d'informations financières dans l'offre technique ;
- L'absence d'un élément de l'offre financière (la soumission, les BPU, le DQE et les SDP) ;
- Note technique inférieure à 70% des critères essentiels ;
- Non-conformité du mode de soumission ;
- L'absence de la déclaration d'engagement au respect des Clauses Environnementales et Sociales datée et signée ;
- Absence de l'attestation sur l'honneur signée du soumissionnaire, par laquelle il certifie avoir lu et accepté sans réserve les conditions du DAO (CCAP et TDR) ;
- Abandon et/ou résiliation d'un projet du Programme de Construction des Cités Municipales (PCCM).

15.2. Critères essentiels

Les offres techniques seront notées suivant les critères essentiels ci-après :

	DESIGNATION	NOTATION
A	Présentation générale de l'offre	03 points
B	Compréhension du travail demandé (Observations sur les TDR, Organisation, Méthodologie d'exécution des prestations et Planning de réalisation)	15 points
C	Références du consultant pour les missions similaires	25 points
D	Qualification du personnel spécialisé dans le domaine de la mission	40 points
E	Solvabilité et capacité financière	02 points
F	Moyens techniques et matériels	15 points
TOTAL		**100 points**

Méthode de sélection du consultant

La Lettre-Commande sera attribuée au soumissionnaire administrativement et techniquement qualifié qui aura produit l'offre la mieux disante par combinaison des critères techniques et financiers, conformément aux procédures ci-après.

La note financière de la proposition financière la moins disante sera égale à 100 points. Les notes des autres soumissionnaires calculées à partir de la note financière de la proposition la moins disante et sera obtenue par la formule : Nf = (100 X Fm) /F où Fm= le montant de la proposition la moins disante et F= le montant de la proposition considéré.

La formule utilisée pour établir la note finale est la suivante :

$$NFinale = \frac{(70x\ note\ Technique)+(20x\ note\ Financiere}{100}$$

17. Attribution

La Lettre-Commande sera attribuée au soumissionnaire administrativement et techniquement qualifié qui aura produit l'offre la **mieux-disante** en application des dispositions de l'article 99 (b) du Code des Marchés Publics en vigueur.

Toutefois, si à l'issue de l'évaluation des offres, le soumissionnaire classé premier est déjà titulaire de plus de trois (03) contrats en cours d'exécution dans le PCCM et conformément aux recommandations du promoteur dudit programme contenues dans la lettre n°_____, la Lettre-Commande sera attribuée au suivant ayant moins de trois contrats dans ledit programme.

18. Durée de validité des offres

Les soumissionnaires restent engagés par leurs offres pendant un délai de quatre-vingt-dix (90) jours à compter de la date limite fixée pour la réception des offres.

19. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables au Secrétariat Général de la Commune de Tubah et/ou auprès de la Direction des Projets et Programmes de Partenariat (Service des Marchés des Projets et Programmes) du FEICOM :

- Commune de Tubah : B.P; Tél : 674 683 168
- FEICOM : BP : 718 YAOUNDE, FEICOM 381, Rue 4561 MIMBOMAN YDE 4ème, Tél : (237) 222 23 51 64/ 694 28 66 04 / 696 98 01 95 ; Fax : (237) 222 23 17 59.
  B.P 718 YAOUNDE, FEICOM, Rue 4.561 Fax : (237) 222 23 17 59

20. Lutte contre la corruption et les mauvaises pratiques

Pour toute dénonciation pour des pratiques, faits ou actes de corruption, bien vouloir appeler la CONAC au numéro 1517, l'Autorité chargée des Marchés Publics(MINMAP) (SMS ou appel) aux numéros : (+237) 673 20 57 25 et 699 37 07 48 ou le FEICOM au 8567.

Fait à Tubah, le 08/10/2026

Le Maire de la Commune de Tubah
(Autorité Contractante)

Ampliations :

- MINMAP ;
- ARMP/EXTREME-NORD ;
- FEICOM/DPPP;
- CSPM/PCCM;
- CHRONO/ARCHIVES.

Document No. 2:
General Regulations of the invitation to tender

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General regulations of the invitation to tender

Article 1: Scope of the Tender

1.1. The Contracting Authority, as defined in the Special Regulations of the Tender (RPAO), is launching an Open National Invitation to Tender under emergency procedure for the recruitment of an Architectural Firm and/or Engineering Design Office (BET) for the control and supervision of construction works of twenty (20) housing units of types T2 and T3 in the Municipality of Tubah, Mezam Division, North West Region.

The buildings to be completed consist of 20 housing units of types T2 and T3.
The name, identification number, and number of lots covered by this tender are specified in the RPAO.

They are hereinafter referred to as "the Services".

1.2. The successful bidder shall deliver the Services within the timeframe indicated in the RPAO, which shall run, unless otherwise stipulated in the Special Administrative Conditions (CCAP), from the date of notification of the Service Order to commence the Services, or from the date specified in said Service Order.

1.3. In this Tender Document, the term "day" refers to a calendar day.

Article 2: Financing

The source of financing for the Services covered by this tender is specified in the RPAO.

Article 3: Fraud and Corruption

3.1. Bidders and contractors are required to comply with the highest standards of professional ethics during the procurement and execution of contracts.

Under this principle:

a. The following definitions apply:

i. A person is guilty of "corruption" if he or she offers, gives, requests, or accepts any advantage in order to influence the action of a public official during the award or execution of a contract;

ii. A person engages in "fraudulent practices" if he or she misrepresents or distorts facts in order to influence the award or execution of a contract;

iii. "Collusive practices" mean any arrangement between two or more bidders (whether or not known to the Contracting Authority) intended to artificially maintain bid prices at levels that do not reflect genuine competition;

iv. "Coercive practices" mean any act of harm or threat of harm, directly or indirectly, against persons or their property in order to influence their actions during procurement or contract execution;

v. "Conflict of interest" means any situation in which the financial or personal interest of a public official or entity is such as to compromise transparency in public procurement procedures.

b. Any award proposal shall be rejected if it is proven that the proposed successful bidder is directly or indirectly, through a public official, guilty of corruption, fraudulent practices, collusion, coercion, or is in a situation of conflict of interest in relation to the award of the contract.

3.2. The Minister in charge of Public Contracts may, as a precautionary measure, impose a suspension from bidding for a period not exceeding two (02) years on any bidder found guilty of influence peddling, conflict of interest, insider dealing, fraud, corruption, or submission of forged documents, without prejudice to any criminal proceedings that may be initiated.

Article 4: Eligible Bidders

4.1. If the tender is restricted, the consultation is open only to candidates selected following the prequalification procedure.

4.2. As a general rule, the tender is open to all service providers, subject to the following provisions:

a. A bidder (including all members of a consortium and all subcontractors) must originate from an eligible country in accordance with the financing agreement.

b. A bidder (including all members of a consortium and all subcontractors) must not be in a situation of conflict of interest, under penalty of disqualification. A bidder may be considered to be in a conflict of interest in the following cases:

i. If it is or has been associated with a firm (or its affiliate) that provided consultancy services for the design, preparation of specifications, or other documents used in the preparation of the present tender;

ii. If it submits more than one bid under the present tender, except for permitted alternative bids under Clause 17, where applicable; however, this does not prevent subcontractors from participating in more than one bid;

iii. If the Contracting Authority or the Project Owner holds financial interests in its capital structure that could compromise the transparency of procurement procedures.

c. The bidder must not be subject to any exclusion decision.

d. A Cameroonian public enterprise may participate in the consultation if it demonstrates that it is:
(i) legally and financially autonomous;
(ii) managed under commercial law; and
(iii) not under the direct authority of the Contracting Authority or the Project Owner.

Article 5: Services and Related Services Meeting Origin Criteria

5.1. All services and related services covered by this contract shall originate from countries that meet the origin criteria defined in the Special Regulations of the Tender (RPAO).

5.2. In accordance with Article 5.1 above, the term "Services" refers to the works and services covered by a contract; and the term "related services" refers in particular to services such as insurance, installation, training, and initial maintenance.

5.3. The term "originating from" designates the country where the Services are extracted, cultivated, produced, manufactured, or processed; or the country where a manufacturing, processing, or assembly process results in a commercially marketable product whose basic characteristics are substantially different from those of its components.

Article 6: Qualification of the Bidder

6.1. Bidders must, as an integral part of their offer:

a. Submit a power of attorney authorizing the signatory of the bid to commit the bidder;

b. Provide all information (complete or update the information submitted with their prequalification application, where applicable, in case candidates have undergone prequalification) requested from bidders in the RPAO in order to establish their qualification to perform the contract.

The following information shall be required where applicable:

i. Submission of certified financial statements and recent turnover figures;
ii. Access to a line of credit or availability of other financial resources;
iii. Orders obtained and contracts awarded;
iv. Ongoing disputes;
v. Availability of essential equipment.

6.2. Bids submitted by two or more contractors forming a consortium (joint venture) must meet the following conditions:

a. The offer shall include all information listed in Article 6.1 above. The RPAO shall specify the information to be provided by the consortium and that to be provided by each member;

b. The bid and the contract must be signed in a manner binding all members of the consortium;

c. The nature of the consortium (joint or jointly and severally liable, as required in the RPAO) must be specified and justified by the submission of a duly established copy of the consortium agreement;

d. The member of the consortium designated as the lead partner shall represent all companies vis-à-vis the Project Owner or the Contracting Authority for the execution of the contract;

e. In the case of a jointly and severally liable consortium, the partners shall share payments made by the Project Owner through a single account; whereas, in a joint consortium, each company is paid by the Project Owner into its own account.

6.3. Bidders must also submit sufficiently detailed proposals to demonstrate compliance with the technical specifications and delivery schedules set out in the RPAO.

B. Tender Documents.

Article 7: Content of the Tender Document

7.1. The Tender Document describes the Services forming the subject of the contract, sets out the procedures for consulting service providers, and specifies the conditions of the contract. In addition to any addendum(s) published in accordance with Article 9 of the General Tender Regulations (RGAO), it includes the documents listed below:

- **Document No. 0:** Invitation to Tender Letter (for restricted tenders)
- **Document No. 1:** Open National Invitation to Tender (ONIT) Notice
- **Document No. 2:** General Tender Regulations (RGAO)
- **Document No. 3:** Special Tender Regulations (RPAO)
- **Document No. 4:** Special Administrative Clauses (CCAP)
- **Document No. 5:** Terms of Reference (ToR)
- **Document No. 6:** Framework of Unit Price Schedule and Lump-Sum Prices
- **Document No. 7:** Estimated Cost Framework
- **Document No. 8:** Framework of Sub-details of Unit and Lump-Sum Prices
- **Document No. 9:** Model Contract

- **Document No. 10:** Standard Forms to be used by Bidders
- **Document No. 11:** List of first-class banks and insurance companies approved by the Minister in charge of Finance and authorized to issue guarantees

7.2. The Bidder shall examine all regulations, forms, conditions, and specifications contained in the Tender Document. It is the bidder's responsibility to provide all required information and to prepare an offer that fully complies with the said document in all respects.

Article 8: Clarifications to the Tender Document and Remedies

8.1. Any bidder wishing to obtain clarifications on the Tender Document may request them from the Contracting Authority in writing or by electronic means (fax or e-mail) at the address indicated in the RPAO, with a copy to the Project Owner. However, the Contracting Authority shall respond in writing to any request for clarification received at least fourteen (14) days before the deadline for submission of bids.
A copy of the response of the Contracting Authority, indicating the question asked but not revealing its source, shall be sent to all bidders who purchased the Tender Document.

8.2. Between the publication of the Invitation to Tender, including the prequalification phase of candidates, and the opening of bids, any potential bidder who considers itself aggrieved in the public procurement procedure may submit a complaint to the Project Owner or Delegated Project Owner, with copies to the Chairman of the Appeals Review Committee and the body responsible for public procurement regulation.

8.3. The complainant shall send a copy of the complaint to the Contracting Authority, the Regulatory Body, and the Chairman of the Tender Board.

8.4. The Contracting Authority shall respond within five (05) days. A copy of the response shall be transmitted to the body responsible for public procurement regulation.

Article 9: Amendment of the Tender Document

9.1. The Contracting Authority may, at any time before the deadline for submission of bids and for any reason, either on its own initiative or in response to a request for clarification from a bidder, amend the Tender Document by issuing an addendum.

9.2. Any such addendum shall form an integral part of the Tender Document, in accordance with Article 7.1 of the General Tender Regulations (RGAO), and shall be communicated in writing or by any means leaving a written record to all bidders who purchased the Tender Document.

9.3. In order to give bidders sufficient time to take the addendum into account in the preparation of their bids, the Contracting Authority may extend the deadline for submission of bids as necessary, in accordance with the provisions of Article 23.2 of the RGAO.

C. Preparation of Bids

Article 10: Cost of Bidding

The candidate shall bear all costs associated with the preparation and submission of its bid. The Contracting Authority and the Project Owner shall in no case be responsible for or liable to pay such costs, regardless of the conduct or outcome of the tendering process.

Article 11: Language of the Bid

The bid, as well as all documents relating to the submission exchanged between the bidder and the Contracting Authority, shall be written in French or English. Supporting documents and printed literature provided by the bidder may be written in another language, provided that they are accompanied by an accurate translation into French or English, which shall prevail in case of interpretation of the bid.

Article 12: Documents Constituting the Bid

12.1. The bid submitted by the bidder shall include the documents detailed in the RPAO, duly completed and grouped into three volumes:

a. Volume 1: Administrative Documents

This volume shall include:

i. All documents proving that the bidder:

- has paid the tender document purchase fees;
- has submitted the declarations required under applicable laws and regulations;
- has fulfilled all duties, taxes, levies, contributions, fees, or any other charges of any nature whatsoever;
- is not in a state of bankruptcy or compulsory liquidation;
- is not subject to any prohibition or disqualification provided for by the applicable legislation.

ii. The bid security, established in accordance with the provisions of Article 19 of the General Tender Regulations (RGAO);

iii. Written authorization empowering the signatory of the bid to commit the bidder, in accordance with Article 6.1 of the RGAO.

b. Volume 2: Technical Bid

b.1. Qualification Information

The RPAO specifies the list of documents to be provided proving the qualification of bidders, in accordance with Articles 6.1 of the RPAO and 18 of the RGAO.

b.2. Methodology and Technical Proposals

The RPAO specifies the elements constituting the technical proposal of bidders, in particular:

- a detailed description of technical characteristics, performance, brands, models, and references of proposed equipment, accompanied by technical brochures, in accordance with Article 17 of the RGAO;
- the schedule, planning, and delivery timeframe for the services.

b.3. Proof of Acceptance of Contract Conditions

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

- the Special Administrative Clauses (CCAP);
- the technical specifications.

c. Volume 3: Financial Bid

The RPAO specifies the elements used to justify the cost of the services, namely:

- the bid form itself, in original, prepared according to the attached model, stamped at the applicable rate, signed and dated;
- the duly completed unit price schedule and/or lump-sum price schedule;
- the duly completed estimated cost breakdown;
- the sub-details of unit prices and/or breakdown of lump-sum prices.

Bidders shall use the forms and templates provided in the Tender Document, subject to the provisions of Article 19.2 of the RGAO concerning other possible forms of bid security.

12.2. If, in accordance with the provisions of the RPAO, bidders submit offers for several lots of the same tender, they may indicate discounts offered in the event of award of more than one lot.

Article 13: Bid Price

13.1. Prices shall be indicated as required in the price schedule and price breakdown templates provided in the appendices.

The Service Provider is free, when indicating prices, to use any carrier and to obtain insurance services from any country, subject to eligibility conditions under the financing agreement.

The prices proposed in the sub-details of prices for Supplies and related services shall be presented as follows:

i. The net-of-tax price of supplies at the local level;
ii. Sales taxes and other taxes applicable to the supplies, which shall be payable if the Contract is awarded;
iii. The cost of inland transport, insurance, and other local services related to the delivery of the supplies to their final destination (project site) specified in the RPAO.

13.2. The prices offered by the bidder shall remain firm throughout the entire execution period of the Contract and shall not be subject to any variation whatsoever, unless otherwise provided in the RPAO. Unless otherwise stipulated in the CCAP, a bid containing a price revision clause shall be considered non-compliant and rejected in accordance with Article 29.3 of the RGAO.

13.3. Where the tender includes several lots, the prices indicated for a given lot must correspond to all items in that lot and to the total quantity indicated for each item. Bidders wishing to offer a discount in the event of award of more than one lot shall specify the applicable discounts for each group of lots or each contract within the group of lots, provided that bids for all lots are submitted and opened simultaneously.

Article 14: Currencies of the Bid

Prices shall be expressed in CFA Francs.

Article 15: Documents Attesting Bidder Eligibility

The bidder shall provide, as an integral part of its bid, documents demonstrating that it meets the provisions of Article 4 of the RGAO.

Article 16: Documents Attesting Eligibility of the Services

16.1. In accordance with the provisions of Article 5 of the RGAO, the bidder shall provide, as an integral part of its bid, documents certifying that all supplies and services it proposes to provide under the Contract meet the origin criteria.

16.2. Such documents shall consist of a declaration of the country of origin of the supplies and services proposed in the price schedule, to be confirmed by a certificate of origin issued at the time of shipment.

Article 17: Documents Attesting Compliance of the Services

17.1. To establish compliance of the services and related services with the Tender Document, the bidder shall provide, as part of its bid, written evidence that the supplies conform to the technical specifications and standards set out in the Description of Services.

17.2. Such evidence may take the form of brochures, drawings, or data and shall include a detailed description of the main technical characteristics and performance of the supplies and related services, demonstrating that they substantially comply with the specifications and, where applicable, a list of deviations and reservations with respect to the provisions of the Service Description.

17.3. The bidder shall also provide a list giving full details, including available sources of supply and current prices of spare parts, special tools, etc., necessary for the proper and continuous operation of the services from the start of their use by the Project Owner and during the period specified in the RPAO.

17.4. Standards relating to execution methods, manufacturing processes, equipment, and materials, as well as references to brand names or catalogue numbers specified by the Project Owner or Delegated Project Owner in the schedule of quantities, delivery schedule, and technical specifications, are given for guidance only and are not restrictive.

The bidder may substitute them with other quality standards, brand names, and/or catalogue numbers, provided that it demonstrates to the satisfaction of the Project Owner that the substituted standards, brands, and numbers are substantially equivalent or superior to those specified in the price schedule and technical specifications.

Article 18: Documents Attesting Bidder Qualification

The documents proving that the bidder is qualified to perform the Contract, if its bid is accepted, shall establish to the satisfaction of the Contracting Authority that:

a. If the RPAO stipulates that, in the case of a bidder offering to supply under the Contract services which it does not itself manufacture or produce, the bidder is duly authorized by the manufacturer of such services to supply them in Cameroon;

b. The bidder has the necessary financial, technical, and production capacity to perform the Contract;

c. The bidder has relevant experience in similar services to those required in the Tender Document.

Article 19: Bid Security

19.1. In accordance with Article 12 of the RGAO, the bidder shall provide a bid security in the amount specified in the Special Tender Regulations (RPAO), which shall form an integral part of its bid.

19.2. The bid security shall conform to the model provided in the Tender Document; other models may be accepted subject to prior approval of the Contracting Authority. The bid security shall remain valid for thirty (30) days beyond the original bid validity period or any extended validity period requested by the Contracting Authority and accepted by the bidder, in accordance with Article 20.2 of the RGAO.

19.3. Any bid not accompanied by an acceptable bid security shall be rejected by the competent Tender Board as non-compliant. The bid security of a consortium shall be issued in the name of the lead bidder submitting the offer.

19.4. Bid securities of unsuccessful bidders shall be released within fifteen (15) days after publication of the award results.

19.5. The bid security of the successful bidder shall be released once the latter has signed the contract and provided the required performance security.

19.6. The bid security may be forfeited if:

a. The bidder:
i. withdraws its bid during the validity period specified in its offer;
ii. does not accept correction of errors in accordance with Article 32 of the RGAO;

b. The successful bidder:
i. fails to sign the contract in accordance with Article 38 of the RGAO;
ii. fails to provide the performance security in accordance with Article 39 of the RGAO;
iii. refuses to receive notification of the contract or the service order to commence services.

Article 20: Period of Validity of Bids

20.1 Bids shall remain valid for the period specified in the Special Regulations of the Invitation to Tender (SRIT), from the date of submission of bids fixed by the Contracting Authority pursuant to Article 23 of the General Regulations of the Invitation to Tender (GRIT). A bid valid for a shorter period shall be rejected by the Contracting Authority as non-compliant.

20.2 In exceptional circumstances, the Contracting Authority may request the Bidder's consent to an extension of the bid validity period. The request and the responses thereto shall be made in writing (or by fax). The validity of the bid security provided for in Article 19 of the GRIT shall likewise be extended for a corresponding period. A Bidder may refuse to extend the validity of its bid without forfeiting its bid security. A Bidder granting such an extension shall neither be required nor permitted to modify its bid.

20.3 Where the contract does not include a price revision clause and the bid validity period is extended by more than sixty (60) days, the amounts payable to the successful bidder shall be updated through application of the relevant formula to be communicated by the Contracting Authority to the bidder(s). The request by the Contracting Authority shall include a price revision formula. The updating period shall run from the date exceeding the sixty (60) days up to the date of notification of the contract or the service order to commence the works to the successful bidder, as provided for in the Special Administrative Conditions (SAC). The effect of the updating shall not be taken into account for evaluation purposes.

Article 21: Form and Signature of the Bid

21.1 The Bidder shall prepare one original of the documents constituting the bid as described in Article 12 of the General Regulations of the Invitation to Tender (GRIT), clearly marked "ORIGINAL". In addition, the Bidder shall submit the number of copies required in the Special Regulations of the Invitation to Tender (SRIT), clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

21.2 The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, photocopies shall also be acceptable) and shall be signed by the person(s) duly

authorized to sign on behalf of the Bidder, in accordance with Article 6.1(a) or 6.2(c) of the GRIT, as applicable. All pages of the bid containing alterations or amendments shall be initialled by the signatory(ies) of the bid.

21.3 The bid shall contain no modifications, deletions, or overwriting unless such corrections are initialled by the signatory(ies) of the bid.

D. Submission of Bids

Article 22: Sealing and Marking of Bids

22.1 The Bidder shall place the original and the copies of the documents constituting the bid in two separate sealed envelopes marked "ORIGINAL" and "COPY", as appropriate. These envelopes shall then be enclosed in an outer envelope which shall also be sealed but shall not bear any indication of the Bidder's identity.

22.2 The inner and outer envelopes shall:

a. Be addressed to the Contracting Authority at the address indicated in the Special Regulations of the Invitation to Tender (SRIT);

b. Bear the name of the project as well as the subject and reference number of the Invitation to Tender indicated in the SRIT and the statement "To be opened only during the bid opening session."

22.3 The inner envelopes shall also bear the name and address of the Bidder so as to enable the Contracting Authority to return the sealed bid in accordance with the provisions of Articles 24 and 25 of the GRIT.

22.4 If the outer envelope is not sealed and marked as indicated in Article 22.2 above, the Contracting Authority shall in no way be held responsible if the bid is misplaced or opened prematurely.

Article 23: Deadline for Submission of Bids

23.1 Bids must be received by the Contracting Authority at the address specified in Article 22.2(a) of the SRIT no later than the date and time specified in the Special Regulations of the Invitation to Tender.

23.2 The Contracting Authority may, at its discretion, extend the deadline for the submission of bids by publishing an addendum in accordance with the provisions of Article 9 of the GRIT. In such a case, all rights and obligations of the Contracting Authority and the bidders previously governed by the original deadline shall thereafter be governed by the new deadline.

Article 24: Late Bids

Any bid received by the Contracting Authority after the deadline for submission of bids in accordance with Article 23 of the GRIT shall be declared late and consequently rejected.

Article 25: Modification, Substitution and Withdrawal of Bids

25.1 A Bidder may modify, substitute, or withdraw its bid after submission, provided that written notice of the modification or withdrawal is received by the Contracting Authority prior to the expiry of the deadline prescribed for submission of bids. Such notice shall be signed by an authorized representative in accordance with Article 21.2 of the GRIT. The corresponding modification or replacement bid shall accompany the written notice. The envelopes shall clearly bear, as appropriate, the words "WITHDRAWAL", "REPLACEMENT BID", or "MODIFICATION".

25.2 The notification of modification, substitution, or withdrawal of the bid by the Bidder shall be prepared, sealed, marked, and dispatched in accordance with the provisions of Article 22 of the GRIT. Withdrawal may also be notified by fax, but in such a case it shall be confirmed by duly signed written notice, the postmark date of which shall not be later than the deadline fixed for submission of bids.

25.3 Bids for which withdrawal is requested by bidders pursuant to Article 25.1 shall be returned unopened to them.

25.4 No bid may be withdrawn during the interval between the deadline for submission of bids and the expiry of the bid validity period specified in the bid submission form. Any withdrawal of a bid by a Bidder during this interval may result in the forfeiture of the bid security in accordance with the provisions of Article 19.6 of the GRIT.

E. Opening of Bids and Evaluation of Offers

Article 26: Opening of Bids and Appeals

26.1 The competent Tenders Board shall proceed with the opening of bids in two stages and in the presence of representatives of the concerned bidders who wish to attend, on the date, at the time and address indicated in the Special Regulations of the Invitation to Tender (SRIT). The representatives of the bidders present shall sign a register or attendance sheet attesting to their presence.

26.2 First, envelopes marked "Withdrawal" shall be opened and their contents announced aloud, while the envelope containing the corresponding bid shall be returned unopened to the Bidder. Withdrawal of a bid shall only be permitted if the corresponding notification contains a valid authorization of the signatory to request withdrawal and if such notification is read aloud. Next, envelopes marked "Replacement Bid" shall be opened and announced aloud, and the corresponding new bid substituted for the previous one, which shall be returned unopened to the concerned Bidder.

Replacement of a bid shall only be permitted if the corresponding notification contains a valid authorization of the signatory to request replacement and is read aloud. Finally, envelopes marked "Modification" shall be opened and their contents read aloud together with the corresponding bid. Modification of a bid shall only be permitted if the corresponding notification contains a valid authorization of the signatory to request modification and is read aloud. Only bids that have been opened and announced aloud during the bid opening session shall subsequently be evaluated.

26.3 All envelopes shall be opened one after another and the name of the Bidder announced aloud, together with any mention of a modification, the bid price, including any discounts [in the case of opening of financial offers] and any variant where applicable, the existence of a bid guarantee if required, and any other detail that the Contracting Authority may deem useful to mention. Only discounts and variants announced aloud during the bid opening session shall be considered in the evaluation.

26.4 Bids (and modifications received in accordance with the provisions of Article 24 of the GRIT) which have not been opened and read aloud during the bid opening session, regardless of the reason, shall not be considered for evaluation.

26.5 Minutes of the bid opening session shall be prepared immediately, indicating the admissibility of the bids, their administrative compliance, their prices, any discounts offered, and their delivery periods. A copy of the said minutes, to which the attendance sheet is attached, shall be given to all participants at the end of the session.

26.6 At the end of each bid opening session, the Chairman of the Tenders Board shall immediately make available to the focal point designated by the regulatory body a signed copy of the bidders' offers and a copy to the Minister in charge of Public Contracts for files requiring prior approval.

26.7 In the event of an appeal, as provided for by the Public Procurement Code, it shall be addressed to the Chairman of the Appeals Review Committee, with copies to the Project Owner or Delegated Project Owner, the Chairman of the concerned Tenders Board, the body responsible for the regulation of Public Contracts, and the Authority in charge of Public Contracts.

It must be submitted within a maximum period of three (03) working days after the opening of bids, in the form of a letter to which must compulsorily be attached a copy of the appeal form duly signed by the appellant and, where applicable, by the Chairman of the Tenders Board.

The Independent Observer shall append to his report the copy handed to him, together with the related comments or observations.

Article 27: Confidential Nature of the Procedure

27.1 No information relating to the examination, evaluation and comparison of bids, as well as the verification of the qualification of bidders and the recommendation for contract award, shall be disclosed to bidders or to any other person not officially concerned with such procedure until the contract award has been made public.

27.2 Any attempt by a bidder to influence the Tenders Board, the Evaluation Sub-Committee, or the Contracting Authority in the examination of bids or contract award decision may result in the rejection of its bid.

27.3 Notwithstanding the provisions of Sub-Article 27.2 above, between the opening of bids and the award of the contract, if a bidder wishes to contact the Contracting Authority for reasons relating to its bid, it shall do so in writing.

Article 28: Clarifications on Bids and Contact with the Contracting Authority

28.1 To facilitate the examination, evaluation and comparison of bids, the Contracting Authority may, if it so desires, request any bidder to provide clarification on its bid. The request for clarification and the response thereto shall be made in writing, but no change in the amount or substance of the bid shall be sought, offered or permitted, except where necessary to confirm the correction of arithmetic errors discovered by the Evaluation Sub-Committee during the evaluation of bids in accordance with Article 32 of the GRIT.

28.2 Subject to the provisions of Sub-Article 28.1 above, bidders shall not contact members of the Tenders Board or the Evaluation Sub-Committee on matters relating to their bids between the opening of bids and the award of the contract.

Article 29: Compliance of Bids

29.1 The Evaluation Sub-Committee shall conduct a detailed examination of bids to determine whether they are complete, whether the required guarantees have been provided, whether the documents have been properly signed, and whether the bids are generally in good order.

29.2 The Evaluation Sub-Committee shall determine whether the bid is substantially responsive to the provisions of the Tender File based on its content without recourse to extrinsic evidence.

29.3 A substantially responsive bid is one that conforms to all the terms, specifications and conditions of the Tender File without material deviation, reservation or omission. Material deviations or omissions are those:

a. Which substantially limit the scope, quality or performance of the Services;

b. Which substantially limit, in a manner inconsistent with the Tender File, the rights of the Contracting Authority or the obligations of the Bidder under the Contract;

c. Whose acceptance would unfairly affect the competitive position of other bidders who have submitted substantially responsive bids.

29.4 If a bid is not substantially responsive, it shall be rejected by the competent Tenders Board and may not subsequently be made responsive.

29.5 The Contracting Authority reserves the right to accept or reject any modification, deviation or reservation. Modifications, deviations, variants and other factors which exceed the requirements of the Tender File shall not be taken into account in the evaluation of bids.

Article 27: Confidentiality of the Procedure

27.1.No information relating to the examination, evaluation and comparison of bids, verification of the qualification of bidders, and recommendation for contract award shall be disclosed to bidders or to any person not officially concerned with such procedure until the contract award has been made public, under penalty of disqualification of the bidder's offer and suspension of the offenders from all activities in the field of Public Contracts.

27.2.Any attempt by a Bidder to influence the Tenders Board or the Evaluation Sub-Committee during the evaluation of bids, or the Contracting Authority during the contract award decision process, may result in the rejection of its bid.

27.3.Notwithstanding the provisions of Sub-Article 27.2 above, between the opening of bids and the award of the contract, if a Bidder wishes to contact the Contracting Authority for reasons related to its bid, it shall do so in writing.

Article 28: Clarifications on Bids and Contacts with the Contracting Authority

28.1.To facilitate the examination, evaluation and comparison of bids, the Tenders Board may, if necessary, request any Bidder to provide clarifications on its bid. The request for clarification and the response thereto shall be made in writing, but no change in the amount or substance of the bid shall be sought, offered or permitted, except where necessary to confirm the correction of arithmetic errors discovered by the Evaluation Sub-Committee during the evaluation of bids, in accordance with the provisions of Article 32 of the General Regulations of the Invitation to Tender (GRIT).

28.2.Subject to the provisions of Sub-Article 28.1 above, Bidders shall not contact members of the Tenders Board or the Evaluation Sub-Committee on matters relating to their bids between the opening of bids and the award of the contract.

Article 29: Compliance of Bids

29.1.The Evaluation Sub-Committee shall conduct a detailed examination of the bids to determine whether they are complete, whether the required guarantees have been furnished, whether the documents have been properly signed, and whether the bids are generally in good order.

29.2.The Evaluation Sub-Committee shall determine whether the bid substantially complies with the requirements of the Tender File based solely on the contents of the bid, without recourse to extrinsic evidence.

29.3.A substantially responsive bid is one which complies with all the terms, conditions and specifications of the Tender File without material deviation, reservation or omission. Material deviations, reservations or omissions are those which:

a. Substantially limit the scope, quality or performance of the Services and related services specified in the Contract;

b. Substantially limit, in a manner inconsistent with the Tender File, the rights of the Contracting Authority or the Project Owner, or the obligations of the Bidder under the Contract;

c. Would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

29.4.If a bid is not substantially responsive, it shall be rejected by the Competent Tenders Board and may not subsequently be made responsive.

29.5.The Contracting Authority reserves the right to accept or reject any modification, deviation or reservation. Modifications, deviations, variants and other factors exceeding the requirements of the Tender File shall not be taken into account during the evaluation of bids.

Article 30: Evaluation of the Technical Proposal

30.1. The Evaluation Sub-Committee shall examine the offer to confirm that all the conditions specified in the Special Regulations of the Invitation to Tender (SRIT) and the Special Administrative Conditions (SAC) have been accepted by the Bidder without any substantial deviation or reservation.

30.2. The Evaluation Sub-Committee shall assess the technical aspects of the offer submitted in accordance with Clause 17 of the General Regulations of the Invitation to Tender (GRIT) in order to ensure that all the requirements of the Unit Price Schedule and action plan are complied with without any substantial deviation or reservation.

30.3. If, after examining the terms and conditions of the Invitation to Tender and conducting the technical evaluation, the Evaluation Sub-Committee establishes that the offer is not substantially

compliant pursuant to Clause 29 of the GRIT, it shall recommend to the Tenders Board that the offer concerned be rejected.

Article 31: Qualification of the Bidder

The Sub-Committee shall ensure that the Bidder selected for having submitted the substantially compliant offer meets the qualification criteria stipulated in Article 6 of the SRIT. Care must be taken to avoid any arbitrariness in determining qualification.

Article 32: Correction of Errors

32.1. The Evaluation Sub-Committee shall verify offers recognized as substantially compliant with the Tender File in order to correct any calculation errors. The Evaluation Sub-Committee shall correct errors as follows:

a. Where there is a discrepancy between the unit price and the total price obtained by multiplying the unit price by the quantities, the unit price shall prevail and the total price shall be corrected, unless, in the opinion of the Evaluation Sub-Committee, the decimal point in the unit price is obviously misplaced, in which case the total price indicated shall prevail and the unit price shall be corrected;

b. If the total obtained by addition or subtraction of subtotals is not accurate, the subtotals shall prevail and the total shall be corrected;

c. Where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall prevail unless such amount is related to an arithmetic error confirmed by the detailed price breakdown, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

32.2. The amount stated in the bid shall be corrected by the Evaluation Sub-Committee in accordance with the above-mentioned error correction procedure and, upon confirmation by the Bidder, the corrected amount shall be deemed binding on the Bidder.

32.3. If the Bidder having submitted the lowest evaluated bid does not accept the corrections made, its offer shall be rejected and its bid security may be forfeited.

Article 33: Financial Evaluation of Offers

33.1. The Evaluation Sub-Committee shall evaluate and compare the offers which it has previously determined to be substantially compliant with the provisions of the Tender File, pursuant to Articles 29, 30 and 31 of the GRIT, as indicated below.

33.2. For this evaluation, the Evaluation Sub-Committee shall take into account the following:

a. The bid price determined in accordance with Clause 13 of the GRIT;

b. Price adjustments made to correct arithmetic errors pursuant to Article 32 of the GRIT;

c. Price adjustments resulting from discounts offered pursuant to Sub-Clause 13.4 of the GRIT;

33.3. In evaluating the bid amount, the Evaluation Sub-Committee may also consider factors other than the bid price, including the characteristics, performance of the services and related services, and their procurement conditions.

The factors retained and specified in the SRIT, where applicable, shall be expressed in monetary terms in order to facilitate comparison of offers.

Article 34: Comparison of Offers

The Evaluation Sub-Committee shall compare all substantially compliant offers in order to determine the lowest evaluated bidder, pursuant to Article 33 above.

F. Award of Contract

Article 35: Award

35.1. The Contracting Authority shall award the Contract to the Bidder whose offer has been recognized as substantially compliant with the Tender File, who possesses the required technical and financial capacities to satisfactorily perform the Contract, and whose offer has been evaluated as the lowest bid, including any discounts proposed where applicable.

35.2. Where the Invitation to Tender concerns several lots, the lowest evaluated bidder shall be determined by evaluating the contract in relation to the other lots to be awarded concurrently, taking into account the discounts offered by bidders in the event of award of more than one lot.

35.3. Any award of service contracts shall be made to the bidder meeting the required technical and financial capacities resulting from the essential or eliminatory criteria and presenting the lowest evaluated bid.

Article 36: Right of the Contracting Authority to Declare an Invitation to Tender Unsuccessful or to Cancel a Procedure

The Contracting Authority reserves the right to cancel an Invitation to Tender procedure after authorization from the Minister in charge of Public Contracts when bids have already been opened, or to declare an Invitation to Tender unsuccessful after consultation with the competent Tenders Board, without any claim for compensation.

Article 37: Right to Modify Quantities at Contract Award

At the initiative of the Project Owner, the Contracting Authority reserves the right, at the time of contract award, to increase or decrease by a percentage not exceeding fifteen percent (15%) the quantity of services and related services initially specified in the Bill of Quantities, without changing the unit prices or other terms and conditions.

Article 38: Notification of Contract Award

Before expiry of the bid validity period specified in the SRIT, the Contracting Authority shall notify the successful bidder by fax confirmed by registered letter that its bid has been accepted. This letter shall indicate the amount that the Project Owner will pay the Service Provider for the execution of the contract and the execution timeframe.

Vous avez atteint la limite du forfait Free pour les conversations avec analyse de données
Passez dès maintenant au forfait supérieur ou patientez jusqu'à 17:19 pour effectuer d'autres analyses.
Vous pouvez également lancer une nouvelle conversation.
Nouveau chat
Profiter de l'offre gratuite

Article 39: Publication of Contract Award Results and Remedies

39.1. Any decision to award a public contract by the Contracting Authority or the Delegated Contracting Authority shall be published, including the price and execution time, in the Public Procurement Journal issued by the body responsible for regulating public procurement or in any other authorized publication.

39.2. The Contracting Authority shall communicate to any bidder or concerned administration, upon written request submitted within a maximum of five (5) days following the publication of the award results, the report of the independent observer as well as the minutes of the award session of the relevant contract, including the evaluation report of bids.

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

39.4. After publication of the award results, bids not withdrawn within a maximum period of fifteen (15) days shall be destroyed without any claim being admissible, except for the copy intended for the body responsible for public procurement regulation.

39.5. In the event of a complaint, it must be addressed to the Chairman of the Appeals Review Committee, with copies to the Contracting Authority or Delegated Contracting Authority, the Chair of the relevant Tender Board, the Public Procurement Regulatory body, and the Public Procurement Authority.

The complaint must be submitted within a maximum period of five (5) working days following the publication of the results.

Article 40: Contract Signature

40.1. The Contracting Authority shall have a period of five (5) working days to sign the contract from the date of submission of the draft contract by the successful bidder.

40.2. The contract shall be notified to its holder within five (5) working days following the date of signature.

Article 41: Performance Security (Definitive Guarantee)

41.1. Within twenty (20) days following notification of the contract by the Contracting Authority, the contractor shall provide the Contracting Authority with a performance security (definitive guarantee), in the form specified in the Tender Documents (RPAO), in accordance with the model provided in the Tender Dossier.

41.2. The security, whose rate varies between 2% and 5% of the VAT-inclusive contract amount, may be replaced by a bank guarantee issued by a banking institution approved in accordance with applicable regulations and issued in favour of the Contracting Authority, or by a personal and joint guarantee.

41.3. Small and Medium-sized Enterprises (SMEs) with national capital and management may, in place of the performance security, provide either a legal mortgage or a guarantee from a first-class approved banking or financial institution in accordance with applicable regulations.

41.4. Failure to submit the performance security within the prescribed deadline may result in the outright termination of the contract.

Document No. 3:
Special Regulations of the Invitation to Tender

	Specific Data **Name of the Project Owner: Mayor of Tubah Council**
	INTRODUCTION
Clauses of the RGAO	Selection Method: Quality–Cost Based Selection Name, Objectives and Description of the Assignment : Open National Invitation to Tender No. ____/AONO/C.Tubah/SG/CSPM-PCCM/2026 under emergency procedure of _____ for the recruitment of an Architectural Firm and/or Engineering Consultancy Firm (BET) for the control and supervision of the construction works of twenty (20) housing units of types T2 and T3 in Tubah Council, Mezam Division, Far West Region.
1.1	The assignment consists in monitoring and supervising the execution of the works
	Definition of the Services: **CONTROL AND SUPERVISION OF THE CONSTRUCTION WORKS OF TWENTY (20) HOUSING UNITS OF TYPES T2 AND T3 IN TUBAH COUNCIL.** **Name and Address of the Contracting Authority: Mayor of Tubah Council.** **Reference of the Invitation to Tender: No. ____/AONO/C.TUBAH/SG/CSPM-PCCM/2026 OF _____ FOR THE CONTROL AND SUPERVISION OF THE CONSTRUCTION WORKS OF TWENTY (20) HOUSING UNITS OF TYPES T2 AND T3 IN TUBAH COUNCIL.**
1.3	**Duration of the Services:** Twelve (12) months.
1.4	**The Assignment Covers the Following Tasks:** • **Mission No. 1:** Review of compliance with the project and approval of execution studies and execution designs prepared by the contractor (EXE); • **Mission No. 2:** Supervision of the execution of works contracts (DET), scheduling, steering, and coordination of construction sites (OPC); • **Mission No. 3:** Assistance with Acceptance Operations and during the Warranty Period (AOR).
2	**Source of Financing :** The services covered by this Open National Invitation to Tender shall be financed by the PCCM Budget, Fiscal Year 2026 and subsequent years.
3	PREPARATION OF PROPOSALS
3.1	Candidates may prepare their proposals in either French or English.
3.2	When preparing the Technical Proposal, Candidates are expected to examine in detail the documents constituting the present Tender Document. Any obvious insufficiency in the information provided may result in the rejection of the proposal.
3.3	The experience requirements for key personnel are specified in the Terms of Reference. The reports to be produced shall be written in either French or English.
3.7	he Financial Proposal shall separately indicate taxes, duties (including social security contributions), and other fiscal charges applicable to the candidates under the legislation in

	force.
3.8	the franc is the CFA
3.10	Bids shall remain valid for ninety (90) days.
4	**SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**
4.2	The Invitation to Tender is open
7	**CLARIFICATIONS AND REMEDIES**
7.1	andidates may request clarifications no later than seven (07) days before the deadline for submission of proposals at the following addresses: Tubah Council: P.O. Box; Tel: FEICOM: P.O. Box 718 Yaoundé, FEICOM, 381 Rue 4561 Mimboman, Yaoundé 4th; Tel: (237) 222 23 51 64 / 694 28 66 04 / 696 98 01 95; Fax: (237) 222 23 17 59 Additional technical information may be obtained during working hours from the Procurement Service of the Directorate of Projects and Partnership Programmes located at the former FEICOM headquarters: Tel: (237) 222 23 51 64 / 694 28 66 04 / 696 98 01 95, Office 15 P.O. Box: 718 Yaoundé, FEICOM, Rue 4.561 Fax: (237) 222 23 17 59
10	Candidates may prepare their proposals in either French or English.
	The Terms of Reference and the CCAP must be initialled on each page and signed on the last page, preceded by the mention "read and approved", indicating the name, position, and official stamp of the signatory.
	Each proposal, written in English or French, shall be submitted in seven (07) copies, including one (01) original and six (06) copies clearly marked as such.
8	**EVALUATION OF PROPOSALS**
8.1	The list of qualification documents referred to in Article 12 of the RGAO shall be completed and grouped into three volumes, each placed in separate inner envelopes, and detailed as follows:
11	**COMPOSITION OF THE DIFFERENT PROPOSALS**
	Envelope A: Administrative Documents
11.1	The administrative file shall include the following documents: 1. A dated, stamped, and signed declaration of intent to bid; 2. A valid registration certificate; 3. A trade register certified by the clerk of the competent court within the jurisdiction; 4. A stamped bid bond in the amount of two hundred thousand (200 000) CFA Francs, issued by a first-class bank or insurance company authorized to issue guarantees in public procurement, duly endorsed by the issuer, together with the deposit receipt issued by CDEC in accordance with Circular Letter No. 000014/PR/MINMAP/CAB of 23 July 2025 relating to the procedures for constitution, deposit, custody, release, refund and enforcement of guarantees in public contracts; 5. A bank domiciliation certificate issued by a bank approved by the Ministry of Finance (MINFI), dated less than three (03) months; 6. A copy of the categorization decision or certificate (Category D or E); 7. A non-bankruptcy certificate issued by the Court of First Instance of the bidder's place of residence, dated less than three (03) months; 8. A tender eligibility certificate issued by the National Social Insurance Fund (CNPS), dated less than three (03) months; 9. A tax compliance certificate dated less than three (03) months; 10. A certificate of non-exclusion from public contracts issued by ARMP;

	11. A receipt for purchase of the Tender File (DAO); 12. An affidavit signed by the bidder certifying that they have read and unreservedly accepted the terms of the tender (CCAP and ToR); 13. A notarized group agreement and power of attorney, where applicable. In the case of a consortium, each member of the group must provide a complete administrative file. However, documents 1), 4), 5), 11), 12), and 13) shall be submitted only by the lead member (mandataire) of the consortium. **N.B : Administrative documents must be certified by the competent issuing authorities and remain valid at the time of submission. The absence or non-conformity of any administrative document within forty-eight (48) hours after the opening of bids shall result in the rejection of the offer, except for the bid bond, the absence of which shall lead to immediate rejection at bid opening.**
	Envelope B: Technical Proposal
	B.1 Technical Proposal The technical proposal shall include (references, staff profiles, proof of required equipment, a brief description of the Candidate, and an overview of recent experience in similar assignments, to be presented in annex tables). For each assignment, the summary must notably indicate the characteristics of the proposed personnel and the duration of the assignment. a. Any observations or suggestions regarding the Terms of Reference, as well as the data, services, and facilities to be provided by the Contracting Authority (to be included in annex tables); b. A description of the methodology and work plan proposed for carrying out the assignment (annex tables); c. The composition of the proposed team by specialty, as well as the tasks assigned to each member and their schedule (annex tables); d. Estimates of staff input (experts and support staff, time required to complete the assignment), supported by bar charts showing the expected workload for each team member (annex tables); e. A detailed description of the methodology, staffing arrangements, and monitoring approach for training, if the RPAO specifies that training is a key component of the assignment; f. Any other information required in the RPAO. The technical proposal shall contain no financial information. **B.2 Duration of Services** The duration of execution of the services is twelve (12) months. **B.3 Acceptance of Contract Conditions** The bidder shall submit duly initialled copies on each page and signed on the last page with the mention "read and approved", including the name, position, and official stamp of the signatory for the administrative and technical documents governing the contract, namely: a. The Special Administrative Conditions (CCAP); b. The Terms of Reference (ToR).
	Envelope C: Financial Proposal
	It includes all elements used to justify the cost of the services, namely: **C.1** The bid submission letter, in original form, prepared according to the attached model, stamped at the applicable rate, signed and dated; **C.2** The duly completed Unit Price Schedule and/or Lump Sum Price Schedule; **C.3** The duly completed Quantity and Cost Estimate; **C.4** The Sub-detail of unit prices and/or breakdown of lump-sum prices. Bidders shall use the forms and templates provided in the Tender Document, subject to the provisions of Article 19.2 of the RGAO regarding other possible forms of bid security. The different parts of the same file shall be separated by colored dividers in both the original and copies, in order to facilitate examination.

	NB: Handwritten discounts are not accepted. To be admissible, any discount must be stated in both words and figures. The witness copy (offer submitted to ARMP) containing the financial proposal must be sealed and placed inside the main sealed envelope. The Chairperson of the Commission shall hand it over during the session to the ARMP focal point.
19.1	*Offline Submission* *The three envelopes shall be placed in a sealed and closed outer envelope bearing the number and subject of the relevant Invitation to Tender, without any indication of the bidder's name.* *Each bid, written in French or English, shall be submitted in seven (07) copies, including one (01) original and six (06) copies of each proposal clearly marked as such. The bids shall be delivered to the Procurement Service of the Projects and Partnership Programmes Department, P.O. Box 718 Yaoundé, located at the former FEICOM headquarters, P.O. Box 718, FEICOM, Rue 4.561 Mimboman, Yaoundé 4th, Office 15, no later than ..... at 2:00 p.m. local time.* *The Special Tenders Board (Commission Spéciale de Passation des Marchés) shall proceed with the opening of bids no later than ..... at 3:00 p.m., and the following marking shall appear on the sealed envelopes:* *No. ____/AONO/C.TUBAH/SG/CSPM-PCCM/2026 OF _____ FOR THE CONTROL AND SUPERVISION OF THE CONSTRUCTION WORKS OF TWENTY (20) HOUSING UNITS OF TYPES T2 AND T3 IN TUBAH COUNCIL.* *For the submission of bids, at the Procurement Service of the Projects and Partnership Programmes, P.O. Box 718 Yaoundé, located at the former FEICOM headquarters, P.O. Box 718, FEICOM, Rue 4.561 Mimboman, Yaoundé 4th.* *The deadline date and time for submission of bids are as follows:* ***Date:*** ..... ***Time:*** *2:00 p.m.*
22.1	The administrative file, the technical proposal, and the financial proposal, duly prepared, must be submitted to the address indicated: Procurement Service of the Projects and Partnership Programmes Department, located at the former FEICOM headquarters, Rue 4.561 Mimboman, Yaoundé 4th, no later than ..... at 2:00 p.m. sharp. The opening of the Administrative File and Technical Proposals shall be carried out by the Special Tenders Board in the meeting room of the said Commission on ..... at 3:00 p.m. sharp, located at the former FEICOM headquarters in Mimboman, Rue 4.561. The opening of financial bids shall take place after the evaluation of the technical proposals, on a later date. Under penalty of rejection, the required administrative documents must be provided in originals or certified true copies issued by the competent issuing authority or administrative body, in accordance with the provisions of the Special Tender Regulations. They must be valid at the time of submission and dated less than three (03) months from the original deadline for submission of bids, or have been issued after the date of signature of the Invitation to Tender. In the event of absence or non-compliance of an administrative document at the time of bid opening, a period of forty-eight (48) hours shall be granted to the concerned bidders to provide or replace the missing document. Shall be declared inadmissible and rejected by the Procurement Commission: • Any bid submitted in insufficient copies or in copies only; • Envelopes indicating the identity of the bidder; • Bids received after the deadline date and time; • Bids without indication of the Invitation to Tender reference; • Bids not complying with the submission method;

	• Any bid not compliant with the Tender Document requirements; • Absence of the bid bond issued by an approved financial institution or organization. financial institution approved by the Minister in charge of Finance to issue guarantees in public procurement, or non-compliance with the model forms of the Tender Documents, shall result in the outright rejection of the bid without any recourse. A bid bond that is submitted but has no relevance to the concerned tender shall be considered as not provided. A bid bond presented by a bidder during the bid opening session shall be inadmissible. • In the case of an open invitation to tender, failure to submit the seventh copy of the financial offer, in a sealed envelope marked "witness copy" intended for the Public Procurement Regulatory Authority, shall result in the inadmissibility of the bid of the concerned bidder, as soon as the bids are opened by the Procurement Commission. [The bid opening session shall take place no later than one hour after the deadline for submission of bids specified in the Tender Document].
26.1	**Evaluation Criteria**
	Eliminatory Criteria
	➢ Administrative file remaining incomplete and non-compliant 48 hours after bid opening (except for the bid bond); ➢ False declarations, forged documents, or fraudulent practices; ➢ Absence of the bid bond accompanied by the deposit receipt issued by CDEC, in accordance with Circular Letter No. 000014/PR/MINMAP/CAB of 23 July 2025 relating to the procedures for the constitution, deposit, custody, release, refund, and enforcement of guarantees in public contracts; ➢ Omission of a quantified price in the price schedule; ➢ Absence of the categorization decision or certificate (Category D or E); ➢ Absence of the Terms of Reference (ToR) and CCAP initialled on each page and signed on the last page, preceded by the mention "read and approved", with stamp, position, and name of the signatory; ➢ Presence of financial information in the technical proposal; ➢ Absence of any component of the financial proposal (bid letter, unit price schedule, quantity and cost estimate, and price sub-detail); ➢ Technical score below 70% of the essential criteria; ➢ Non-compliance with the submission method; ➢ Absence of the signed declaration of commitment to environmental and social clauses; ➢ Absence of the bidder's sworn statement certifying that they have read and accepted without reservation the tender documents (CCAP and ToR); ➢ Abandonment and/or termination of a project under the Municipal Cities Construction Program (PCCM).
26.1	**Essential Criteria**
	- General presentation of the offer; - Understanding of the assignment (observations on the Terms of Reference, organization and methodology for execution of the services, and implementation schedule); - Consultant's references for similar assignments; - Qualifications of specialized personnel in the field of the assignment; - Technical and material resources to be deployed.
	EVALUATION GRID
A	**GENERAL PRESENTATION OF THE OFFER: 03 POINTS**

A1	**Readability: 0.75 point** • Good: 0.75 point • Average: 0.5 point • Poor: 0 point
A2	**Binding: 0.75 point** • Good: 0.75 point • Average: 0.5 point • Poor: 0 point
A3	**Layout/Organization: 1.5 points** • Good: 1.5 points • Average: 1.0 point • Poor: 0 point
B	**UNDERSTANDING OF THE ASSIGNMENT (COMMENTS ON THE TOR, ORGANIZATION, IMPLEMENTATION METHODOLOGY, AND EXECUTION SCHEDULE): 15 POINTS**
B1	Observations on the Terms of Reference (presence of remarks on the TOR demonstrating the level of understanding of the assignment): 2 points
B2	**Organization (Organizational chart, staff deployment): 4 points** • Organizational chart: 2 points • Staff deployment: 2 points
B3	**Methodology for execution of services (work plan, relevance and justification of execution timeframe): 6 points** • Work plan: 4 points • Relevance and justification of the timeframe (relevance of views on key issues in relation to the objectives of the services and expected results): 2 points
B4	**Implementation schedule in line with the consulting firm's methodology (BET): 3 points** • Excellent: 3 points • Good: 2 points • Average: 1 point • Poor: 0 points
C	**CONSULTING FIRM REFERENCES (25 POINTS)**
C1	**Consulting Firm References in Supervision and Monitoring of Building Construction Works (15 points)** • General experience in technical and architectural studies of building construction projects: **5 points**; • General experience in supervision and monitoring of civil engineering (BTP) projects: **5 points**; • Specific experience in supervision and monitoring of building construction works of similar complexity: **5 points**.
C2	**Major contracts executed over the last five years in supervision and control of works (10 points).**

D	**QUALIFICATION OF SPECIALIZED PERSONNEL FOR THE ASSIGNMENT: 35 POINTS**
D1	**Team Leader**: Architect, Engineer, or Civil Engineering Works Engineer: 13 points
D2	**Supervision Engineer: 10 points** Civil Engineering Works Engineer or Higher Technician in Civil Engineering (Bac+2).
D3	**Electrician: 7 points** Higher Technician (Bac+2) in Electrical Engineering or Electrotechnics.
D4	**Plumbing Technician: 5 points** Plumbing technician, Baccalaureate level or equivalent.
E	**Technical and Material Resources: 12 points**
E1	**a. Rolling stock** A pickup or 4x4 vehicle **b. Computer equipment** • Laptop; • Desktop computer at the office; • Complete printer set; **c. Civil engineering equipment** Metal detector **d. Surveying equipment** Total station or theodolite, tripod, level, etc. **e. Small geotechnical equipment** Abrams cone, cylindrical test specimens, calipers, ferroscan.
	Number of copies of the bid to be prepared and submitted : Bids written in French or English, sealed and closed, shall be submitted in **seven (07) copies**, including **one (01) original and six (06) copies**, clearly marked as such. In addition, a **digital version of the bid shall be recorded on a USB flash drive**. Bidders shall place the original and copies of their bid, clearly marked, in sealed envelopes. These sealed envelopes shall then be placed in an anonymous outer envelope bearing the following indication: **"National Open Call for Tenders Notice No. _____ / AONO/C-TUBAH/SG/CSPM-PCCM/2026 OF _____ FOR THE CONTROL AND SUPERVISION OF THE CONSTRUCTION WORKS OF TWENTY (20) T2 AND T3 HOUSING UNITS IN THE MUNICIPALITY OF TUBAH 'TO BE OPENED ONLY DURING THE BID OPENING SESSION'"**
28	**Submission method** The submission method selected for this procurement is offline submission.
29	**Contract Award**
	The competent Central Procurement Commission shall issue an opinion to the Contracting Authority regarding the proposed award of the contract to the bidder whose offer, declared compliant with the requirements of the Tender Documents (DAO), has been evaluated as the most economically advantageous (best-value) offer. The Contracting Authority reserves the right to cancel the tender procedure and reject all bids at any time prior to contract award, without incurring any liability towards the affected bidders and without any obligation to provide reasons for its decision. In such a case, bidders shall be invited to withdraw their bids within fifteen (15) days from the date of contract award. After this period, the bids shall be destroyed.

30	FINAL GUARANTEE
	Within twenty (20) days following receipt of the notification of contract award issued by the Contracting Authority, the successful bidder shall provide the final performance guarantee, in accordance with the Special Administrative Conditions (CCAP), using the performance guarantee model included in the Tender Documents (DAO) (see the performance guarantee model included in this DAO).
	Ethical Principles The Chairpersons and Members of the Commission, Bidders, and all other stakeholders involved in the procurement process shall at all times observe the highest standards of professional ethics. They shall notably refrain from any form of corruption or fraudulent practices. For the purpose of this principle, the terms above are defined as follows: (i) A person is guilty of **"corruption"** if he or she offers, gives, requests, or accepts, directly or indirectly, any advantage with the aim of influencing the action of a public official during the award or execution of a public contract or letter order. (ii) A person is also guilty of **"corruption"** if he or she submits, requests, or accepts multiple bids issued by the same bidder under different company names and/or registration numbers. (iii) A person engages in **"fraudulent practices"** if he or she misrepresents or distorts facts in order to influence the award or execution of a public contract or letter order to the detriment of the Contracting Authority or Delegated Contracting Authority. Fraudulent practices include, in particular, any collusive agreement or arrangement between bidders (before or after submission of bids) aimed at artificially maintaining bid prices at levels that do not reflect fair and open competition, thereby depriving the Contracting Authority or Delegated Contracting Authority of the benefits of such competition.

NB :

regarding supervisory staff, the bidder shall include in its offer the list of personnel below, duly signed and dated by the bidder.

N°	Position	Surname and First Name
01	**Team Leader** (Architect / Civil Engineering Engineer, Bac+3 or higher)	
02	**Supervision Officer** (Civil Engineering Works Engineer / Higher Technician in Civil Engineering, Bac+2 or higher)	
03	**Electrician** (Higher Technician in Electrical Engineering, Bac+2 or higher)	
04	**Plumber** (Plumbing Technician, Baccalaureate level or higher)	

- With regard to technical and material resources, the bidder shall include in its offer an **attestation of availability of the equipment listed below**, duly signed and dated by the bidder.

N°	Type et caractéristiques du matériel
01	One pickup or 4x4 vehicle

02	One laptop
03	One desktop computer
04	One complete printer set
05	One metal detector
06	One total station or theodolite, tripod, level, etc.
07	Abrams cone, cylindrical test specimens, calipers, ferroscan equipment

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Document No. 4:
Special Administrative Conditions (SAC)

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Chapter I: General

Article 1: Subject of Jobbing Order

The subject of the Jobbing Order must be in consonance with article 1 of the GAC relating to the scope of application.

The subject of this jobbing order shall be the recruitment of an Architecture and/or Engineering Firm to control and monitor the construction works of a housing estate of twenty (20) housing units, type T2 and T3 in Tubah Council, Mezam Division, North-West Region.

Article 2: Jobbing order award procedure (GAC supplemented)

This Jobbing Order shall be awarded following Open National Invitation to Tender **No._____/ONIT/C.TUBAH/ ITB-PCCM/2026 UNDER URGENT PROCEDURE OF _____FOR THE RECRUITMENT OF AN ARCHITECTURE AND/OR ENGINEERING FIRM TO CONTROL AND MONITOR THE CONSTRUCTION WORKS OF THE HOUSING ESTATE OF TWENTY (20) HOUSING UNITS, TYPE T2 AND T3 IN TUBAH COUNCIL, MEZAM DIVISION, NORTH-WEST REGION.**

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

3.1 *General definitions*

- **The Contracting Authority** shall be the Mayor of TUBAH COUNCIL. He awards the contract, ensures the preservation of originals of said Jobbing Order documents and the transmission of copies to Ministry in charge of Public Contracts and to the body in charge of regulation through the focal point designated to this effect.
- **The Authority in charge of the effective provision of the services** is the Ministry in charge of Public Contracts.
- **The Project Owner:** Mayor of TUBAH COUNCIL.
- **The Funding body of the project**: Cameroon Housing Loan Fund (CFC)
- **The project Promoter**: FEICOM
- **The Contract Manager:** Council Development Officer(CDO) TUBAH COUNCIL.
- **The Contract Engineer**: Delegate of Housing and Urban Development for MEZAM DIVISION.
- The service provider [contractor].

3.2 *Security*
This Jobbing Order may be used security subject to any form of transfer of the debt.

In this case:

- The authority in charge of ordering payment shall be the Mayor of TUBAH Council
- The Funder of the project : Cameroon Housing Loan Fund (CFC)
- **The project Promoter** : FEICOM
- The authority in charge of the clearance of expenditures shall be the General Manager of FEICOM

- The body or official in charge of payment shall be **the Accountant of FEICOM**
- The official competent to furnish information within the context of execution of this Jobbing Order shall be the Mayor of TUBAH Council

Article 4: Language, applicable law and regulation

4.1 The language to be used shall be *English and/or French.*

4.2 The service provider shall be bound to observe the laws, regulations and ordinances in force in Cameroon both within his own organization and in the execution of the Jobbing Order.

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

Article 5: Constituent documents of the Jobbing Order (Article 8 of GAC)

The constituent contractual documents of this Jobbing Order are in order of priority:

1) The tender or commitment letter;
2) The bidder's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (GAC) and the finalized Terms of Reference or description of services;
3) The Special Administrative Conditions (SAC);
4) The Terms of Reference or description of services;
5) The particular elements necessary for the determination of the Jobbing Order price, such as, in order of priority: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
6) The execution schedule or plan of action etc.
7) The General Administrative Conditions applicable on services and intellectual services contracts that went into effect by Order No. 033/CAB/PM of 13 February 2007;
8) The General Technical Condition(s) applicable on the services forming the subject of the Jobbing Order.

Article 6: General instruments in force (GAC supplemented)

This Jobbing Order shall be governed by the following general instruments:

1. The Mining Code;
2. Instruments governing the various professional bodies;
3. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency
4. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
5. Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code;
6. Decree No. 2012/074 of 8 March 2012 relating to the creation, organization and functioning of Tenders Boards amended and supplemented by Decree No. 2013/271 of 5 August 2013;
7. Decree No. 2012/075 of 8 March 2012 to organize the Ministry in charge of Public Contracts;
8. Circular No. 001/CAB/PR of 19 June 2012 relating to the award and control of execution of Public Contracts;
9. Letter No; 00908/MINTP/DR of 1997 to publish guidelines for the consideration of environmental impact of road maintenance;
10. Circular No. 0000026/C/MINFI of 29 December 2023 on Instructions on the Execution of Finance Laws, the monitoring and control of the execution of the Budget of the State, Public Enterprises

and Institutions, Decentralized Territorial Communities and Other Subsidized Organizations, for the 2024 Fiscal Year;

11. Unified Technical Documents (DTU) for building works;
12. Applicable standards;
13. Other instruments specific to the domain concerned with the contract.

Article 7: Communication (Articles 6 and 10 supplemented)

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

a. *In the case where the service provider is the addressee:*
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Jobbing Order Manager, correspondences shall be validly addressed to the [*to the specified*] council, chief town of the region in which the work was done;

b. *In the case where the Project Owner is the addressee:*
Sir/Madam_____ [*to be specified*] with a copy addressed to the Contracting Authority, Jobbing Order Manager, and Jobbing Order Engineer, where need be, within the same deadline.

c. *In the case where the Contracting Authority is:*
Sir/Madam [*specify*] with a copy addressed within the same deadline to the Project Owner, Jobbing Order Manager, Jobbing Order Engineer and Project Manager, where applicable

Article 8: Administrative Orders (Article 7 of GAC)

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

8.1 The Administrative Order to start execution shall be signed by the Contracting Authority [and notified to the service provider by the Jobbing Order Engineer with a copy to the Jobbing Order Manager, Project Owner, the Paying Body and the Project Manager, where applicable.

8.2 Upon proposal by the Project Owner, Administrative Orders with an incidence on the objective, the amount and execution deadline shall be signed by Contracting Authority and notified by the Project Owner to the service provider with a copy to the Jobbing Order Manager, the Jobbing Order Engineer, the Project Manager and the Paying Body. The prior endorsement of the Paying Body shall possibly be required before the signature of those that have an incidence on the amount.

8.3 Administrative Orders of a technical nature linked to the normal progress of the services shall be signed directly by Jobbing Order Manager and notified to the service provider by the Jobbing Order Engineer or Project Manager (where applicable).

8.4 Administrative Orders serving as warnings shall be signed by the Project Owner and notified to the service provider by the Jobbing Order Manager with a copy to the Contracting Authority, the Jobbing Order Engineer and Project Manager.

8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of force majeure shall be signed by the Contracting Authority and notified by his services to the service provider with a copy to the Project Owner, Jobbing Order Manager, and Jobbing Order Engineer.

8.6 The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

8.7 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of 30 days** from the date of transmission by the Contracting Authority to the Project Manager. **Beyond this deadline, the**

Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.

Article 9: Contracts with conditional phases (GAC supplemented)

This Works shall be financed in one phase by the Public Investment Budget of the Republic of Cameroon. The control of the works carries the total cost of this project.
At the end of a phase, the Project Owner shall carry out the acceptance of the services and issue an attestation of proper execution to the service provider. This attestation shall determine the start of the following conditional phase.

9.2 The time-limit granted for notification of the Administrative Order to start execution of a conditional phase shall be *[specify]*

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

10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Project Owner or Jobbing Order Manager. In case of modification, the service provider shall have himself replaced by a member of staff of equal competence (*qualifications and experiences*).

10.2 Any unilateral modification on the supervisory staff made in the proposed equipment and personnel prior to and during the execution of services shall be a reason for termination of the Jobbing Order as mentioned in article 35 below or the application of penalties.

10.3 Any modification shall be notified to the Contracting Authority.

Chapter II: Financial conditions

Article 11 Guarantees and bonds (GAC supplemented)

11.1 Final bond

The final bond shall be set at *3* % of the amount of the Jobbing Order, inclusive of all taxes.

It is constituted and transmitted to the Jobbing Order Manager within a maximum deadline of twelve (12) days of the notification of the Jobbing Order.

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

11.2 Performance bond

The retention fund shall not be required for services and intellectual services contracts.

11.3 Guarantee of start-off advance

As soon as the Jobbing Order is signed, upon request and without any justification, the contractor may be granted a start-off advance amounting to thirty percent (20%) of the initial amount of the Jobbing Order. This advance must be guaranteed at one hundred percent (100%) and issued by a first-rank bank authorized by the Ministry in charge of Finance in Cameroon.

The advance must be reimbursed by deductions of 40% of the amount of each provisional payment on account.
The amount of the reimbursement guarantee on the start-off advance shall be reduced as the reimbursements are done.
A release order shall be issued after the complete reimbursement of the advance

Article 12: Amount of the Jobbing Order (GAC supplemented)

The amount of this Jobbing Order as it emerges from the attached [*detail or estimates*] is_____ (in figures)_____(in letters) CFA francs Inclusive of All Taxes; that is:

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

<u>Article 13:</u> Place and method of payment (GAC supplemented)

The Project Owner shall release the sums due in the following manner:
a. In return for the payments made by The Contracting Authority to the contractor and in keeping with the conditions stated in the Jobbing Order, the contractor shall hereby undertake to execute the Jobbing Order in accordance with the provisions of the Jobbing Order.
Payments shall be done by the Contracting Authority *after receiving accounts drawn up by the Jobbing Order Engineer, signe*d by the Contracting Authority *upon* presentation of an account drawn by the contracting partners in seven (07) copies including the stamped original copy. The Contracting Authority shall release the amounts owed as follows:

Payments shall be made in CFA Francs, i.e. *(amount in figures and in words exclusive of VAT)*, by credit to account No. _____open in the name of the contractor in _____ (bank)

a. For payments in CFA francs (*amount in figures and letters exclusive of taxes*) by credit to account No._____ opened in the name of the service provider in the _____bank.

b. For payments in foreign currencies (*amount in figures and letters exclusive of taxes*) by credit to account No._____ opened in the name of the service provider in _____bank.

Article 14: Price variation (Article 20 of GAC)

14.1 Prices shall be firm.

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

14.2 Price updating modalities (where applicable)

Article 15: Price revision formulae (article 17 of GAC)

The prices on the unit price schedule shall be fixed and not subject to revision.

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

The Prices of this Jobbing Order shall be fixed and not subject to updating.

Article 17: Advances (article 18 of the GAC)

17.1 The Project Owner shall grant a start-off advance *20 % of the amount of the Jobbing Order.*

17.2 This advance whose cannot exceed twelve (12) percent of the initial amount inclusive of all taxes shall be guaranteed at one hundred (100) percent by a banking establishment governed by Cameroon law or a first-rate financial institution in accordance with the instruments in force and reimbursed by deduction of the payments on accounts to be paid to the contractor during the execution of the Jobbing Order according to the modalities laid down in the Special Administrative Conditions.

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

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

17.5 The possibility of granting advances must be expressly stipulated in the Tender File and the Project Owner must indicate if he is committed or not to pay advances and if yes in what capacity.

Article 18: Payment for services (article 19 GAC supplemented)

(Indicatively, for contracts paid by unit price)

18.1 Establishment of services executed before the 30th of each month, the service provider and the Jobbing Order Engineer shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and likely to give entitlement to payment.

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

Only the detailed account exclusive of VAT shall be paid to the contractor. The detailed account of the amount of the taxes shall be the subject of an entry into the budgets of _____ and the Ministry in charge of Finance

Only the amount exclusive of VAT shall be paid to the contractor as follows:

- *[100-2.2% paid directly into the account of the contractor;*
- *2.2 % paid to the public treasury as AIR due by the contractor.*

The Jobbing Order Engineer has a time-limit of seven (7) days to forward to the Jobbing Order Manager the detailed accounts he has approved in a way as to be in his possession not later than the 12th of the month.
The Jobbing Order Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

Or
(Indicatively for contracts with lump sum payments)

Scheduling of the payment
Amount of detailed accounts to be paid are scheduled as follows:

Approval of the provisional report

- *Within 15 days following its provisional approval* *70%*
- *Approval of final report* *30%*

The detailed accounts in six (6) copies shall be presented by the service provider in CFA francs to the Jobbing Order Engineer accompanied by the request for payment.

The request for payment must highlight the total amount of the Jobbing Order, the amount already received, the amount of the bill concerned, as well as the reimbursements made for start-off advance. Payments on account take place within 30 days of the date of transmission to the competent accountant of the establishment giving entitlement to payment.

General detailed account- Statement of the balance after the final report, the service provider addresses to the Project Owner a request for payment of the balance in the form of a general detailed account highlighting the summary of sums already received as well as the balance due. This summary is the general detailed account.

Payment of the last detailed account shall be determined by submission of the final report by the service provider to the Project Owner and acceptance by the latter of the said report within a deadline of fifteen (15) clear days.

- **Payment of Services rendered:**

Payment shall be done by the General Manager of FEICOM after receiving accounts drawn up by the Contract Engineer and signed by the Mayor bearing the visa of the Service of Follow up of Projects and investments of FEICOM upon presentation of an account drawn up by the contracting partners in two (02) copies including the stamped original copy.

Each request for payment shall include the following documents:

A. Common documents

1. The Mayor's payment request addressed to the General Manager of FEICOM,
2. The Funding agreement between the General Manager of FEICOM and the Municipality within the framework of the project for which payment is requested;
3. FEICOM's Notice of Approval to the Company's contract;
4. The original contract (s), the jobbing order or the purchase recorded for the start off advance or the first bill and the photocopy of the contract for the following ones,
5. The original copy of the registered receipt for the start off advance or the first bill and photocopies for the others;
6. The Tax Notice,
7. The report of services executed, for partial provisional acceptance, general provisional acceptance or final acceptance of works signed by at least two-thirds (2/3) of the members of they commission including the President,
8. The bill (start off advance or partial or final or holdback) stamped and signed by all the stakeholders (the contractor, the contract Engineer and Manager, and liquidated on the back by the Project Owner),
9. The validated attestation of indebtedness,
10. The valid original copy of the attestation of Bank Account (not more than three months),
11. The original copy of the certificate of non-exclusion from Public Contracts (only fur purchase);
12. A photocopy of the company's liability insurance,

13. A photocopy of the final bond - Except holdback,
14. The delivery note signed by the contractor and the vote holder, or delivery note or the attestation of service signed by the Manager or the vote holder, or the attachments signed by the appointed members in accordance with the contractual provisions,

B. Documents specific to request for the start-off advance **payment;**

1 The original copy of the start-off advance deposit or **Guarantee of start-off advance**

2 Notice of approval of the Project Manager's Action Plan,

3 The Project Manager's Action Plan.

C. Documents specific to request for payment of bill No 1;

1 The Service order to start works,

2 The project Managers Activity report.

D. Documents specific to request for partial payments;

1 The detailed works Execution or services rendered stamped and signed by the contractor, the Project Manager or the contract Engineer;

2 The proof of submission of the Project manager's Report of activities for the period for which the payment is required,

3 The Minutes of services executed.

- Default interests

Default interests shall be paid by statement of the amounts owed.

- Currency

The currency of the tender and payment shall be the CFA Franc.

18.3 Detailed account of start-off advance (*if applicable*).
Documents specific to request for the start-off advance payment;

a. The original copy of the start-off advance deposit,
b. Notice of approval of the Project Manager's Action Plan,
c. The Project Manager's Action Plan.

Article 19: Interest on overdue payments (Article 28 of GAC)

Possible interests on overdue payments due in accordance with article 88 of Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code.

Article 20: Penalties for delays (Article 29 of GAC supplemented)

A. Penalties for delay

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

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

20.2 The cumulated amounts of penalties for delay shall be limited to ten percent (10 %) of the initial Jobbing Order with its additional clauses inclusive of all taxes.

B. Specific penalties [amount to be indicated]

20.3 Independently of penalties for overrun of contractual time-limit, the service provider shall be liable for the following special penalties for the non observation of the provisions of the Jobbing Order, especially:

ii. Late submission of final bond;

iii. Late submission of insurances;

iv. Late submission of the draft execution schedule if he the lateness is caused by the service provider.

Article 21: Final detailed account (GAC supplemented)

21.1 After completion of the services and within a maximum time-limit of 30 days after the date of provisional acceptance, the contractor shall establish, based on joint reports, the draft final detailed account of services effectively provided and which detailed account summarises the total sums to which the service provider may be entitled as a result of the execution of the whole Jobbing Order.

21.2 This draft final account, rectified and approved, shall, within one (01) month as from the date of submission to the Jobbing Order Engineer, be notified to the contractor.

21.3 Within one (01) month as from the date of notification, the contractor shall return the final account bearing his signature t.

Article 22: General and final detailed account (GAC supplemented)

22.1 Within one (01) month as from the date of the final acceptance of works, the Jobbing Order Manager shall draw up the general and final account which shall be countersigned by the contractor and the Contracting Authority.

22.2 The Jobbing Order Manager draws up the general and final detailed accounts of the Jobbing Order which he has had signed jointly by the contractor and the Contracting Authority. This detailed account includes:

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

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

22.3 Within one (01) month as from the date of notification, the contractor shall return the final account bearing his signature.

Article 23: Tax and customs regulations (GAC supplemented)

Decree No. 2003/651 of 16 April 2003 lays down the conditions for implementing the tax regulations and customs procedures applicable to public contracts.

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

All taxes inclusive prices mean VAT included.

Article 24: Stamp duty and registration of Jobbing Orders (article 20 of GAC)

Seven (7) original copies of the Jobbing Order will be stamped by and at the cost of the contractor, in accordance with the applicable regulations.

Chapter III: Execution of services

Article 25: Nature of services

Nature of Services is the control and monitor the construction works of a housing estate of twenty housing units, type T2 and T3 in TUBAH Council, NORTH-WEST REGION. The following Special Technical Prescriptions lay down the conditions of this invitation to tender and aim at informing bidders of the expected results, the constraints relating to the regulations or to the environment as well as the technical requirements or other requirements which they shall have to meet.

Article 26: Execution time-limit of the Jobbing Order (article 20 of GAC)

26.1 The time-limit for the execution of the works forming the subject of this Jobbing Order shall be **twelve (12) months** from the date of notification of service order to start works by the Jobbing Order Engineer.

26.2 This time-limit shall run from the date of notification of the Administrative Order to commence execution of the service.

Article 27 Responsibilities of the Project Owner (GAC supplemented)

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

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

At the request of the contractor and the Project Manager contradictory quantities may be evaluated to fix the quantities of certain works. Such contradictory evaluation will be made when a work may no longer be measurable.

The Project Owner shall perform the following functions:

- the control of works on the site to ensure that their progress is in accordance with the contractual execution program;
- The control and approval of execution plans, drawings and calculation notes;
- The contradictory control and the approval of the implementation of the works, each implantation to be the object of a report of approval signed by the Project Manager;
- Control and approval of the source and conformity to the requirements of the contract
- Take note of the attachment of works and services presented by the Project Manager;
- The control of provisional accounts and monthly situations of work established by the Project Manager;
- The proposal of solution or precision on the work in progress to the operator of operations or the Project Manager;
- Proposals for the preparation of temporary or final receptions at the request of the Project Manager.

Article 28: Responsibilities of the service provider (CAG supplemented)

28.1 The service provider shall execute the services and fulfil his obligations in a diligent, efficient and economic manner in accordance with the standards, techniques and practices generally accepted in his domain of activity.

28.2 During the duration of the Jobbing Order, the service provider shall not be committed directly or indirectly in professional or contractual activities likely to compromise his independence in relation to the mission devolving on him.

28.3 In case of conflict of interest caused by a member of his mission team, the service provider shall indicate it in writing to the Contracting Authority and must replace the expert in question involved in the project or Jobbing Order.

Conflict of interest shall be understood as any situation in which the service provider could benefit directly or indirectly from a Jobbing Order awarded by the Contracting Authority by whom he is consulted or any situation in which he has personal or financial interests sufficient to compromise his impartiality in the accomplishment of his functions or likely to affect his judgment unfavourably.

28.4 The service provider is bound by professional secrecy in relation to third parties with regard to information, knowledge, documents gathered or brought to his knowledge during the execution of the Jobbing Order.
In this regard, documents established by the service provider during the execution of the Jobbing Order cannot be published or communicated without the approval of the Contracting Authority.

28.5 During the submission of the final report, the service provider shall be bound to return all documents borrowed the Contracting Authority.

28.6 During the execution of the Jobbing Order and for eleven (11) months after, the service provider as well as his associates and sub-contractors shall refrain from providing goods or services to the Contracting Authority resulting from the services or closely related to them (except for the performance of the services or its continuation.

28.7 The service provider shall bear the professional costs and coverage of risks or illness or accident within the context of his mission.

28.8 The service provider shall not modify the composition of the team proposed in his technical bid without the written approval of the Contracting Authority.
28.9 Site meetings will be held regularly at the initiative of the Project Manager.
The participation of the works supervisor at site meetings is mandatory. The meetings will be the subject of minutes signed by the participants.

A construction log will be kept by the contractor and made available to the Project Manager and his representatives.
Will be recorded every day:

- Administrative operations related to the execution and the settlement of the contract (notifications, test results, attachments);
- atmospheric conditions;
- Reception of materials and amenities of all kinds;
- Incidents or details of any kind representing some interest from the point of view of the subsequent maintenance of the facilities or the actual duration of the works;
- Work performed during the day, personnel and equipment used;
- Work progress;
- the requirements imposed;
- Detailed quantities of the work;
- Work done by subcontractors;

- non-conformities;
- Official visits.

The Project Manager may also record incidents or observations that may give rise to a claim on his part. This log will be signed by both the Project Manager and the site manager at each site visit, and systematically targeted during site meetings. For any possible claim of the successful bidder, only events or documents mentioned in due time can be reported to the site log. Any refusal of presentation, or attempt of partial or total destruction, or falsifications of this newspaper may give rise to sanctions. In any case the successful tenderer can not avail himself of the impossibility of having recourse to the consultation of the construction log

Article 29: Insurance (GAC supplemented)

The following insurance policies are required within the scope of this Jobbing Order in the minimum amounts indicated hereafter within fifteen (15) days of the notification of the Jobbing Order:

- *Liability insurance, business manager;*
- *Insurance covering its ten-year obligation, where necessary.*

Within (15) days as from the date of notification of the Jobbing Order, the contractor and sub-contractors, at the request of Jobbing Order Manager, shall give evidence that they have taken out one or several insurance policies to guarantee their civil liability towards third parties in case of accident or damage caused to them by the execution or conditions of execution of works. Whatever the case, the contractor shall remain responsible.

At the request of the Contracting Authority, the contractor is bound to present any evidence for the establishment of insurance contracts and regular payment of corresponding premiums.
Moreover, these insurances, taken out with authorized insurance companies based in Cameroon, shall include a clause forbidding their termination before completion of the execution of this Jobbing Order

Article 30: Execution programme (GAC supplemented)

Within a minimum deadline of *thirty (30) days* from the date of notification of the Administrative Order to commence execution, the service provider shall submit in *[six (6)]* copies for the approval of the (*Jobbing Order Manager after the endorsement of the Project Manager (or Project Engineer]* the execution programme of the services, his execution calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.
This programme will be exclusively presented according to the furnished models.

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

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

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

The approval given by the Jobbing Order Manager does not in any way release the service provider of his responsibilities. Meanwhile, services provided before the approval of the programme shall neither be ascertained nor paid for. The updated and approved schedule will become the contractual schedule.

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

Prior to the start of the work, the execution programme of the services shall have received the notice of Approval of FEICOM solicited by the company, care of the Contracting Authority. The Notice of Approval or rejection of execution programme of the services, shall be carried out within time limits not exceeding twelve (12) calendar days with effect from the date of submission to FEICOM of the execution programme of the services approved by the service Head and the Contract Engineer.

Article 31: Approval of personnel (GAC supplemented)

If the Contracting Authority requests the replacement of a member of the team for duly established serious misconduct or for incompetence, the replacement shall be at the cost of the service provider within a deadline of fifteen (15) days.

The Contracting Authority reserves the right to refuse its approval of a person proposed by the service provider whose qualification is inadequate.

Article 32: Sub-contracting (article 27of GAC)

The part of the services to be sub-contracted shall be 30% of the initial amount of the Jobbing Order and its additional clauses.

Chapter IV: Acceptance

Article 33: Monitoring and Acceptance Commission (article 36 of GAC)

Before the provisional acceptance, the service provider shall request in writing to the Project Owner with a copy to the Contracting Authority, the Engineer and Paying Body.

The Monitoring and Acceptance Commission shall comprise the following members indicatively:

1. The Project Owner or his representative. Chairman
2. The General Manager of FEICOM or his representative Member;
3. The Service Head for Follow up of Projects and Investments of FEICOM NORTH-WEST Agency member;
4. The Contract Manager Member
5. The DD MINMAP/MEME or representative OBSERVER
6. The Contract Engineer Rapporteur
7. The Project Manager Member
8. The Contractor or his representative member

Members of the Commission shall be convened by mail for acceptance within a deadline [indicate a date which should not exceed fifteen (15) days before the date of acceptance], at least [*indicate the duration*] before the date of acceptance.

Article 34: Acceptance of services (article 36 of GAC)

Technical acceptance may be declared upon completion of works as concerns control.

Acceptance shall be carried out by a committee chaired by the Jobbing Order Manager in the presence of the contractor and the results shall be recorded in the minutes.

In case improvements are requested, they shall be determined by the Contracting Authority and their cost borne by the contracting partner.

The date of the last provisional acceptance shall be considered as the date of completion of works, and shall determine whether or not to apply the penalties for lateness provided for under Article 37 of this Jobbing Order

Article 35: Case of force majeure (article 41 of GAC)

In case the contractor may put forward a case of force majeure, no claim shall be admitted beyond the following thresholds:
- *Rain: 200 millimetres in 24 hours;*
- *Wind: 40 meters per second;*
- *Flood: decennial floods*

Chapter V: Sundry provisions

Article 36: Termination of the Jobbing Order (article 74 of the GAC)

The Jobbing Order may be terminated as provided for in Part III Paragraph IV of Decree No. 2004/275 of 24 September 2004 and equally under the conditions laid down in articles 42, 43, 44, 45, 46 and 47 of the GAC especially in cases of:

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

Article 37: Disagreements and disputes (article 79 of the GAC)

Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction.

Article 38: Production and dissemination of this Jobbing Order (GAC supplemented)

[Twelve (12)] copies of this Jobbing Order shall be produced at the cost of the service provider and furnished to the Jobbing Order Manager.

Article 39 and last: Entry into force of the Jobbing Order

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

Document No. 5:
Terms of Reference
(ToR)

TECHNICAL SPECIFICATIONS OF PRESCRIPTION

CONTENT OF WORKS

Purpose; The following Terms of Reference (TOR) concern works pertaining to control and monitor the construction works of a housing estate of twenty (20) housing units, type T2 and T3 in TUBAH Council, MEZAM DIVISION NORTH-WEST REGION

Nature of Project relating to the control and monitor the construction works of a housing estate of twenty (20) housing units, type T2 and T3 in TUBAH Council, MEZAM DIVISION NORTH-WEST REGION . The following Special Technical Prescriptions lay down the conditions of this invitation to tender and aim at informing bidders of the expected results, the constraints relating to the regulations or to the environment as well as the technical requirements or other requirements which they shall have to meet.

Time-limits for execution of the Jobbing Order

The time limit for the execution of work shall not exceed **twelve (12) months** from the date of notification of service order to start works by the Contract Engineer.

Contents of the realization

Stage 1 CEW: Conducting the execution of works contracts
Stage 2 ECS: Examination of compliance with studies
Stage 3 AAO: Assistance during the acceptance procedure and guarantee period

Detailed description of tasks

The enterprise shall achieve this under the supervision of the Engineer. He shall report to the consultancy any graphical or written document on the project concerned.

He shall carry out or supervise all the enquiries, field works and necessary studies in keeping with the prescriptions laid down in this document.

Stage 1 – CEW: Conducting the execution of works

- Organizing and conducting project meetings as well as drafting and dispatching reports;
- Informing the Contracting Authority on the progress of works in accordance with the approved planning;
- Validating construction drawings proposed by the contractor in compliance with the CCTP. These files shall include all the construction drawings as well as specifications meant for the project. To this effect, all the documents and drawings produced by the contractor shall be labeled "GOOD FOR APPROVAL"
- Controlling the conformity of the execution of works, the quality of equipment, the works, materials and documents submitted by contractors in accordance with the studies carried out for the project and the pre-planning;
- Drawing and issuing service orders under the supervision of the Contracting Authority.
- Drawing up the statement, the minutes and the report on the progress of works to enable preparation of payments on account;
- Verifying situations and accounts and submitting them to the Contracting Authority for settlement;
- Controlling technical provisions for execution of works;
- Preparing draft additional clauses;
- Assisting the Contracting Authority in case of disputes with enterprises.

Stage 2 – ECS: Examination of the conformity of the draft execution studies

- Verification of construction drawings and specifications to be used in the project;
- Making out corresponding summary drawings;

- Checking the approved planning of works

Stage 3 ADA: Assistance during acceptance

- Organization of preliminary operations prior to the Delegated acceptance of works;
- Follow up of reservations made during the acceptance of works until they are lifted;
- Examination of the disorder reported by the Contracting Authority or the contractor;
- Making out the file of the structures executed and necessary for the continuation of works and the exploitation of the network.

QUALITY INSURANCE PLAN (QIP)

General organization of the QIP
General principles
Content of the QIP

Note of general organization of the construction site

It shall specify all the organization components pertaining to quality:

- Naming the parties involved: Contracting Authority, Project Manager, Enterprise;
- References to Articles of the CCAP and TOR relating to quality organization;
- Tasks assigned;
- Enterprise in charge of conducting construction;
- Sub-contractors;
- Main suppliers;
- Consultancy firms;
- Control firms and laboratories (where applicable);
- Human resources and sub-contractors with the references of supervisory staff;
- General material resources;
- Management of execution documents;
- List of procedures for execution (this list shall state among others the procedures required by the Project Manager in the INVITATION file of enterprises);
- General conditions of control (list of documents for follow-up of execution and principle of management of non-compliance, naming the person in charge of each control task);
- Restating the conditions of the conduct of external control specifying critical and stop points.

Procedure for execution

They shall be drawn up per work type, per phase or for the whole work; they shall define all the organization items pertaining to quality:

- Operations subject of the procedure;
- Specific human and material resources for the task;
- Materials, supplies and items with specifications on quality, origin and trade mark;
- Operating techniques/methodologies and specific instructions for execution;
- Relationship between various procedures (technical interfaces);
- Conditions of the conduct of execution;
- Nature of controls and controllers;
- References of follow-up documents and conditions of realization of appropriate tasks;
- Critical and stop points;
- Conditions of the management of execution follow-up documents;

- Identification conditions of supplies subject to the official procedure of compliance certification and conditions of execution of compliance controls for other supplies;
- List of documents enclosed or not with the procedure and useful for the execution of the task.

Documents for execution follow-up

Follow-up documents shall make it possible to collect and keep information on the actual conditions of execution and to give evidence of the internal control. They include, among others, control forms and non-compliance forms, if necessary.

Level of QIP

As a whole, there are three levels of QIP, according to the size and complexity of the structure, the type of techniques used and the possible impact of non-compliances.

The level chosen by the Project Manager shall be specified in the invitation file of the enterprise and confirmed in the contract.

In order of complexity from one to three, the QIP respectively has the content stated in this chapter which also presents a classification of a certain number of structures.

Level 1 QIP

Level 1 QIP shall concern small-scaled structures (electrification of Buildings, public lighting, etc....) and include:

- A brief general note stating at least:
  - The tasks assigned;
  - Human and material resources;
  - The origin of the main supplies;
  - The list of documents for the follow-up of execution;
  - Conditions of the realization of external control.
- Control forms only for tasks with critical and stop points.

Level 2 QIP

Level 2 QIP shall concern medium-scaled structures (construction of public facilities, electrification of towns, construction of permanent structures and roads, etc...) and include:

- a general organization note;
- an execution procedure covering the whole works;
- documents for the follow-up of execution with the possibility of

Simplification by grouping control items according to the various parts of the structures.

Level 3 QIP

Level 2 QIP shall concern large structures (e.g. complete system of autonomous production, transport and distribution of energy, high- and low-tension network, construction of electric power plant) and include:

- a general organization note;
- an execution procedure per nature of work or part of structure;
- documents for the follow-up of execution of various tasks with control

forms, non-compliance forms and all the appended or summary documents

Stages in setting up the QIP

During submission of bid

The framework of the QIP and the main provisions of the general organization note as well as the list of the execution procedures provided for shall be submitted in compliance with the conditions of the RPAO.

For the comparison of bids to be valid in terms of quality insurance, the RPAO must specify the stated requirements relating to the naming of sub-contractors and suppliers, the organization chart of the

construction site not specifying names, the list of compulsory procedures submitted for the visa of the Project Manager. The CCAP shall specify the conditions of management and flow of documents.
For a limited number of works and for each of them, some sub-contractors and suppliers may be proposed for the approval of the Project Manager upon submission of bids, in keeping with the specifications of the RPAO.
Similarly, the profile and qualification of the official responsible for the works and the agent in charge of quality, among others, shall be determined at this level (these two duties may be performed by the same person).

During the period of preparation of works

- Finalizing the general organization note;
- Setting up the first procedures and preparing frameworks for follow-up documents.

It shall be advisable to take advantage of this period to put in place the maximum of execution procedures and set a fixed deadline for setting up of a quality insurance plan.
During the execution of works

- Before each stage and in keeping with the time-limits provided for by the CCAP, setting up of other procedures and framework-documents for the follow-up of correspondents;
- Drafting follow-up documents put at the disposal of the Project Manager.

Upon completion of works
Putting together and giving to the Project Manager all the quality documents for insertion in "the structure file".

Expected Results
At most fifteen (15) days after the service order for the start of works, a report stating the methodology, possible difficulties, identified data to be collected and an approved calendar put in place comprising notably the service schedule for experts shall be submitted to the Contracting Authority.

At most one (1) month after the start of works, a first report of control containing the summaries, the analyses of work done and the water supply mechanism shall be submitted to the Contracting Authority.
The reports of the Project Manager shall be drawn in five (05) copies and submitted to the Contracting Authority.

In addition to the contractual reports listed above, the Project Manager shall regularly inform the Contracting Authority of the progress of work. As deemed necessary, he shall inform in writing the Contracting Authority of the difficulties encountered and the corrective measures to be taken. The Project Manager shall inform the Contracting Authority before each expert's visit.

The Project Manager shall provide a final report, notably a software version (flash disk) and a printed version in six (06) bound copies of the following documents:

- Studies and drawings;
- Draft Tender Files;
- Draft Jobbing Orders.

Personnel to be put in place
The bidder shall enclose with his bid the list and curriculums vitae of the personnel he intends to use. The Contracting Authority shall however reserve the right, and for the duration of works to turn down or ask for the replacement of whose technical capacities or behavior are found inappropriate.
The Consultancy Firm shall also respect Cameroonian regulations for any recruitment of a worker.
The following personnel shall be put in place:

- A mission head: Civil Engineer having at least three (03) years work experience;

- Two (02) technical assistants: at least Senior Civil Engineering Technician having at least three (03) years' work
  experience;
- Support staff (driver, secretary, surveyor, laboratory technician, etc...)

Offices

The Consultancy Firm shall set up a provisional office at the site or in a place close to the construction site.

Material resources

The Consultancy Firm shall put in place all the material and logistics belonging to him and needed for the discharge of his duties.

Professional secrecy

The Consultancy Firm shall be bound by professional secrecy during and after discharging his duties.

Liabilities

The Consultancy Firm shall be responsible for the proper execution of the whole, works and supplies. Final approval of all the documents by the Contracting Authority shall not relieve the Firm of the liability for the consequences of mistakes he may commit.

DOCUMENT No.5
BILL OF QUANTITIES AND COST ESTIMATES

BILL OF QUANTITIES AND COST ESTIMATES

No.	ITEM	U	UP In figure
1	Specialised personnel This price covers the monthly remuneration of specialised personnel assigned to the project, in particular the Head of Mission, Monitoring Technician, Electrician and Surveying Operator.		
1.1	**Head of Mission** Monthly to:	H/Month	
1.2	**Monitoring Technician** Monthly to:	H/Month	
1.3	**Electrician** Monthly to:	H/Month	
1.4	**Plumber** **Monthly to:**	H/Month	
2	**Support staff** This price covers the monthly remuneration of the support staff assigned to the mission, in particular the secretary and the driver: salaries, social security contributions, insurance, medical expenses, holidays, accommodation expenses, per diems, overheads, taxes and duties.		
2.1	**Secretary** Monthly to:	H/Month	
2.2	**Driver** Monthly to:	H/Month	
3	**Vehicle for the Control Mission, logistics and miscellaneous** This price covers the monthly cost of hiring and maintaining the equipment assigned to the mission. **Lump sum amounting to:**	Ls	
4	**Operation of the control mission** This price covers, on a lump-sum basis and proportionately to the rate of execution of the work, the costs of the general operation of the Control Mission. **Lump sum amounting to:**	Ls	
4	**Editing and reproduction of activity reports (monthly, specific, final, action plan, etc.)** This lump-sum price covers the production of activity reports by the architectural firm and/or engineering firm. It will be invoiced proportionately to the progress of the work. **Lump sum amounting to:**	Ls	

This Bill of quantities and estimate stands at (----------FCFA)

DETAILED ESTIMATES FRAMEWORK

N°	Description	U	Q	PU	PT
1. Specialized personnel					
1.1 Team Leader		H/Month	12		
1.2 Supervision Technician		H/Month	11		
1.3 Electrician		H/Month	04		
1.4 Plumber		H/Month	04		
2. Support staff					
2.1Secretary		H/Month	12		
2.2 Driver		H/Month	12		
3. Vehicle for supervision mission, logistics and miscellaneous		Lump Sum	01		
4. Operation costs for supervision mission		Lump Sum	01		
5. Printing and reproduction of activity reports (monthly, specific, final, action plan, etc.)		Unit	13		

TOTAL EXCLUDING TAXES (HT): VAT (19.25%): AIR (Withholding tax 5.5% or 2.2%): TOTAL INCLUDING TAXES (TTC): NET TO PAY:
This detailed estimate is hereby fixed at the total sum including all taxes of ..... CFA Francs.

FRAMEWORK FOR UNIT PRICE BREAKDOWN (SUB-DETAIL OF PRICES)

A – BREAKDOWN OF UNIT PRICES (Man/Month)

N° Price	NAME	Function	(1) Basic monthly salary	(2) = (% of 1) Social charges	(3) = (% of 1) General taxes	(4) = (1)+(2)+(3) Subtotal	(5) = (% of 4) Profit margin	Total

B – FRAMEWORK FOR FIXED PRICE BREAKDOWN

Office rent	Services	Tel. Fax	Water & Electricity	Technical team expenses	Transport fuel	Depreciation & maintenance of equipment	Equipment & tools	Reprography	Miscellaneous	Total

Bidder Name: [insert bidder name]
Signature: [insert signature]
Date: [insert date]

DOCUMENT No.6

Technical bid Model Tables

4A. Letter of submission of technical bid

4B. Candidate's references

4C. Candidate's observations and suggestions on the Terms of Reference and on the data, services and installations to be furnished by the Contracting Authority.

4D. Description of the proposed methodology and work plan to accomplish the mission

4E. Composition of the team and responsibilities of its members

4F. Model curriculum vitae (CV) of the proposed specialised personnel

4G. Calendar of the specialised personnel

4H Calendar of activities (work programme).

4A. LETTER OF SUBMISSION OF TECHNICAL PROPOSAL

[Place, date]

To: *[Name and address of Contracting Authority]*

Sir/Madam,

We, the undersigned, [*specify*] are pleased, in accordance with Tender File No. ____ of____ relating to _____ to submit our Technical bid,[subject of the Tender File.

In the case where our bid meets your expectations, we are fully at your disposal on the basis of the personnel proposed to commence negotiations for the best conduct of the project.

Also, we take the firm commitment for the scrupulous respect of the content of the said technical proposal, subject to the possible modifications which may result from the negotiation of the contract.

Yours faithfully,

Signature of empowered official: Name and title of signatory:
Name of candidate: Address:

4A. Candidate's reference

Services rendered during the last *[indicate the number between 1 and 5]* years which best illustrate your qualifications.

Using the form below, indicate the information requested for each relevant mission which your enterprise/body has obtained through a contract, either as a single enterprise or as a major member of a group of companies.

<table>
<tr><td>Name of mission:</td><td>Country:</td></tr>
<tr><td>Place:</td><td>Specialised personnel supplied by your enterprise/body (profiles):</td></tr>
<tr><td>Name of client:</td><td>Number of employees who took part in the mission:</td></tr>
<tr><td>Address:
Deadline:</td><td>Number of months of mission:
Duration of mission:</td></tr>
<tr><td>Start date: Completion date:
Month/year Month/year</td><td>Approximate value of services (in CFA F exclusive of taxes)</td></tr>
<tr><td>Name of possible associates/partners</td><td>Number of months of specialist work furnished by associates:</td></tr>
<tr><td colspan="2">Name and function of officials (Director/Coordinator of Project, Team Leader)</td></tr>
<tr><td colspan="2">Description of project:</td></tr>
<tr><td colspan="2">Description of services rendered by your personnel:</td></tr>
</table>

Name of candidate:_____

Submit supporting documents

4C. Observations and suggestions from consultant on the Terms of Reference and data, services and installations to be furnished by Contracting Authority

On the Terms of Reference:

1.

2.

3.

4.

5.

6.

On the data, services and installations to be furnished by the Contracting Authority:

1.

2.

3.

4.

5.

6.

4D. Description of the methodology and work plan proposed to accomplish the mission

4E. Composition of the team and responsibilities of its members

1. Technical/management personnel

Name	Position	Tasks

2. Support staff (head office and local)

Name	Position	Tasks

4F. Model Curriculum vitae (CV) of the proposed specialised personnel

Position: .....

Name of candidate: .....

Name of employee: .....

Profession: .....

Diplomas: .....

Date of birth: .....

Number of years of employment by candidate: ..... Nationality .....

Membership of professional associations/groups: .....

.....

Specific duties: .....

.....

Main qualifications:
[In about half a page, give a summary of aspects of the employee's training and experience most useful to the tasks within the scope of the mission. Indicate the level of responsibility exercised by the employee during previous missions by specifying the date and place].

.....

Training:

[In about a quarter page, summarise the university and other specialised studies by the employee by indicating the names and addresses of the schools and universities attended, with the dates of attendance as well as the diplomas obtained].

.....
.....

Attached documents:

- Certified true copy of the highest diploma and possibly an attestation from the professional corporation
- Attestation of availability

.....

Professional experience:

[In about two pages, draw up a list of employment exercised by the employee since the end of his studies in reverse chronological order, starting with the current position. For each position; indicate the dates, name of employer, title of position occupied and place of work. For the last ten years, specify in addition the type of activity performed and where need be, the names of clients likely to furnish references].

.....

Knowledge of information technology:

[Indicate the level of knowledge]

.....
.....

Languages:

[Indicate for each language the level of knowledge: mediocre/average/good/excellent, in relation to the reading/written/spoken aspects].

Attestation:

I, the undersigned, hereby truthfully certify that the information furnished above is a true testimony of my situation, qualifications and experience.

..... Date: .....
[Signature of employee and the empowered representative of the consultant]

Date

Name of employee: .....

Name of empowered representative: .....

4G. Calendar of specialised personnel

Name	Position	Reports to be furnished/activities	Months (in the form of bar diagrammes)												
			1	2	3	4	5	6	7	8	9	10	11	12	Number of months
															Sub-total (1)
															Sub-total (2)
															Sub-total (3)
															Sub-total (4)

Full time: _____ Part time: _____

Reports to be furnished: _____

Duration: _____

Signature: _____
(Authorised representative)

Name: _____

Position: _____

Address: _____

4H. Calendar of activities (work schedule)

A. Specify nature of activity

	[Months or weeks from start of mission]											
	1st	2nd	3rd	4th	5th	6th	7th	8th	10th	11th	12th	
Activity *(task)*												
_____												
_____												
_____												
_____												
_____												

B. Completion and submission of reports

Reports	Date
1. Preliminary report	
2. Progress report a. First progress report b. Second progress report	
3. Draft final report	
4. Final report	

Document No. 8:
Financial bids Model tables

Summary of model tables

A Letter of submission of financial proposal *for contracts paid in lump sum*

B Summary statement of costs

C Distribution of costs by activity

D Unit cost of key personnel

E Unit cost of execution personnel

F Distribution of remuneration by activity

G Reimbursable costs by activity

H Sundry costs for contracts payable by unit prices
For contracts payable by unit prices

I framework of schedule of unit prices
J Framework of detailed estimates

K Framework of sub-details of unit prices

1. Elementary unit prices (cf. 5.D; 5.E; ...etc);
2. Breakdown of unit prices;
3. Reimbursable cost, where need be.

5.A Letter of submission of financial offer

[Place, date]

To: *[Name and address of Contracting Authority]*

Sir/Madam,

We, the undersigned, have the honour to propose our services to you, as service provider for *[title of services]* in accordance with you Consultation document No. *[to be indicated]* of *[indicate date]* and our bid (our technical and financial bids).

Find herewith our financial bid which stands at [*amount in letters and figures as well as the lot(s) and the distribution in CFA francs/foreign currency, where need be].* This amount is net of taxes, duties, dues which we have estimated at [*amount(s) in letters and figures].*

Our financial bid has force of obligation to us, subject to modifications resulting from negotiation of the contract up to the deadline of validity of the bid, that is, up till *[date].*

We are aware that you are not bound to accept any bid.

Yours sincerely,

Signature of empowered representative: Name and title of signatory
Name of candidate: Address

5. B. Summary statement of costs

Costs	Currency	Amount(s)
Sub-total Taxes, duties, dues and other fiscal costs		

5.C. Distribution of costs by activity

Activity No. _____	Activity No. _____	Description _____
Price components Remuneration Reimbursable costs Sundry costs	Currency(ies)	Amount(s) _____

5.D. Unit costs of key personnel

Names	Qualification/ function	Hourly cost	Daily cost	Monthly cost

5.E. Unit cost of execution personnel

Names	Qualification/ function	Hourly cost	Daily cost	Monthly cost

5.F. Distribution of remuneration by activity

Activity No.: _____ Name: _____

Names	Position	Contribution	Exchange rate remuneration	Amount
Permanent personnel Local personnel External consultants Grand total				

5.G. Reimbursable costs by activity

Activity No. _____ Name: _____

No.	Description	Unit	Quantity	Unit price	Total amount
1.	International air travel	By voyage			
2.	Sundry travel costs	By voyage			
3.	Living allowance	Per day			
4.	Local transport costs				
5.	Office/lodging/ rentals				_____

5.H. Sundry costs

Activity No. : _____

Name: _____

No.	Description	Unit	Quantity	Unit price	Total amount
1.	Cost of communication between _____ and _____ (telephone, fax, e-mail)				
2.	Preparation, reproduction of reports				
3.	Equipment: vehicles, computers, etc Software				
4.					_____

5.I. Framework schedule of unit prices

No. Price	Designation of tasks and unit prices all in letters	Unit	Unit prices (in letters)	
			In figures (CFA F EVAT)	In letters

5.J. Framework of detailed estimates

No. Price	Designation	Unit	Quantity	Unit prices	Total price
				(CFA F EVAT)	(CFA F EVAT)

5.K. Framework schedule of sub details of unit prices

SUB- DETAIL OF UNIT PRICE					
DESIGNATION of the Price:					
No Price	Daily Output	Total quantity		Unit	Duration (days)
LABOUR	Category	Number	Daily salary	Days paid	Amount
	TOTAL A				**0**
MACHINES OR EQUIPMENT	TYPE	Quantity	Daily rate	Days paid	Amount
	TOTAL B				**0**
MATERIALS and Miscellaneous	TYPE	Unit	Unit price	Consumption	Amount
	TOTAL C				**0**
D	**TOTAL DRY PRICE A+B+C**				**0**
E	Site expenses		%	D x %	
F	Running expenses		%	D x %	
G	**COST PRICE**			**D+ E + F**	
H	Risk + benefit		%	G %	
P	SELLING PRICE WITHOUT TAXES			G + H	
V	UNIT SELLING PRICE WITHOUT TAXES			P/QTE	

Document No. 9:
Model contract

HOLDER OF CONTRACT: *[indicate the holder and his full address]*

P.O. Box 0000 ___, Tel___, Fax: _____

Business Registry No. _____ A issued at_____

Taxpayer's No. _____

SUBJECT OF CONTRACT: *[indicate the full subject of the supply]*

AMOUNT OF CONTRACT:

IAT	
EVAT	
VAT (19.25%)	
AIR (2.2% or 5.5%)	
Net to be paid	

DELIVERY DEADLINE: *[In days, weeks, months or years]*

FINANCING: *[Indicate source of financing]*

BUDGET HEAD: *[To be filled]*

SUBSCRIBED ON_____

SIGNED ON_____

NOTIFIED ON_____

REGISTERED ON_____

BETWEEN:

[The Government of the Republic of Cameroon, represented by] hereinafter referred to as "**the Contracting Authority",**

On the one hand,

And:

Service provider) _____COMPANY
P.O. Box _____ at ___ Tel ____ Fax: _____

Business Registry No. ____

Taxpayer's No. _____

Represented by Mr./Mrs. _____ its General Manager
Hereinafter referred to as **"THE SERVICE PROVIDER"**

On the other hand,

It has been agreed and settled as follows:

Part I: Special Administrative Conditions (SAC)

Part II: Terms of Reference (ToR)

Part III: Schedule of Unit Prices (SUP)

Part IV: Details or Estimates (DE)

Page.... and last page of Jobbing Order N°00...../ ONIT/C.TUBAH/ ITB-PCCM/2026 AWARDED AFTER OPEN NATIONAL INVITATION TO TENDER No._____/ONIT/C.TUBAH/ ITB-PCCM/2026 UNDER URGENT PROCEDURE OF _____FOR THE RECRUITMENT OF AN ARCHITECTURE AND/OR ENGINEERING FIRM TO CONTROL AND MONITOR THE CONSTRUCTION WORKS OF THE HOUSING ESTATE OF TWENTY (20) HOUSING UNITS, TYPE T2 AND T3 IN TUBAH COUNCIL, MEZAM DIVISION, NORTH-WEST REGION

HOLDER:

TIME-LIMIT:

THE AMOUNT OF THE CONTRACT:

IAT	
EVAT	
VAT (19.25%)	
AIR (2.2% or 5.5%)	
Net to be paid	

Read and accepted by the service provider (place of signature)_____(date)
Signature of Contracting Authority (place of signature)_____(date)
Registration

Document No.10:
Model documents to be used by bidders

Table of model documents

Annex No. 1: Declaration of intention to bid.

Annex No. 2: Model bid bond

Annex No. 3: Model final bond

Annex No. 1: Declaration of intention to bid

TENDER MODEL

In view of executing the project **"FOR THE RECRUITMENT OF AN ARCHITECTURE AND/OR ENGINEERING FIRM TO CONTROL AND MONITOR THE CONSTRUCTION WORKS OF THE HOUSING ESTATE OF TWENTY (20) HOUSING UNITS, TYPE T2 AND T3 IN TUBAH COUNCIL, MEZAM DIVISION, NORTH-WEST REGION**
To:

I the undersigned, _____ Director General / Manager of enterprise _____P.O.Box _____
Tel : _____Acting on the behalf of the enterprise _____
After reviewing all parts of the Open National Invitation to Tender Nº..... / ONIT/C.TUBAH/ ITB-PCCM/2026 of _____ and assessed in my own perspective and under my responsibility. Undertake to execute the said provision under the terms of the Bid, with the price including VAT of :

AMOUNT IN LETTERS	AMOUNT (VAT) IN FIGURES

Execution Limit : _____

This amount is calculated on the basis of unit prices and quantities indicated on the estimate details attached to this submission.
I request that the amount owed me by the Administration are paid in FCFA into my bank account opened in the bank: _____,
Account Nº : _____

Done at _____, on _____
(Signature, Name and stamp)

Annex No. 2: Model bid bond

To (indicate the Contracting Authority and his address) "Contracting Authority

Whereas the Service provider _____ hereinafter referred to as the "bidder" has submitted his bid on _____ for *[recall the subject of the Consultation document]*, hereinafter referred to as "the bid".

We *[name and address of the bank]*, with head office at *[bank's address]* hereinafter referred to as "the bank" hereby declare to guarantee payment to the Contracting Authority of the full amount of *[indicate the amount]* CFA francs, binding itself, its successors and assignees.

Signed and authenticated by the bank at_____, on _____

The conditions of this commitment are as follows:

1. If the bidder retires his bid during the validity period specified by him in the tender file;
2. If the bidder, having been notified of the of the bid by [indicate Contracting Authority] during the validity period:

    a. Fails or refuses to sign the contract, even though required to do so;

    b. Fails or refuses to furnish the performance bond for the contract as provided for by the contract;

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

This bond shall remain valid up till the thirtieth day inclusive following the end of the deadline for the validity of tenders. Any request by [indicate Contracting Authority] to cause it to take effect should reach the bank before the end of this validity period.

Annex No. 3: Model final bond

Bank:
Reference of the bond: No_____

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

Whereas _____ *[name and address of Supplier]*, hereafter referred to as "the service provider", has committed himself, in execution of the contract referred to as "the contract", to carry out *[indicate the nature of the services]*.

Whereas it is stated in the contract that the service provider shall entrust to the Contracting Authority a final bond of an amount equal *to [indicate the percentage 5 %]* of the amount of the corresponding portion of the contract, as guarantee of the execution of his full obligations in accordance with the terms of the contract,

Whereas we have agreed to give the service provider this guarantee,

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

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

This final bond shall enter into force as soon as it is signed and as soon as the Contracting Authority notifies the service provider of the approval of the contract. It shall be released within a deadline of *[indicate the deadline]* from the date of the provisional acceptance of the services.

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

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

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

Signed and authenticated by the bank at _____ on _____

[Signature of the bank]

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

Bank: reference, address_____

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

The payment, without contest and upon receipt of the first written request by the beneficiary, declaring that_____[*the holder*] has not fulfilled his obligations relating to the reimbursement of the start-off advance according to the terms of contract No._____ of _____ relating to _____ works [*indicate the subject of the services, the references of the Consultation document and the lot, if applicable*] of the total sum corresponding to the advance of [*thirty (30) %*] of the amount inclusive of all taxes of contract No. _____, payable upon notification of the corresponding Administrative Order that is, _____CFA francs.

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

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

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

*Signed and authenticated by the bank at*_____ *on* _____

[*Signature of the bank]*

MODEL PERFORMANCE BOND

Bank .....

Reference of guarantee: No. .....

To the Mayor of Tubah Council, Contracting Authority

FINAL BOND FOR THE MANAGEMENT OF THE PROJECT FOR THE CONTROL AND MONITOR THE CONSTRUCTION WORKS OF THE HOUSING ESTATE OF TWENTY (20) HOUSING UNITS, TYPE T2 AND T3 IN TUBAH COUNCIL, MEZAM DIVISION, NORTH-WEST REGION.

We..... (Bank) have been informed that a contract has been signed between the Mayor of TUBAH Council acting in the capacity of Contracting Authority, and....., acting as contractor for the management of the project for the control and monitor the construction works of the housing estate of twenty (20) housing units, type T2 and T3 in TUBAH council, MEZAM division NORTH-WEST region.

In compliance with the provisions of Jobbing Order No. ....., the contractor is bound to present to the Mayor of TUBAH Council, Contracting Authority, a performance bond for the execution of work, covering security, commitments and other obligations incumbent on the contractor under the Jobbing Order, worth.....percent of the amount of the Jobbing Order all taxes inclusive, i.e. CFA Francs .....

We, ...(Bank) do hereby commit ourselves irrevocably and without arguing to pay to the Mayor of TUBAH Council, at his first written request, and within eight (08) weeks, the amount of this bond, that is to say. ....., all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the contract.

The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request.

This bank guarantee shall take effect as from the date of notification of the Jobbing Order to the contractor. The original of this guarantee shall be kept at the TUBAH Council.

The guarantee shall be released as from the date of provisional acceptance upon presentation of a release order. After this date, the guarantee shall no longer apply and shall be returned to us without express request.

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

Done at Tubah; on .....

(Signatures).....

MODEL BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE

Bank .....

Reference of guarantee: No. .....

To the Mayor of TUBAH Council, Contracting Authority

GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE

For the management of the project the control and monitor the construction works of the housing estate of twenty (20) housing units, type T2 and T3 IN TUBAH council, MEZAM DIVISION, NORTH-WEST region.

We..... (Bank) have been informed that a Jobbing Order has been signed between the Mayor of TUBAH Council acting in the capacity of Contracting Authority, and....., acting as contractor for the management of the project for the control and monitor the construction works of the housing estate of twenty (20) housing units, type T2 and T3 in TUBAH council, MEZAM DIVISION, NORTH-WEST region.

In compliance with the provisions of Jobbing Order No. ....., the contractor is bound to present to the Mayor of TUBAH Council, Contracting Authority, a bank guarantee for the refund of the start-off advance paid to the contractor, worth .....

We, ...(Bank) do hereby commit ourselves irrevocably and without arguing to pay to The Mayor of TUBAH Council, at his first written request, and within eight (08) weeks, the amount of this bond, that is to say. ..... , all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the Jobbing Order.

This bank guarantee shall take effect as from the date of notification of the Jobbing Order to the contractor. The original of this guarantee shall be kept at the TUBAH Council, MEZAM Division NORTH WEST Region.

The guarantee shall be released upon refund of the total amount of the advance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.

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

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

(Signature).....

MODEL SITE VISIT REPORT

I, the under signed Mr./Miss/ Mr.....

Engineer of .....company

Hereby make a sworn statement that I have visited the Building-site for the construction works of the housing estate of twenty (20) housing units, type T2 and T3 in TUBAH council, MEME DIVISION, SOUTH-WEST region.
Subject of the open national invitation to tender No..... of .....
Following this visit the observations listed below were made:

I – Technical observations:

II- Demographic inventory:

Signature and name of the Engineer

Document No. 10:

SIGNED AND DATED INTEGRITY CHARTER

INTEGRITY CHARTER

TITLE OF THE INVITATION TO TENDER: _____
[to be specified during preparation of the bidding documents]

The **"BIDDER"** hereby undertakes to comply with the provisions of this Integrity Charter.

To: THE **"CONTRACTING AUTHORITY"**

1. Eligibility and Legal Status

We acknowledge and certify that neither we nor any member of our consortium or our subcontractors are in any of the following situations:

1.1 Being in a state of, or subject to, bankruptcy, liquidation, judicial settlement, cessation of business, or any analogous situation resulting from a similar procedure;

1.2 Being listed on financial sanctions lists adopted by the United Nations or any other Technical and Financial Partner in connection with procurement or contract execution;

1.3 Having provided false information or submitted fraudulent documents as part of this procurement process.

2. Conflict of Interest

We certify that neither we nor any member of our consortium or our subcontractors are in any of the following conflict-of-interest situations:

2.1 Being a controlling shareholder of the Contracting Authority or a subsidiary controlled by the Contracting Authority, unless such conflict has been disclosed to and resolved by the Public Procurement Authority;

2.2 Having business or family relationships with a member of the Contracting Authority's staff involved in the procurement or contract supervision process, unless such conflict has been disclosed and resolved to the satisfaction of the Public Procurement Authority;

2.3 Controlling or being controlled by another bidder, being under common control with another bidder, receiving or granting subsidies directly or indirectly to another bidder, sharing the same legal representative, or maintaining direct or indirect contact with another bidder enabling access to confidential information or influencing the procurement process;

2.4 Being engaged in a consulting assignment that, by its nature, may be incompatible with our obligations to the Contracting Authority;

2.5 In the case of works or supply contracts:
i) Having prepared or been associated with a consultant who prepared specifications, plans, calculations, or other documents used in the procurement process;
ii) Being, or having an affiliated firm that is, recruited or expected to be recruited by the Contracting Authority to carry out supervision or control of the works under the contract.

3. Public Entities

Where we are a public entity or public enterprise, we certify that we have legal and financial autonomy, operate under private accounting rules, and are not under the authority of the Contracting Authority or Delegated Contracting Authority, unless expressly authorized by the Public Procurement Authority.

4. Obligation of Disclosure

We undertake to promptly inform the Contracting Authority, who shall in turn notify the Public Procurement Authority, of any change in our status regarding points 1 to 3 above.

5. Ethical Conduct

In the context of the procurement and execution of the Contract:

5.1 We have not engaged and shall not engage in any unfair practices (acts or omissions) intended to deliberately mislead others, conceal information, distort consent, or circumvent legal or regulatory obligations to obtain undue advantage;

5.2 We have not engaged and shall not engage in any practices contrary to legal or regulatory obligations or internal rules for the purpose of obtaining undue benefit;

5.3 We have not promised, offered, or granted, and shall not promise, offer, or grant, directly or indirectly, any undue advantage to:
(i) any public official (legislative, executive, administrative, or judicial), whether appointed or elected;
(ii) any person performing a public function, including within public bodies or enterprises;
(iii) any person defined as a public agent,
for the purpose of influencing the performance of their duties;

5.4 We have not promised, offered, or granted, and shall not promise, offer, or grant any undue advantage to any person working in the private sector to induce them to act in violation of their legal or professional obligations;

5.5 We have not offered and shall not offer any undue advantage to the Contracting Authority, its staff, or those responsible for supervising contract execution, likely to influence their objectivity;

5.6 We have not offered and shall not offer any undue advantage to the Contracting Authority, members of procurement committees or evaluation subcommittees, likely to influence the procurement process;

5.7 We undertake to refrain from any collusive or anti-competitive practices aimed at restricting or distorting competition, including artificially maintaining bid prices or limiting market access for other bidders.

6. Audit and Control

We, along with members of our consortium and subcontractors, authorize the Contracting Authority and procurement bodies to examine documents and accounting records relating to the procurement and execution of the contract, and to submit them for verification by the Public Procurement Regulatory Authority (ARMP) or any other State control body.

7. Sanctions

In the event of non-compliance with the provisions of this Charter, we acknowledge that we may be subject to the sanctions provided for under applicable laws and regulations.

Name: _____

Signature: _____

Duly authorized to sign the bid on behalf of: _____

Date: _____

Document No. 11:

SIGNED AND DATED COMMITMENT TO COMPLY WITH ENVIRONMENTAL AND SOCIAL CLAUSES

ENVIRONMENTAL AND SOCIAL COMMITMENT DECLARATION

TITLE OF THE INVITATION TO TENDER: _____
[to be specified during preparation of the bidding documents]

The **"BIDDER"** hereby undertakes to comply with the provisions of this Environmental and Social Commitment Declaration.

To: THE **"CONTRACTING AUTHORITY"**

In the context of the procurement and execution of the Contract:

1. Compliance with Social Standards

We undertake to comply with, and ensure compliance by all members of our consortium and our subcontractors with, the social standards applicable in Cameroon, including ratified international conventions, in particular:

i) compliance with the minimum wage as provided for by the Labour Code and relevant collective agreements;
ii) prohibition of the employment of children under the age of 14;
iii) compliance with regulations governing types of work prohibited for women and pregnant women;
iv) observance of mandatory weekly rest;
v) entitlement to paid leave;
vi) compliance with regulations governing night work;
vii) adherence to hygiene and safety conditions at the workplace;
viii) mandatory use of personal protective equipment (PPE).

2. Environmental Protection Measures

Furthermore, we undertake to implement environmental risk mitigation measures as set out in the environmental impact statement provided, where applicable, by the Contracting Authority.

In all cases, we commit to complying with, and ensuring compliance by all members of our consortium and subcontractors with, guidelines promoting the use of equipment and practices that have minimal environmental impact.

3. Audit and Control

We, along with members of our consortium and our subcontractors, authorize the Contracting Authority and procurement committees to examine documents and accounting records relating to the procurement and execution of the Contract, and to submit them for verification by the Public Procurement Regulatory Authority (ARMP) or any other State oversight body.

4. Sanctions

In the event of non-compliance with the provisions of this Declaration by ourselves, any member of our consortium, or our subcontractors, we acknowledge that we may be subject to the sanctions provided for under the applicable laws and regulations.

Name: _____

Signature: _____

Duly authorized to sign the bid for and on behalf of: _____

Date: _____

Document No. 12:

LIST OF AUTHORIZED BANKING INSTITUTIONS AND INSURANCE COMPANIES FOR ISSUING BID SECURITIES IN PUBLIC PROCUREMENT (2026)

A. BANK

1. Access Bank Cameroun B.P 6000 Yaoundé.
2. Afriland First Bank (AFB) BP 11834 Yaoundé;
3. Bange Bank Cameroun (BANGE CMR° BP.34.692) ;
4. Banque Atlantique du Cameroun (BACM) BP 2933 Douala;
5. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME) BP 12962 Yaoundé;
6. Banque Gabonaise pour le Financement International (BGFI BANK) BP 600 Douala;
7. Banque Internationale du Cameroun pour l'Epargne et le Crédit (BICEC) BP 1925 Douala ;
8. Citi Bank Cameroun (CitibankCameroon) BP 4571 Douala;
9. Commercial Bank of Cameroon (CBC) BP 4004 Douala;
10. Crédit Communautaire d'Afrique Bank (CCA Bank) BP 30388 Yaoundé;
11. Ecobank Cameroon (ECOBANK) BP 582 Douala;
12. National Financial Credit Bank (NFC-BANK) BP 6578 Yaoundé;.
13. Société Commerciale de Banques-Cameroun (SCB-CAMEROUN) BP 300 Douala;
14. Société Générale Cameroun (SGC) BP 4042 Douala ;
15. Standard Chartered Bank Cameroon (SCBC) BP 1724 Douala ;
16. Union Bank of Cameroon (UBC) BP 15569 Douala;
17 United Bank for Africa (UBA) BP 2088 Douala;
18. Régionale d'Epargne et de Crédit BP 30145 Douala Cameroun;
19. Bank Of Africa (Cameroun), BP 4593

B. INSURANCE COMPANIES

19.Activa Assurances BP 12970 Douala;

20.AREA Assurances S.A BP 15584 Douala ;

21.Atlantique Assurances S.A BP 173 Douala ;

22. Chanas Assurances Cameroun S.A BP 109 Douala;

23. CPA /SA BP 54 Douala;

24. NSIA Assurance S.A BP 2759 Douala;

25. PRO ASSUR BP 5963 Douala

26. Prudential Beneficial General Insurance S.A BP 2328 Douala;

27. ROYAL ONYX Insurance Cie BP 12230 Douala ;

28.SAAR S.A BP 1011 Douala;

29. SANLAM Assurances Cameroun BP 12125 Douala;

30.Zenith Insurance BP 1540 Douala.