Paix - Travail -Patrie

REGION DU NORD OUEST

DEPARTEMENT DE LA NGOKETUNJIA

COMMUNE DE BABESSI

SECRETARIAT GENERAL

Peace - Work -Fatherland

NORTH-WEST REGION

NGOKETUNJIA DIVISION

BABESSI COUNCIL

SECRETARIAT GENERAL

AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N° 06 /AONO/CB/ CIPM-CB/MINDDEVEL/FEICOM/RNW/ /2026 DU 22 OCT 2026, POUR LES TRAVAUX DE CONSTRUCTION DE 04 RÉSEAUX D'APPROVISIONNEMENT EN EAU POTABLE À ÉNERGIE SOLAIRE DANS LES STRUCTURES SANITAIRES DE CENTRE DE SANTE INTEGRE DE MBOGHOMBAM BABESSI, BABUNGO ET BANGOLAN DANS LA COMMUNE DE BABESSI DANS LA DIVISION NGOKETUNJIA DE LA RÉGION DU NORD-OUEST
(EN PROCEDURE D'URGENCE)

FINANCEMENT ; BUDGET DU FEICOM ET COMMUNE DE BABESSI EXERCICE 2026.

1. Objet de l'Appel d'Offres

Le Maire de la Commune de **BABESSI** , l'Autorité Contractante lance un Appel d'Offres National Ouvert en procédure d'urgence pour les travaux de construction de 04 réseaux d'approvisionnement en eau potable à énergie solaire dans les structures sanitaires de centre de Sante Integre de Mboghombam Babessi, Babungo et Bangolan dans la Commune de Babessi dans la Division Ngoketunjia de la Région du Nord-Ouest.

2. Consistance des travaux

Les travaux comprennent notamment la construction de quatre (04) forages équipés de pompe a énergie solaire dans la Municipalité de BABESSI ;

- Etudes hydrogéologique – installation de chantier – implantation du forage
- Études hydrogéologiques / Installation sur site / Mise en œuvre du forage
- Construction d'un forage à haut débit d'une profondeur minimale de 60 m
- Construction d'un champ solaire composé de 6 panneaux de 300 Wc, fixé au-dessus du château d'eau
- Fourniture et installation d'une pompe submersible solaire Grundfos SQF2.5-2 et de son boîtier de commande
- Aménagement d'un local technique sous le système de rabattement de nappe du forage du château d'eau
- Construction d'un robinet stationnair
- Construction d'une cuve de stockage en béton armé d'une capacité de 7,5 m^3 (2,5 x 2 x 1,5 m,
- Fourniture de petit matériel d'entretien
- Formation des équipes et mise en service du réseau
- Prestations diverses

3. Délai prévisionel :

Le délai global d'exécution des travaux est de cinq (05) mois calendaires par lot. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

4. Allotissement :

Les travaux sont regroupés dans un unique lot.

5. Coût prévisionnel :

Le coût prévisionnel de l'opération à l'issue des études préalables est de **80 000 000 (Quatre-vingts millions) francs CFA TTC.**

6. Participation et origine :

La participation au présent Appel d'Offres est ouverte à égalité de conditions à toutes les entreprises de **catégorie C** installées 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 ;
- Entreprises publiques qui ne sont pas juridiquement et financièrement autonomes.

7. Financement :

Les travaux, objet du présent Appel d'Offres sont financés par le budget du FEICOM et la commune de BABESSI exercices 2026.

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 domaines des marchés publics et dont la liste figure dans la pièce 14 du DAO dont le montant s'élève à **Huit Cent Mille (800 000) de francs CFA,** il est au plus égal à 2 % du coût prévisionnel toutes taxes comprises (TTC) du marché conformément à l'arrêté en vigueur] 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 Dépots et Consignation (CDEC). En cas de chèque-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 ouvrables 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 BABESSI et au Bureau Regional de l'Agence de Regullaisation des Marches Publics (ARMP) Nord-Ouest pendant les heures ouvrables.

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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 BABESSI contre versement d'une somme non remboursable de **Quatre Vingt Mille (80 000) francs CFA** payable à la Reveveur municipale de la Commune de Babessi.

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. 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 autorité administrative compétente, conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles doivent être datées de moins de trois (03) mois 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 timbréé délivrée par une banque de premier ordre 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 dates et heure limites de dépôt ne seront pas recevables.

Les pièces administratives, l'offres technique et l'offre financière doivent être placées dans des enveloppes différentes séparées remises sous plis scellé.

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

12. Remise des offres

L' Offre rédigée en français ou en anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marqués comme tels, 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 Technique de la Commune de **BABESSI** , au plus tard le 19 NOV 2026 à 10 heures, heure locale et devront porter la mention suivante :

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°_____/AONO/CB/ CIPM-CB/MINDDEVEL/FEICOM/RNW/ /2026 DU 22 OCT 2026, POUR LES TRAVAUX DE CONSTRUCTION DE 04 RÉSEAUX D'APPROVISIONNEMENT EN EAU POTABLE À ÉNERGIE SOLAIRE DANS LES STRUCTURES SANITAIRES DE CENTRE DE SANTE INTEGRE DE MBOGHOMBAM BABESSI, BABUNGO ET BANGOLAN DANS LA COMMUNE DE BABESSI DANS LA DIVISION NGOKETUNJIA DE LA RÉGION DU NORD-OUEST
(EN PROCEDURE D'URGENCE)
« A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT »

13. Ouverture des plis

L'ouverture des plis se fera en un temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu 19 NOV 2026 *à 11h00, heure locale, dans la Salle de Conférence de Mairie de BABESSI, par la Commission Interne de Passation de Marchés de la Commune de BABESSI siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.*

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou l'autorité administrative compétente, conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois à compter de la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'avis d'appel d'offres.

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

[L'ouverture de la séance de dépouillement doit se faire au plus tard une heure après celle limite de réception des offres fixée dans le Dossier d'Appel d'Offres].

14. Critères d'évaluations

14.1 Critères éliminatoires

Les critères éliminatoires sont :

- Dossier administratif incomplet ou non conforme 48 heures après l'ouverture des plis (excepté le cautionnement de soumission);
- Fausses déclarations, pièces falsifiées ou manœuvres frauduleuse ;
- Absence de l'attestaion de catégorisation (D) ;
- Non satisfaction de 70% des critères essentiels ;
- Omission d'un prix quantifié dans l'offre financière ;
- Absence de cautionnement de soumission timbré ;
- Absence du récépissé de consignation délivré par la CDEC, conformément aux circulaires N°00001/PR/MINMAP/CAB du 25 avril 2022 relative à l'application du Code des Marchés Publics et N°000019/LC/MINMAP du 05 juin 2024 relative aux modalités de constitution, de consignation, de conservation, de restitution, et de déconsignation des cautionnements sur les marchés publics ;
- Absence de l'attestation signée sur l'honneur du soumissionaire, par laquelle il certifie avoir lu et accepté sans reserve les conditions du DAO (CCAP, CCTP et CCES) ;
- Absence d'une Capacité financière ou L'accès à une ligne de crédit d'un montant supérieur ou égale 50 000 000 F CFA ;
- Absence de la déclaration sur l'honneur de non abandon des chantiers au cours des trois (03) dernières années ;
- Absence de la charte d'intégrité datée et signée ;
- Absence de la charte santé et sécurité au travail du prestataire datée et signée ;
- Offre technique incomplète (absence d'une rubrique de l'offre technique) ;
- Non-conformité du modéle de soumission ;

14.2. Critères essentiels

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

- Expérience du personnel de l'entreprise (24 sous-critères) ;
- Disponibilité du matériel et des équipements essentiels (06 sous-critères) ;
- Références de l'entreprise (08 sous-critères) ;
- Situation financière de l'Entreprise (04 sous-critères) ;
- Proposition technique et planning d'exécution des travaux (07 sous-critères) ;
- Acceptation des conditions du marché (03 sous-critères) ;
- Présentation générale de l'Offre (02 sous-critères).

Les détails sont indiqués dans la grille d'évaluation des offres. **Seuls les Soumissionnaires ayant présenté un dossier administratif conforme et ayant obtenu au moins 70%** (soit 37 OUI sur 53), **seront qualifiés pour la suite de la procédure et verront leur Offre financière analysée.**

NB : La grille d'évaluation constitue la Pièce N°14 du présent DAO.

15. Attribution du marché

L'Autorité Contractante attribuera le Marché au soumissionnaire présentant l'offre remplissant les critères de qualification technique et financière requis et dont l'offre financière évaluée est la moins-

disante. Ledit soumissionnaire ayant préalablement obtenu une note technique d'au moins 70% d'avis favorable « oui ».

16. 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.

17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables au Secrétariat Général de la Commune de Babessi : Tél : 694 723 816 / 670 763 471

18. 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) ....., FEICOM au numéro 8567 ou le MO/MOD au numéro : (237) 694 723 816 / 670 763 471.

Fait à BABESSI le 22 OCT 2026

Le Maire de la Commune de Babessi
(Maître d'Ouvrage)

Copie

- MINMAP ;
- ARMP/Nord-Ouest /publication ;
- FEICOM/DPPP ;
- PRESIDENTE/CIPM/infos ;
- CHRONO/ARCHIVES ;
- AFFICHAGE.

REPUBLIQUE DU CAMEROUN
REPUBLIC OF CAMEROON
COMMUNE DE BABESSI
THE BABESSI COUNCIL
NGOKETUNJIA DIVISION
NORTH WEST
MAYOR

FOR THE MAYOR AND
BY DELEGATION
3rd DEPUTY MAYOR

Paix - Travail -Patrie

REGION DU NORD OUEST

DEPARTEMENT DE LA NGOKETUNJIA

COMMUNE DE BABESSI

SECRETARIAT GENERAL

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BABESSI COUNCIL

SECRETARIAT GENERAL

TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER

N° ...../ONIT / MINDDEVEL /NWR/ BC/BCITB/FEICOM/2026 of the 22 OCT 2026 FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF THE NORTHWEST REGION
(IN EMERGENCY PROCEDURE)

FINANCING: FEICOM AND BABESSI COUNCIL BUDGET, 2026 FINANCIAL YEAR

1.Siubject of the Invitation to Tender

The Mayor of BABESSI Council, the Contracting Authority, hereby launches an Open National Invitation to Tender for the **construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region.** (By emergency procedure).

2. Nature of works

The **construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region.** The works comprise notably:

- Hydrogeologic studies / site installation / implementation of the borehole
- Construction of a high flow brehole with a minimum depth of 60m,
- Construction of a solar field comprising 6 panels of 300 wc secured above the water tower
- Supply and installation of a grundfos sqf2.5-2solar sumersible pump and control box,
- Development of technical room beneath the water tower borehole dewatering system
- Construction of a stand tap
- Construction of a reinforced concret (RC) storage tank of 7,5m^3 (2.5x2x1.5) of capacity
- Provision of small maintenance equipment
- Traning of teams and commisioning of the network
- Miscellaneous services

3. Estimated deadline:

The maximum duration provided by the Project Owner for the execution of the works forming the subject of this invitation t The maximum deadline provided by the Project Owner / Contracting Authority for the execution of the works forming the subject of this invitation to tender five calendar (05) months, as from the date of notification of the contractor by the control engineer to start work.

4. **Allotment:**

The works subject of this Invitation to Tender shall be in a single lot.

5. Estimated cost:

The estimated cost after preliminary studies stands at **80,000,000 (Eighty million) FCFA** all taxes inclusive

6. Participation and origin:

Participation in this Invitation to Tender is open on equal terms to all **category C** companies with a base in Cameroon, excluding companies under suspension following the termination of a contract, in accordance with the Public Contracts Code.

7. Financing:

The works, subject of this Invitation to Tender shall be financed by the budget of FEICOM and BABESSI council for 2026 financial year.

8. Bid bond

Each bidder shall attach to his administrative documents a stamped manually bid bond issued by a financial body or institution approved by the Minister in charge of Finance to issue public procurement guarantees and whose list is in document 14 of the Tender File and whose amount is **Eight Hundred Thousand (800 000)** francs CFA and valid up to 30 (thirty) days beyond the initial bids validity date. The absence or non-compliance of the bid bond issued by a first-rate bank or category one financial establishment authorised by the Ministry in charge of Finance to issue public prodúrement guarantees, shall lead to the complete rejection of the bid.

A bid bond provided but having no bearing with the tender shall be considered as absent. The bid bond presented by a bidder during the bids opening session shall be inadmissible.

The said guarantee must be provided alongside a deposit receipt issued by the Deposits and Consignments Fund (CDEC). In case of bank or certified cheque provided in lieu of a guarantee, the latter must be made payable to CDEC for the Project Owner. The said cheque must be forwarded to CDEC by the financial institution within at least 7 (seven) working days before the opening of bids date.

9. Consultating the Tender File

The Tender File can be consulted as soon as this tender notice is published, during working hours, in the BABESSI Council Technical Service or at the Regional Office of the Public Contracts Regulatory Agency (ARMP) for the North West during working hours.

10. Acquisition of the Tender File

The Tender File can be obtained from the BABESSI Council Technical Department against payment of a non-refundable sum of **CFA francs Eighty thousand (80,000)** payable to the at Minicipal Treasury of BABESSI council.

During collection of the Tender File, bidders should register by leaving their full address (Telephone, E-mail, Post Box, Fax, etc.).

However, pursuant to the provisions of point 82 of the circular implementing the Public Contracts Code, a bidder who instead paid the Tender File acquisition fee to the public treasury due to the hurdles faced in the municipal revenue office, should include in his bid a duly established bailiff report and/or proof of referral to the Mayor, with a copy to the local administrative authority, ARMP, MINMAP and FEICOM, against payment a duly signed and dated receipt.

11. Admissibility of bids

Under penalty of being rejected, the required administrative documents must imperatively be provided in originals or certified true copies by the issuing service or competent administrative authority, in accordance with the stipulations of the Special Regulations of the Invitation to Tender. They must be less than 3 (three) months old or have been established after the date the Tender Notice was signed.

Any bid falling short of the prescriptions of this Tender Notice and Tender File shaal be declared inadmissible. Notably, the absence of the stamped bid bond issued by a first-rate bank approved by

the Ministry in charge of Finance or non-compliance with the templates of Tender File documents shall lead to the complete rejection ofthe bid without any room for petition. Moreover, bids received after the the closing date and time for submission shall not be admissible.

The administrative documents, technical and financial bids must be placed in separate envelopes submitted in a sealed envelope.

Envelopes carrying distinctive signs on the bidder's identity, received after the closing date and time for submission, non-compliant with the tendering method, without indicating the identity of the Tender File and non-compliance with the number of copies stated in the Special Regulations of the Invitation to Tender or bid in copy only shall be rejected.

12. Submission of bids

Bids shall be written in English or French, in 7 (Seven) copies, including 1 (One) original and 6 (Six) copies marked as such, and an electronic version of the said bids, shall be placed in a sealed envelope, stamped and sealed, with no distinctive sign on the bidder's identity, and submitted in the Technical Service of the BABESSI Counciul in the no later than 19 NOV 2026 at 10 am local time and should be marked as follows:

OPEN NATIONAL INVITATION TO TENDER
N° ...../ONIT / MINDDEVEL /NWR/ BC/BCITB/ FEICOM/2026 of the 22 OCT 2026 FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF THE NORTHWEST REGION
(IN EMERGENCY PROCEDURE)
(To be opened only during the bids opening session)

13. Opening of bids

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 19 NOV 2026 **at 11 AM** local time, at the Conference hall of BABESSI Council by the BABESSI Council Internal Tenders' Board. Only bidders may attend or be represented by duly mandated persons of their choice.

Under pain of rejection, the documents required in the administrative file must be produced in originals or in copies certified as true by the issuing department or the competent administrative authority, in accordance with the stipulations of the Special Regulations. They must be less than three (3) months old from the original date of submission of tenders or have been drawn up after the date of signature of the tender notice.
In the event of the absence or non-conformity of any document in the administrative file at the bids opening session after a period of 48 hours granted by the Board, the bid shall be rejected.
[The launching of the bid opening session must take place no later than one hour after the deadline for receipt of tenders set out in the Tender Files.]

14. Evaluation criteria

14.1 Eliminatory criteria

The eliminatory criteria shall be:

- Incomplete or non-compliant administrative file 48 hours after the opening of bids (except the bid bond);
- False statements, forged documents or shady deals;
- Absence of the certificate of categorisation (D);
- Failure to meet 70% of the essential criteria;
- Omission of a quantified price in the financial bid;
- Absence of stamped bid bond;
- 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 terms and conditions for establishing, depositing, keeping, releasing, returning, releasing and fulfilling public contracts guarantees;

- Absence of the certificate on honour signed by the bidder, whereby he certifies to have read and accepted without reservation the terms of the Tender File (SAC, STC as well as Environmental and Social Clauses);
- Absence of the statement made on honour on the non-abandonment of projects during the last 3 (three) years;
- Absence of the dated and signed charter of integrity;
- Absence of the dated and signed contractor's occupational health and safety charter;
- Absence of the dated and signed statement of commitment to the respect of environmental, social, hygiene and safety clauses;
- Incomplete technical bid (absence of a section of the technical bid);
- Non-compliance of documents with the bidding template.

14.2. Essential criteria

Technical bids shall be graded based on the essential criteria below:

- Experience of company staff (24 sub-criteria);
- Availability of essential material and equipment (06 sub-criteria);
- Company's references (08 sub-criteria);
- Company's financial situation (04 sub-criteria);
- Technical proposal and works execution schedule (07 sub-criteria);
- Acceptance of the contract conditions (03 sub-criteria);
- General presentation of the bid (02 sub-criteria).

The details are shown in the bids evaluation grid. **Only bidders who presented a compliant administrative file and who obtained at least 70%** (which is 41 YES out of 58), **shall be qualified for the next stage of the procedure and their financial bid shall be evaluated.**

15. Award of the contract

The Contracting Authority shall award the contract on the basis of the **lowest financial bid** to the bidder fulfilling the required technical and financial qualification criteria. The said bidder having previously obtained a technical mark of at least 70% of "yes" favourable opinion.

16. Duration of bids validity

Bidders shall be bound by their bids for a period of 90 (ninety) days with effect from the deadline set for the receipt of bids.

17. Additional information

Additional technical information can be obtained during working hours in the General Secretariat of BABESSI Council P.O. Box; Tel: 694 723 816 / 670 763 471

18. Fight against corruption and malpractices

To report any malpractices, incidents or acts of corruption, kindly call CONAC on the number 1517, the Authority in charge of Public Contracts (MINMAP) (SMS or call) on the numbers: (+237) ....., FEICOM on the number 8567 or the PO/DPO on the number: (237) 694 723 816 / 670 763 471

Done at BABESSI on 22 OCT 2026

The Mayor of Babessi Council
(Project Owner)

REPUBLIQUE DU CAMEROUN
REPUBLIC OF CAMEROON
COMMUNE DE BABESSI
THE MAYOR
BABESSI COUNCIL
NGOKETUNJIA DIVISION
NORTH-WEST

Ajika Abdoul W
3rd DEPUTY MAYOR

FOR THE MAYOR AND
BY DELEGATION

Copy
- MINMAP;
- ARMP/NORTH-WEST;
- CHAIRPERSON /TENDERS BOARD
- BOARD/infos;
- FILE/ARCHIVES;
- NOTICE BOARD

REPUBLIQUE DU CAMEROUN

Paix - Travail -Patrie

REGION DU NORD OUEST

DEPARTEMENT DE LA NGOKETUNJIA

COMMUNE DE BABESSI

SECRETARIAT GENERAL

REPUBLIC OF CAMEROON

Peace - Work -Fatherland

NORTH-WEST REGION

NGOKETUNJIA DIVISION

BABESSI COUNCIL

SECRETARIAT GENERAL

TENDER FILE

PROJECT OWNER: THE MAYOR OF BABESSI COUNCIL

CONTRACTING AUTHORITY: THE MAYOR OF BABESSI COUNCIL

TENDERS BOARD: BABESSI COUNCIL INTERNAL TENDER'S BOARD (BCITB)

OPEN NATIONAL INVITATION TO TENDER

N° 06/ONIT/MINDDEVEL/NWR/BC/BCITB/FEICOM/2026 of the 22 OCT 2026

FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF THE NORTHWEST REGION

(IN EMERGENCY PROCEDURE)

FINANCING: *FEICOM /BABESSI COUNCIL BUDGET – 2026 FISCAL YEAR*

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1.2	English version
Document No. 2:	General Regulations of the Invitation to Tender
Document No. 3:	Special Regulations of the Invitation to Tender
Document No. 4:	Special Administrative Clauses
Document No. 5:	Special Technical Clauses
Document No. 6:	Dated and signed environmental and social specifications
Document No. 7:	Unit price shedule
Document No. 8:	Detailed quantity and cost estimates schedule
Document No. 9:	Price sub detail schedule
Document No. 10:	Draft contract template
Document No. 11:	Templates of model forms to be used by bidders
Document No. 12:	Maturity endorsement or proof of prior studies
Document No. 13:	Dated and signed charter of integrity
Document No. 14:	Statement of commitment to respect of environmental, social, hygiene and security clauses;
Document No.15:	Contractor's dated and signed occupational health and safety charter;
Document No. 16:	List of banking institutions and insurance companies authorised to issue public procurement guarantees in 2026.

DOCUMENT N°·1

TENDER NOTICE

Paix - Travail -Patrie

REGION DU NORD OUEST

DEPARTEMENT DE LA NGOKETUNJIA

COMMUNE DE BABESSI

SECRETARIAT GENERAL

Peace - Work -Fatherland

NORTH-WEST REGION

NGOKETUNJIA DIVISION

BABESSI COUNCIL

SECRETARIAT GENERAL

TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER N° ...../ONIT / MINDDEVEL /NWR/ BC/BCITB/FEICOM/2026 of the 22 OCT 2026 FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF THE NORTHWEST REGION (IN EMERGENCY PROCEDURE)

FINANCING: FEICOM AND BABESSI COUNCIL BUDGET, 2026 FINANCIAL YEAR

1.Siubject of the Invitation to Tender

The Mayor of BABESSI Council, the Contracting Authority, hereby launches an Open National Invitation to Tender for the **construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region.** (By emergency procedure).

2. Nature of works

The **construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region.** The works comprise notably:

- Hydrogeologic studies / site installation / implementation of the borehole
- Construction of a high flow brehole with a minimum depth of 60m,
- Construction of a solar field comprising 6 panels of 300 wc secured above the water tower
- Supply and installation of a grundfos sqf2.5-2solar sumersible pump and control box,
- Development of technical room beneath the water tower borehole dewatering system
- Construction of a stand tap
- Construction of a reinforced concret (RC) storage tank of 7,5m^3 (2.5x2x1.5) of capacity
- Provision of small maintenance equipment
- Traning of teams and commisioning of the network
- Miscellaneous services

3. Estimated deadline:

The maximum duration provided by the Project Owner for the execution of the works forming the subject of this invitation t The maximum deadline provided by the Project Owner / Contracting Authority for the execution of the works forming the subject of this invitation to tender five calendar (05) months, as from the date of notification of the contractor by the control engineer to start work.

4. **Allotment:**

The works subject of this Invitation to Tender shall be in a single lot.

5. Estimated cost:

The estimated cost after preliminary studies stands at **80,000,000 (Eighty million) FCFA** all taxes inclusive

6. Participation and origin:

Participation in this Invitation to Tender is open on equal terms to all **category C** companies with a base in Cameroon, excluding companies under suspension following the termination of a contract, in accordance with the Public Contracts Code.

7. Financing:

The works, subject of this Invitation to Tender shall be financed by the budget of FEICOM and BABESSI council for 2026 financial year.

8. Bid bond

Each bidder shall attach to his administrative documents a stamped manually bid bond issued by a financial body or institution approved by the Minister in charge of Finance to issue public procurement guarantees and whose list is in document 14 of the Tender File and whose amount is **Eight Hundred Thousand (800 000)** francs CFA and valid up to 30 (thirty) days beyond the initial bids validity date. The absence or non-compliance of the bid bond issued by a first-rate bank or category one financial establishment authorised by the Ministry in charge of Finance to issue public prodrurement guarantees, shall lead to the complete rejection of the bid.

A bid bond provided but having no bearing with the tender shall be considered as absent. The bid bond presented by a bidder during the bids opening session shall be inadmissible.

The said guarantee must be provided alongside a deposit receipt issued by the Deposits and Consignments Fund (CDEC). In case of bank or certified cheque provided in lieu of a guarantee, the latter must be made payable to CDEC for the Project Owner. The said cheque must be forwarded to CDEC by the financial institution within at least 7 (seven) working days before the opening of bids date.

9. Consultating the Tender File

The Tender File can be consulted as soon as this tender notice is published, during working hours, in the BABESSI Council Technical Service or at the Regional Office of the Public Contracts Regulatory Agency (ARMP) for the North West during working hours.

10. Acquisition of the Tender File

The Tender File can be obtained from the BABESSI Council Technical Department against payment of a non-refundable sum of **CFA francs Eighty thousand (80,000)** payable to the at Municipal Treasury of BABESSI council.

During collection of the Tender File, bidders should register by leaving their full address (Telephone, E-mail, Post Box, Fax, etc.).

However, pursuant to the provisions of point 82 of the circular implementing the Public Contracts Code, a bidder who instead paid the Tender File acquisition fee to the public treasury due to the hurdles faced in the municipal revenue office, should include in his bid a duly established bailiff report and/or proof of referral to the Mayor, with a copy to the local administrative authority, ARMP, MINMAP and FEICOM, against payment a duly signed and dated receipt.

11. Admissibility of bids

Under penalty of being rejected, the required administrative documents must imperatively be provided in originals or certified true copies by the issuing service or competent administrative authority, in accordance with the stipulations of the Special Regulations of the Invitation to Tender. They must be less than 3 (three) months old or have been established after the date the Tender Notice was signed.

Any bid falling short of the prescriptions of this Tender Notice and Tender File shaal be declared inadmissible. Notably, the absence of the stamped bid bond issued by a first-rate bank approved by

the Ministry in charge of Finance or non-compliance with the templates of Tender File documents shall lead to the complete rejection ofthe bid without any room for petition. Moreover, bids received after the the closing date and time for submission shall not be admissible.

The administrative documents, technical and financial bids must be placed in separate envelopes submitted in a sealed envelope.

Envelopes carrying distinctive signs on the bidder's identity, received after the closing date and time for submission, non-compliant with the tendering method, without indicating the identity of the Tender File and non-compliance with the number of copies stated in the Special Regulations of the Invitation to Tender or bid in copy only shall be rejected.

12. Submission of bids

Bids shall be written in English or French, in 7 (Seven) copies, including 1 (One) original and 6 (Six) copies marked as such, and an electronic version of the said bids, shall be placed in a sealed envelope, stamped and sealed, with no distinctive sign on the bidder's identity, and submitted in the Technical Service of the BABESSI Counciul in the no later than 19 NOV 2026 at 10 am local time and should be marked as follows:

OPEN NATIONAL INVITATION TO TENDER N° ...../ONIT / MINDDEVEL /NWR/ BC/BCITB/ FEICOM/2026 of the 2[illegible]26 FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF THE NORTHWEST REGION (IN EMERGENCY PROCEDURE)

(To be opened only during the bids opening session)

13. Opening of bids

The bids shall be opened in a single phase. The opening of the administrative documents, the Technical and Financial offers will take place on the 19 NOV 2026 **at 11 AM** local time, at the Conference hall of BABESSI Council by the BABESSI Council Internal Tenders' Board. Only bidders may attend or be represented by duly mandated persons of their choice.

Under pain of rejection, the documents required in the administrative file must be produced in originals or in copies certified as true by the issuing department or the competent administrative authority, in accordance with the stipulations of the Special Regulations. They must be less than three (3) months old from the original date of submission of tenders or have been drawn up after the date of signature of the tender notice.

In the event of the absence or non-conformity of any document in the administrative file at the bids opening session after a period of 48 hours granted by the Board, the bid shall be rejected.

[The launching of the bid opening session must take place no later than one hour after the deadline for receipt of tenders set out in the Tender Files.]

14. Evaluation criteria

14.1 Eliminatory criteria

The eliminatory criteria shall be:

- Incomplete or non-compliant administrative file 48 hours after the opening of bids (except the bid bond);
- False statements, forged documents or shady deals;
- Absence of the certificate of categorisation (D);
- Failure to meet 70% of the essential criteria;
- Omission of a quantified price in the financial bid;
- Absence of stamped bid bond;
- 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 terms and conditions for establishing, depositing, keeping, releasing, returning, releasing and fulfilling public contracts guarantees;

- Absence of the certificate on honour signed by the bidder, whereby he certifies to have read and accepted without reservation the terms of the Tender File (SAC, STC as well as Environmental and Social Clauses);
- Absence of the statement made on honour on the non-abandonment of projects during the last 3 (three) years;
- Absence of the dated and signed charter of integrity;
- Absence of the dated and signed contractor's occupational health and safety charter;
- Absence of the dated and signed statement of commitment to the respect of environmental, social, hygiene and safety clauses;
- Incomplete technical bid (absence of a section of the technical bid);
- Non-compliance of documents with the bidding template.

14.2. Essential criteria

Technical bids shall be graded based on the essential criteria below:

- Experience of company staff (24 sub-criteria);
- Availability of essential material and equipment (06 sub-criteria);
- Company's references (08 sub-criteria);
- Company's financial situation (04 sub-criteria);
- Technical proposal and works execution schedule (07 sub-criteria);
- Acceptance of the contract conditions (03 sub-criteria);
- General presentation of the bid (02 sub-criteria).

The details are shown in the bids evaluation grid. **Only bidders who presented a compliant administrative file and who obtained at least 70%** (which is 41 YES out of 58), **shall be qualified for the next stage of the procedure and their financial bid shall be evaluated.**

15. Award of the contract

The Contracting Authority shall award the contract on the basis of the **lowest financial bid** to the bidder fulfilling the required technical and financial qualification criteria. The said bidder having previously obtained a technical mark of at least 70% of "yes" favourable opinion.

16. Duration of bids validity

Bidders shall be bound by their bids for a period of 90 (ninety) days with effect from the deadline set for the receipt of bids.

17. Additional information

Additional technical information can be obtained during working hours in the General Secretariat of BABESSI Council P.O. Box; Tel: 694 723 816 / 670 763 471

18. Fight against corruption and malpractices

To report any malpractices, incidents or acts of corruption, kindly call CONAC on the number 1517, the Authority in charge of Public Contracts (MINMAP) (SMS or call) on the numbers: (+237) ....., FEICOM on the number 8567 or the PO/DPO on the number: (237) 694 723 816 / 670 763 471

Done at BABESSI on 22 OCT 2026

The Mayor of Babessi Council
(Project Owner)

Ntoh Mbah Joachim
AGRICULTURAL ENGINEER

Copy
- MINMAP;
- ARMP/NORTH-WEST;
- CHAIRPERSON /TENDERS BOARD
- BOARD/infos;
- FILE/ARCHIVES;
- NOTICE BOARD

Paix - Travail -Patrie

REGION DU NORD OUEST

DEPARTEMENT DE LA NGOKETUNJIA

COMMUNE DE BABESSI

SECRETARIAT GENERAL

Peace - Work -Fatherland

NORTH-WEST REGION

NGOKETUNJIA DIVISION

BABESSI COUNCIL

SECRETARIAT GENERAL

AVIS D'APPEL D'OFFRES

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N° ___ /AONO/CB/ CIPM-CB/MINDDEVEL/FEICOM/RNW/ /2026 DU 22 OCT 2026, POUR LES TRAVAUX DE CONSTRUCTION DE 04 RÉSEAUX D'APPROVISIONNEMENT EN EAU POTABLE À ÉNERGIE SOLAIRE DANS LES STRUCTURES SANITAIRES DE CENTRE DE SANTE INTEGRE DE MBOGHOMBAM BABESSI, BABUNGO ET BANGOLAN DANS LA COMMUNE DE BABESSI DANS LA DIVISION NGOKETUNJIA DE LA RÉGION DU NORD-OUEST
(EN PROCEDURE D'URGENCE)

FINANCEMENT ; BUDGET DU FEICOM ET COMMUNE DE BABESSI EXERCICE 2026.

1. Objet de l'Appel d'Offres

Le Maire de la Commune de **BABESSI** , l'Autorité Contractante lance un Appel d'Offres National Ouvert en procédure d'urgence pour les travaux de construction de 04 réseaux d'approvisionnement en eau potable à énergie solaire dans les structures sanitaires de centre de Sante Integre de Mboghombam Babessi, Babungo et Bangolan dans la Commune de Babessi dans la Division Ngoketunjia de la Région du Nord-Ouest.

2. Consistance des travaux

Les travaux comprennent notamment la construction de quatre (04) forages équipés de pompe a énergie solaire dans la Municipalité de BABESSI ;

- Etudes hydrogéologique – installation de chantier – implantation du forage
- Études hydrogéologiques / Installation sur site / Mise en œuvre du forage
- Construction d'un forage à haut débit d'une profondeur minimale de 60 m
- Construction d'un champ solaire composé de 6 panneaux de 300 Wc, fixé au-dessus du château d'eau
- Fourniture et installation d'une pompe submersible solaire Grundfos SQF2.5-2 et de son boîtier de commande
- Aménagement d'un local technique sous le système de rabattement de nappe du forage du château d'eau
- Construction d'un robinet stationnair
- Construction d'une cuve de stockage en béton armé d'une capacité de 7,5 m^3 (2,5 x 2 x 1,5 m,
- Fourniture de petit matériel d'entretien
- Formation des équipes et mise en service du réseau
- Prestations diverses

3. Délai prévisionel :

Le délai global d'exécution des travaux est de cinq (05) mois calendaires par lot. Ce délai comprend les périodes des pluies, toutes les intempéries et sujétions diverses et court à compter de la date de notification de l'ordre de service de commencer les travaux.

4. Allotissement :

Les travaux sont regroupés dans un unique lot.

5. Coût prévisionnel :

Le coût prévisionnel de l'opération à l'issue des études préalables est de **80 000 000 (Quatre-vingts millions) francs CFA TTC.**

6. Participation et origine :

La participation au présent Appel d'Offres est ouverte à égalité de conditions à toutes les entreprises de **catégorie C** installées 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 ;
- Entreprises publiques qui ne sont pas juridiquement et financièrement autonomes.

7. Financement :

Les travaux, objet du présent Appel d'Offres sont financés par le budget du FEICOM et la commune de BABESSI exercices 2026.

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 domaines des marchés publics et dont la liste figure dans la pièce 14 du DAO dont le montant s'élève à **Huit Cent Mille (800 000) de francs CFA,** il est au plus égal à 2 % du coût prévisionnel toutes taxes comprises (TTC) du marché conformément à l'arrêté en vigueur] 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 Dépots et Consignation (CDEC). En cas de chèque-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 ouvrables 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 BABESSI et au Bureau Regional de l'Agence de Regullaisation des Marches Publics (ARMP) Nord-Ouest pendant les heures ouvrables.

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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 BABESSI contre versement d'une somme non remboursable de **Quatre Vingt Mille (80 000) francs CFA** payable à la Reveveur municipale de la Commune de Babessi.

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. 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 autorité administrative compétente, conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles doivent être datées de moins de trois (03) mois 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 timbréé délivrée par une banque de premier ordre 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 dates et heure limites de dépôt ne seront pas recevables.

Les pièces administratives, l'offres technique et l'offre financière doivent être placées dans des enveloppes différentes séparées remises sous plis scellé.

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

12. Remise des offres

L' Offre rédigée en français ou en anglais, en sept (07) exemplaires dont un (01) original et six (06) copies marqués comme tels, 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 Technique de la Commune de **BABESSI** , au plus tard le 19 NOV 2026 à 10 heures, heure locale et devront porter la mention suivante :

AVIS D'APPEL D'OFFRES NATIONAL OUVERT N°_____/AONO/CB/ CIPM-CB/MINDDEVEL/FEICOM/RNW/ /2026 DU 22 OCT 2026, POUR LES TRAVAUX DE CONSTRUCTION DE 04 RÉSEAUX D'APPROVISIONNEMENT EN EAU POTABLE À ÉNERGIE SOLAIRE DANS LES STRUCTURES SANITAIRES DE CENTRE DE SANTE INTEGRE DE MBOGHOMBAM BABESSI, BABUNGO ET BANGOLAN DANS LA COMMUNE DE BABESSI DANS LA DIVISION NGOKETUNJIA DE LA RÉGION DU NORD-OUEST
(EN PROCEDURE D'URGENCE)
« A N'OUVRIR QU'EN SEANCE DE DEPOUILLEMENT »

13. Ouverture des plis

L'ouverture des plis se fera en un temps. L'ouverture des pièces administratives et des offres techniques et financières aura lieu 19 NOV 2026 *à 11h00, heure locale, dans la Salle de Conférence de Mairie de BABESSI, par la Commission Interne de Passation de Marchés de la Commune de BABESSI siégeant en présence des soumissionnaires ou de leurs représentants dûment mandatés et ayant une parfaite connaissance du dossier.*

Sous peine de rejet, les pièces du dossier administratif requises doivent être produites en originaux ou en copies certifiées conformes par le service émetteur ou l'autorité administrative compétente, conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles doivent dater de moins de trois (03) mois à compter de la date originale de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'avis d'appel d'offres.

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

[L'ouverture de la séance de dépouillement doit se faire au plus tard une heure après celle limite de réception des offres fixée dans le Dossier d'Appel d'Offres].

14. Critères d'évaluations

14.1 Critères éliminatoires

Les critères éliminatoires sont :

- Dossier administratif incomplet ou non conforme 48 heures après l'ouverture des plis (excepté le cautionnement de soumission);
- Fausses déclarations, pièces falsifiées ou manœuvres frauduleuse ;
- Absence de l'attestaion de catégorisation (D) ;
- Non satisfaction de 70% des critères essentiels ;
- Omission d'un prix quantifié dans l'offre financière ;
- Absence de cautionnement de soumission timbré ;
- Absence du récépissé de consignation délivré par la CDEC, conformément aux circulaires N°00001/PR/MINMAP/CAB du 25 avril 2022 relative à l'application du Code des Marchés Publics et N°000019/LC/MINMAP du 05 juin 2024 relative aux modalités de constitution, de consignation, de conservation, de restitution, et de déconsignation des cautionnements sur les marchés publics ;
- Absence de l'attestation signée sur l'honneur du soumissionaire, par laquelle il certifie avoir lu et accepté sans reserve les conditions du DAO (CCAP, CCTP et CCES) ;
- Absence d'une Capacité financière ou L'accès à une ligne de crédit d'un montant supérieur ou égale 50 000 000 F CFA ;
- Absence de la déclaration sur l'honneur de non abandon des chantiers au cours des trois (03) dernières années ;
- Absence de la charte d'intégrité datée et signée ;
- Absence de la charte santé et sécurité au travail du prestataire datée et signée ;
- Offre technique incomplète (absence d'une rubrique de l'offre technique) ;
- Non-conformité du modéle de soumission ;

14.2. Critères essentiels

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

- Expérience du personnel de l'entreprise (24 sous-critères) ;
- Disponibilité du matériel et des équipements essentiels (06 sous-critères) ;
- Références de l'entreprise (08 sous-critères) ;
- Situation financière de l'Entreprise (04 sous-critères) ;
- Proposition technique et planning d'exécution des travaux (07 sous-critères) ;
- Acceptation des conditions du marché (03 sous-critères) ;
- Présentation générale de l'Offre (02 sous-critères).

Les détails sont indiqués dans la grille d'évaluation des offres. **Seuls les Soumissionnaires ayant présenté un dossier administratif conforme et ayant obtenu au moins 70%** (soit 37 OUI sur 53), **seront qualifiés pour la suite de la procédure et verront leur Offre financière analysée.**

NB : La grille d'évaluation constitue la Pièce N°14 du présent DAO.

15. Attribution du marché

L'Autorité Contractante attribuera le Marché au soumissionnaire présentant l'offre remplissant les critères de qualification technique et financière requis et dont l'offre financière évaluée est la moins-

disante. Ledit soumissionnaire ayant préalablement obtenu une note technique d'au moins 70% d'avis favorable « oui ».

16. 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.

17. Renseignements complémentaires

Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables au Secrétariat Général de la Commune de Babessi: Tél : 694 723 816 / 670 763 471

18. 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) ....., FEICOM au numéro 8567 ou le MO/MOD au numéro : (237) 694 723 816 / 670 763 471.

Fait à BABESSI le 22 OCT 2026

Le Maire de la Commune de Babessi
(Maître d'Ouvrage)

Metoh Mbah Joachim
AGRICULTURAL ENGINEER

Copie

- MINMAP ;
- ARMP/Nord-Ouest /publication ;
- FEICOM/DPPP ;
- PRESIDENTE/CIPM/infos ;
- CHRONO/ARCHIVES ;
- AFFICHAGE.

Document No: 2

GENERAL RULES OF THE INVITATION TO TENDER

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GENERAL RULES OF THE INVITATION TO TENDER

A. GENERAL

Article 1: Scope of the tender

1.1) The Contracting Authority or the Delegated Contracting Authority selects a bidder from among the candidates whose names appear on the shortlist, in accordance with the selection method specified in the Special Regulations of the Invitation to Tender (SRIT).

The name, identification number, and number of lots covered by the tender are specified in the Special Regulations of the Invitation to Tender (SRIT)..

1.2) The shortlisted candidates or those in the specified category are invited to submit an administrative file, a technical proposal, and a financial proposal for the provision of services necessary to carry out the mission described in the Terms of Reference. The proposal will serve as the basis for contract negotiations and, ultimately, for the contract signed with the selected candidate.

1.3) The mission will be carried out in accordance with the schedule indicated in the Terms of Reference and reiterated in the STR. When the assignment comprises several phases, the Provider's performance during a given phase must satisfy the Contracting Authority or the Delegated Contracting Authority before the next phase begins.

1.4) Candidates must familiarize themselves with local conditions and take them into account when preparing their proposal. To obtain firsthand information about the assignment and local conditions, Candidates are advised to attend the proposal preparation conference before submitting a proposal, if one is stipulated in the Special Regulations of the Invitation to Tender (SRIT)). However, attending this type of meeting is not mandatory. Candidates or their representatives should contact the officials listed in the Special Regulations of the Invitation to Tender (SRIT). to arrange a site visit or obtain further information about the proposal preparation conference. Candidates or their representatives must ensure that these officials are notified of their visit in a timely manner so that appropriate arrangements can be made.

1.5) The Contracting Authority or the Delegated Contracting Authority shall provide the information specified in the Terms of Reference, assist the Service Provider in obtaining the licenses and permits necessary for the provision of services, and provide timely data and reports relating to the relevant projects.

1.6) Please note that:

i. The costs of preparing the proposal and negotiating the contract, including the site visit to the Contracting Authority or the Delegated Contracting Authority, are not considered direct costs of the assignment and are therefore not reimbursable; and that
ii. The Contracting Authority or the Delegated Contracting Authority is under no obligation to accept any proposal that has been submitted.

1.6.1 The bidders shall provide objective and impartial professional advice. In all circumstances, they shall primarily defend the interests of the ontracting Authority or the Delegated Contracting Authority, without taking into account the possibility of a subsequent engagement, and shall scrupulously avoid any possibility of conflict with other activities or with the interests of their company. The Service Providers shall not be engaged for engagements that would be incompatible with their current or past obligations to other ontracting Authority or the Delegated Contracting Authority, or that would risk making it impossible for them to perform their task in the best interests of the Client or the Project Manager.

1.6.2 Without prejudice to the general nature of this rule, the Service Providers shall not be engaged in the circumstances stipulated below:
a. No company engaged by the Contracting Authority or the Delegated Contracting Authority to supply goods or perform services for a project, nor any company affiliated with it, is permitted to provide consulting services for the same project. Similarly, no engineering firm engaged to provide consulting services for the preparation or execution of a project, nor any company affiliated with it, is

subsequently permitted to supply goods, perform services, or provide services related to its initial assignment for the same project (unless it is a continuation of that assignment);

b. Neither service providers nor any of their affiliated companies may be engaged for an assignment that, by its nature, is likely to be incompatible with another of their assignments.

1.6.3 As indicated in paragraph (a) of the clause above, Service Providers may be engaged to perform downstream activities when ensuring continuity is essential, in which case the SRIT must state this possibility and the criteria used in selecting the service provider must take into account the likelihood of renewal. The decision to have downstream activities performed, and if so, to determine which Service Provider will be engaged for this purpose, rests solely with the ontracting Authority or the Delegated Contracting Authority.

- The the Mayor of the BABESSI Council hereinafter referred to as the Contracting Authority, hereby launches an invitation to tender for the construction of the works described in the Tender File. The name and identification number which formed the subject of the invitation to tender feature in the Special Regulations of the invitation to tender. Hereafter reference is made to it under the term "works".
- The bidder retained or the successful bidder must complete the works within the time- limit indicated in the Special Regulations and which time-limit runs from the date of notification of the Administrative Order.
- In this Tender File, the terms "Contracting Authority" and Delegated Contracting Authority" are interchangeable and the term "day" means a calendar day.

Article 2: Financing

The source of financing of the works forming the subject of this invitation to tender shall be specified in the Special Regulations of the Invitation to Tender (SRIT).

Article 3: Ethical principles, fraud and corruption

3.1. Public service employees, bidders, and contractors, as well as any person involved in any capacity in the procurement, execution, monitoring, and regulation process, are subject to the provisions of laws and regulations prohibiting acts of corruption, fraudulent practices, collusive, coercive, or obstructive practices, conflicts of interest, insider trading, and complicity.

In this regard, bidders subscribe to the integrity charter, a template of which is attached as an appendix to this Tender Document (document 12).

3.2. The Contracting Authority or the Delegated Contracting Authority requires bidders and their co-contractors to adhere to the strictest rules of professional ethics during the awarding and execution of these contracts. Pursuant to this principle, the ontracting Authority or the Delegated Contracting Authority

a. Defines the following terms for the purposes of this clause as follows:

i. Anyone who directly or indirectly offers, gives, solicits, or accepts any advantage with a view to unduly influencing the actions of a public official during the awarding or performance of a contract is guilty of "corruption";

ii. Anyone who distorts or misrepresents facts in order to influence the awarding or performance of a contract engages in "fraudulent practices";

iii. "Collusive practices" means any form of agreement between two or more bidders (whether or not the Contracting Authority or the Delegated Contracting Authority is aware of it) who agree to artificially maintain bid prices at levels that do not correspond to those that would result from competitive bidding;

iv. "Coercive practices" means any form of harm to persons or their property, or any threat against them, directly or indirectly, in order to influence their actions during the award or performance of a contract.

v. "Conflict of Interest" A bidder may be deemed to be in a conflict of interest under the following conditions:

- Is associated, or has been associated in the past, with a company (or a subsidiary of that company) that provided consulting services for the design, preparation of specifications, and other documents used in connection with contracts awarded under this tender; or
- Submits more than one bid in this tender, with the exception of variant bids permitted under claus17, if applicable; however, this does not preclude the participation of subcontractors in more than one bid.
- The Contracting Authority or the Delegated Contracting Authority has financial interests within its capital structure that could compromise the transparency of public procurement procedures;

vi. Complicity is understood to mean:

- The failure or negligence to carry out the required checks or provide the prescribed technical opinions;
- The deliberate failure to report to the Contracting Authority or the competent authority any irregularities observed during the performance of its duties.

vii. Anyone who commits acts (including the destruction, falsification, alteration, or concealment of evidence on which an investigation is based, or any false statements made to investigators, or any threats, harassment, or intimidation) against a person in order to prevent them from disclosing information related to an investigation or from pursuing it, is considered to be engaging in "obstructive practices."

b. Any proposed award is rejected if it is proven that the proposed awardee is, directly or through an agent, guilty of corruption, conflict of interest, or has engaged in fraudulent maneuvers, collusive, coercive, or obstructive practices in the awarding of the contract.

3.3 - Candidates must provide information on any commissions and bonuses paid or payable to agents in connection with this proposal, and on the execution of the contract if awarded to the candidate, as requested on the financial proposal form (letter of submission).

3.4 - Candidates must not have been excluded from any contract awards for corruption or fraudulent practices.

3.5 - The Public Procurement Authority may, as a precautionary measure, issue a decision prohibiting any bidder or contractor of the Administration from bidding for a period not exceeding two (2) years, if found guilty of influence peddling, conflicts of interest, complicity, insider trading, fraud, corruption, or the submission of inauthentic documents in the bid, without prejudice to any criminal proceedings that may be brought.

Article 4: Candidates admitted to Compete:

4.1) Apart from the restricted tender, which is open to all candidates selected following the prequalification procedure and/or those selected under the categorization previously indicated in the tender notice and reiterated in the Special Regulations of the Invitation to Tender (SRIT), as a general rule, the tender is open to all bidders, provided they meet the following eligibility requirements:

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

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

i. Is associated, or has been associated in the past, with a company (or a subsidiary of that company) that provided consulting services for the design, preparation of specifications, and other documents used in connection with contracts awarded under this tender;

ii. Submits more than one bid in this tender, with the exception of variant bids permitted under clause 17, if applicable; however, this does not preclude the participation of subcontractors in more than one bid.

iii. The Contracting Authority or the Contracting Authority's representative holds a stake in the bidder's capital that could compromise the transparency of public procurement procedures;

iv. Is affiliated with a group or entity that the Contracting Authority or the Delegated Contracting Authority has recruited or intends to recruit to participate in control.

c. A public legal entity (a Cameroonian public enterprise or public institution) may bid if it demonstrates that it is (i) legally and financially autonomous, (ii) administered according to the rules of commercial law or private accounting, and (iii) not under the supervision of the Contracting Authority or the Delegated Contracting Authority, except with the express authorization of the Public Procurement Authority.

d. Civil society organizations and public institutions may bid, provided that the proposed prices are competitive, that is, that they have been determined (i) by taking into account all direct and indirect costs contributing to the price of the service covered by the contract, and (ii) that they have not benefited, in determining this price, from advantages derived from the resources allocated to them for their public service missions.

4.2) The tender is open/or restricted, according to the specifications of the Special Regulations of the Invitation to Tender (SRIT), to all candidates who meet the following conditions:

a) not being in liquidation or bankruptcy.

b) not being subject to any of the prohibitions or disqualifications provided for by applicable laws and regulations, both national and international.

c) subscribing to the declarations required by applicable laws and regulations.

4.3. To submit a bid electronically via COLEPS, the candidate or bidder must be registered

on said platform and have a valid electronic certificate.

4.4. If the tender is restricted, the consultation is open to all candidates selected following the prequalification procedure and/or those selected under the categorization previously indicated in the tender notice and reiterated in the Special Regulations of the Invitation to Tender (SRIT).

Article 5 – Documents Establishing the Bidder's Qualification

5.1) Bidders must, as an integral part of their bid:

a) Provide a power of attorney authorizing the signatory of the bid to bind the bidder;

b) Provide the documents necessary to establish the bidder's qualification according to the list provided in the Special Regulations of the Invitation to Tender (SRIT), including, in particular, all the information (supplementing or updating the information attached to their prequalification application that may have changed, in the event that the candidates have been prequalified) requested from them in the Special Regulations of the Invitation to Tender (SRIT).

Information relating to the following points is required where applicable:

i. Submission of an extract of certified financial statements showing turnover and results;

ii. Access to a line of credit or availability of other financial resources;

iii. Contracts executed;

iv. List of key personnel;

vi. Availability of essential equipment;

vii The Categorization Certificate for construction service providers, if applicable.

5.2) Bids submitted by two or more joint venture contractors must meet the following conditions:

a) The bid must include, for each company, all the information listed in Article 5.1 above. The Request for Proposals (RFP) must specify the information to be provided by the joint venture and that to be provided by each member of the joint venture;

b) The bid and the contract must be signed in such a way as to bind all members of the joint venture;

c) The nature of the joint venture (joint or several as required in the Special Regulations of the Invitation to Tender (SRIT) must be specified and justified by the submission of a duly executed copy of the joint venture agreement;

d) The member of the joint venture designated as the lead contractor will represent all the companies vis-à-vis the ontracting Authority or the Delegated Contracting Authority for the execution of the contract;

e. In the case of a joint venture, the co-contractors share the payments made by the Contracting Authority or the Project Manager into a single account. In the case of a joint venture, the tasks of each member must be specified, and each company is paid by the ontracting Authority or the Delegated Contracting Authority into its own account.

5.3) Bidders must also submit proposals that are sufficiently detailed to demonstrate compliance with the Terms of Reference and the deadlines specified in the Special Regulations of the Invitation to Tender (SRIT).

Article 6 : Building materials, materials, supplies equipment and authorised services

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

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

Article 7: Visit of site of works

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

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

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

B. TENDER FILE

Article 8: Content of Tender File

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

1. Tender Notice
    - 1.1 French version
    - 1.2 English version
2. The General Regulations of the invitation to tender;
3. The Special Regulations of the invitation to tender;
4. The Special Administrative Conditions;
5. The Special Technical Conditions;

6. Dated and signed environmental and social specifications

7. The Schedule of Unit Prices

8. The; Bill of Quantities and Estimates

9. The Sub Details of Unit Prices;

10. The Model of Contract

11. The Model Forms

Annex No. 1: Model tender
Annex No. 2: Model Bid Bond
Annex No. 3: Model of Performance Bond (Retention Fund)
Annex No. 4: Declaration Form
Annex No. 5: Model of Start-Off Advance Bond
Annex No. 6: Site Visit Report

12. Maturity clearance or supporting documents for preliminary studies

13. Signed and dated integrity charter

14. Signed and dated commitment to comply with environmental and social clauses

15. Signed and dated contractor's occupational health and safety charter

16. List of banking establishments and financial bodies approved by the Ministry in charge of finance authorised to issue bonds.

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

Article 9: Clarifications on the Tender File

9.1) Any bidder wishing to obtain clarification on the Tender Documents may submit a request to the Contracting Authority in writing or by email (fax or email) to the address of the Contracting Authority or the Project Manager indicated in the Tender Documents or via COLEPS. However, the Contracting Authority will respond in writing, by email, via COLEPS, or by any other electronic means of communication indicated in the Tender Documents to any request for clarification received at least fourteen (14) days before the deadline for submitting bids.

9.2) A copy of the response from the Contracting Authority or the Delegated Contracting Authority, indicating the question

asked but not mentioning its author, will be sent to all bidders who have purchased the Tender Documents.

9.3) Any bidder who believes they have been wronged may file a complaint with the Contracting Authority.

In the case of a restricted tender, the complaint must:

i) during the pre-qualification phase, concern requests for a review of the solicitation or pre-qualification conditions, or requests for a review of the decisions or actions taken by the Contracting Authority or the Delegated Contracting Authority during the pre-qualification procedure.

ii) Candidates have five (5) working days before the application submission deadline and five (5) working days after the publication of the pre-qualification results to file their complaint with the Contracting Authority, with a copy to the Public Procurement Authority and the Public Procurement Regulatory Authority.

iii) This complaint does not have suspensive effect.

9.4) When the tendering procedure is chosen, the appeal must be submitted between the publication of the Invitation to Tender and the opening of the bids:

i) to the Contracting Authority, with a copy to the Public Procurement Authority and the body responsible for regulating public procurement;

ii) it must reach the Contracting Authority no later than fourteen (14) working days before the date of the opening of bids;

iii) the Contracting Authority has five (5) working days to respond. A copy of the response is sent to the Public Procurement Authority and the body responsible for regulating public procurement;

iv) in the event of disagreement between the appellant and the Contracting Authority, the appellant may refer the appeal to the Committee responsible for reviewing appeals.

v) this appeal does not have suspensive effect.
Send feedback

Article 10: Modification of the Tender File

10.1) The Contracting Authority or the Delegated Contracting Authority may, at any time before the deadline for submitting bids and for any reason, whether on its own initiative or following a request from a bidder, amend the Tender Documents by publishing an addendum.

10.2) Any addendum thus published shall form an integral part of the Tender Documents in accordance with the provisions of

Article 6 of the General Regulations of the Invitation to Tender and must be communicated in writing or notified by any means leaving a written record to all bidders who have purchased the Tender Documents or via COLEPS or any other electronic means of communication indicated by the Contracting Authority in the Tender Documents.

10.3) In order to give bidders sufficient time to take the addendum into account when preparing their bids, the Contracting Authority or the Delegated Contracting Authority may postpone, as necessary, the deadline for submitting bids, in accordance with the provisions of Article 19 of the General Regulations of the Invitation to Tender.

C PREPARATION OF OFFERS

Article 11: Tender fees

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

Article 12: Language of bid

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

Article 13: Constituent documents of the bid

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

a. **Volume 1: Administrative file**

It includes:
i) all documents attesting that the bidder:
- has subscribed to all declarations provided for by the laws and regulations;
- paid all taxes, duties, contributions, fees or deductions of whatever nature;
- is not winding up or bankrupt;
- is not the subject of an exclusion order or forfeiture provided for by the law in force;

ii) The bid bond established in accordance with the provisions of article 17 of the General Regulations of the invitation to tender;

iii) the written confirmation empowering the signatory of the offer to commit the bidder, in accordance with the provisions of article 6(1) the General Regulations of invitation to tender.

b. **Volume 2: Technical offer**

It includes, in particular:

b.1. Information on qualifications

The Special Conditions of the invitation to tender specifies the list of documents to be provided by bidders to substantiate the qualification criteria mentioned in Article 5 of the General Regulations of invitation to tender, including company references, equipment details, and a list of personnel.

b.2. Methodology

The Special Conditions of the invitation to tender specifies the constituent elements of the bidders' technical proposal, including: a methodological note analyzing the services and detailing the organization and program that the bidder intends to put in place or implement to deliver them (data collection, deployment of experts, scheduling, subcontracting, if applicable, etc.).

b.3. Proof of acceptance of the contract conditions

The bidder will submit duly initialed, completed, and signed copies of the administrative and technical documents governing the contract, namely:
i. The Special Administrative Condition (SAC);

ii. Terms of Reference (TOR).

b.4. Comments on the SAC and TOR (optional)
13.2) Bidders will provide comments on the project's technical choices and any proposals.

13.3) When preparing their Technical Proposal, Bidders are expected to examine the documents comprising this Request for Proposals in detail. A clear lack of information may result in the rejection of a proposal.

13.4) When preparing their Technical Proposal, Bidders should pay particular attention to the following considerations:
i. A Bidder who believes they do not possess all the necessary skills for the assignment may acquire them by partnering with one or more individual Bidders and/or other Bidders in the form of a joint venture or subcontracting, as needed. Candidates may only associate with other solicited candidates for this assignment with the approval of the Contracting Authority or the Delegated Contracting Authority,

as indicated in the Special Conditions of the invitation to tender. Candidates are encouraged to seek the participation of national candidates by entering into joint venture agreements (notarized deeds) with them or by subcontracting part of the assignment to them;

ii. For assignments based on working time, the estimate of staff working time is provided in the RFP. However, the proposal must be based on the Candidate's estimate of staff working time;

iii. It is desirable that the proposed specialized staff consist primarily of permanent employees of the Candidate or have a long-standing and stable working relationship with them;

iv. The proposed specialist staff must possess at least the experience specified in the Special Conditions of the invitation to tender, preferably acquired in working conditions similar to those of the country where the mission is to take place;

v. No selection of specialist staff may be proposed, and only one curriculum vitae (CV) may be submitted per position.

13.5) Reports to be produced by the Candidates for this mission must be written in the language(s) specified in the Special Conditions of the invitation to tender. It is desirable that the Candidate's staff have a good working knowledge of French and English;

13.6) The Technical Proposal provides the following information using the attached Tables (Exhibit 4):

i. A brief description of the Candidate and an overview of their recent experience on similar missions (Table 4B). For each proposal, this summary must include the characteristics of the proposed personnel, the duration of the assignment, the contract amount, and the candidate's share of the work;

ii. Any observations or suggestions regarding the Terms of Reference and the data, services, and facilities to be provided by the Project Owner or the Project Manager (Table 4C);

iii. A description of the proposed methodology and work plan for completing the assignment (Table 4D);

iv. The composition of the proposed team, by specialty, as well as the tasks assigned to each member and their timeline (Table 4E);

v. Curriculum vitae recently signed by the proposed specialized personnel and the Candidate's representative authorized to submit the proposal (Table 4F). Key information must include, for each candidate, the number of years of experience and the scope of responsibilities exercised in various missions over the past ten (10) years;

vi. Estimates of the personnel (managers and support staff, time) required to complete the mission, supported by bar charts indicating the planned working time for each manager on the team (Tables 4E and 4G);

vii. A detailed description of the methodology, staffing, and follow-up planned for the training, if the Special Conditions of the invitation to tender specifies that it is a major component of the mission;

viii. Any other information requested in the Special Conditions of the invitation to tender

13.7) The Technical Proposal must not include any financial information.

c. **Volume 3: Financial Offer**

13.8 - It includes the elements justifying the cost of the works, namely:

c.1. The bid itself, in original form, prepared according to the attached template or standard form, stamped at the current rate, signed, and dated;

c.2. The duly filled Unit Price Schedule

c.3. The duly completed estimated bill of quantities;

c.4. The sub-details of prices and/or breakdown of all-in prices;

c.5. The projected schedule of payments, if applicable.

13.9 Bidders shall use the documents, templates, or standard forms provided in the Tender Documents for this purpose, subject to the provisions of Article 17.2 of the General Regulations of invitation to tender, concerning other possible forms of Bid Security.

13.10 - Bidders shall indicate any discounts granted in their bids. If, in accordance with the provisions of the Special Conditions of the invitation to tender (SCIT), bidders submit offers for several lots of the same Invitation to Tender, they may indicate the discounts offered for awarding more than one lot. They must specify the conditions for applying this discount.

13.11 - The Financial Proposal must be prepared using the standard tables (Document 5). It lists all costs related to the assignment. If necessary, all costs may be broken down by activity.

13.12 - The Financial Proposal must separately present the taxes, duties (including social security contributions), fees, and other fiscal charges applicable under current legislation to candidates, subcontractors, and their personnel (other than Cameroonian nationals or permanent residents), unless otherwise specified in the Special Conditions of the invitation to tender (SCIT).

13.13 - It is assumed that activities and inputs described in the Technical Proposal for which no cost is mentioned are included in the cost of the other activities and inputs.

13.14 - Candidates shall quote their service fees in the currency(ies) specified in the Special Conditions of the invitation to tender (SCIT).

13.15 - Any commissions and bonuses, whether paid or payable by the Candidates in connection with the assignment or service, are specified in the letter of submission of the Financial Proposal (Section 5.A).

13.16 - The Special Conditions of the invitation to tender (SCIT).indicates how long the proposals must remain valid from the submission date. During this period, candidates must keep the proposed specialized personnel available for the assignment. The Contracting Authority or the Delegated Contracting Authority will make every effort to complete the negotiations within this timeframe. If the Contracting Authority wishes to extend the validity period of the proposals, Candidates who do not agree to this extension are entitled to refuse it.

Article 14: Amount of bid

14.1. Except otherwise specified in the Tender Documents, the contract amount shall cover all services described in accordance with Article 1.1 of the General Regulations of invitation to Tender (GRIT), based on the Bill of Quantities and Cost Estimate derived from the unit costs and the breakdown of costs by activity as submitted by the bidder.

14.2. The bidder shall complete the unit and total prices for all items in the price schedule and the Bill of Quantities and Cost Estimate.

14.3. Subject to any contrary provisions in the Special Conditions of the invitation to tender (SCIT) and the Special Technical Conditions (STC).all duties, taxes, fees, and insurance payable by the bidder under

the future Contract, or for any other purpose, thirty (30) days before the bid submission deadline, shall be included in the prices and the total amount of its bid.

14.4. If price revision and/or updating clauses are included in the contract, the date the initial prices were established, as well as the procedures for revising and/or updating said prices, must be specified. It is understood that any contract with a duration of one (1) year or less is not subject to price revision.

14.5. Bidders will indicate any discounts granted in their bids. Furthermore, they will specify the conditions for applying these discounts.

14.6 All unit prices and quantities must be justified by detailed breakdowns established in accordance with the framework proposed in proposed in document 8 of the bidding documents.

Article 15: Currency of bid and payment

15.1The amount of the offer shall be entirely made in the national currency (CFA franc). The amount of the offer, unit prices of the price schedule and the prices of the bill of quantities and estimates are completely made in the CFA francs.

Article 16: Validity of bids

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

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

16.3 Where the contract does not include a price revision clause and that the period of validity of offers is extended for more than sixty (60) days, the amounts payable to the bidder retained shall be updated by application of the formula featuring in the request for extension that the Delegated Contracting Authorityaddressed to bidders. The updating period shall run from the date of notification of the contract or the Administrative Order for start of execution of works by the retained bidder, as specified in the Special Administrative Conditions. The effect of updating shall not be taken into account for purposes of evaluation.

Article 17: Bid bond

17.1 In application of article 13 of the General Regulations, the bidder shall furnish a bid bond of the amount specified in the Special Regulations and which bid bond shall be a full part of his/her offer.

17.2 The bid bond must conform to the model presented in the Tender File; other models may be authorised subject to the prior approval of the Delegated Contracting Authority. The bid bond will remain valid for thirty (30) days beyond the original date set for the validity of offers or any other validity time-limit requested by the Delegated Contracting Authority and accepted by the bidder, in accordance with the provisions of article 16 (2) of the General Regulations.

17.3 Any offer without an acceptable bid bond shall be rejected by the Tenders Board as not in conformity. The bid bond of associated enterprises must be established in the name of the group submitting the offer and mention each member of the associated grouping.

17.4 The bid bonds of bidders who are not retained shall be returned within fifteen (15) days after publication of the award result.

17.5 The bid bond of the successful bidder shall be released as soon as the latter would have signed the contract and furnished the required final bond.

17.6 The bid bond may be seized:

a) If the bidder withdraws his/her offer during the period of validity;

b) If the retained bidder:

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

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

Article 18: Varying proposals of bidders

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

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

18.3 When according to the Special Regulations the bidders are authorised, to directly submit the technical variants for certain parts of the works, these parts of the works must be described in the technical specifications. Such variants shall be evaluated according to their own merit in accordance with the provisions of article 31(2) (g) of the General Regulations.

Article 19: Preparatory meeting to the establishment of offers

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

19.2 The subject of the preparatory meeting shall be to furnish clarifications and answer any questions which may be raised at thisstage.

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

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

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

Article 20: Form and signature of offer
For offline submissions,

20.1 The Bidder shall prepare an original copy of each volume comprising the bid described in Article 13 of the General Regulations of invitation to Tender (GRIT), clearly marked "ORIGINAL". In addition, the Bidder shall submit, for each volume, the number of copies required in the General Regulations of invitation to Tender (GRIT), marked "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

20.2. The original and all copies of the bid must be written in indelible ink (in the case of copies, photocopies, including scanned copies, are also acceptable) and shall be signed by the person(s) duly authorized to sign on behalf of the Bidder, in accordance with Article 8.1(annex 1) or 8.2(c) of the General Regulations of invitation to Tender (GRIT), as applicable. All pages of the bid containing overwrites or changes shall be initialed by the bid signatory(ies).

17.3. The offer must not contain any modifications, deletions, or additions.

For online submission

20.4. The offer must be submitted by the bidder via the COLEPS platform or any other electronic means of communication indicated by the Contracting Authority in the tender documents. A backup copy of the offer, saved on a USB drive or CD/DVD, must be submitted to the relevant Contracting Authority/Project Management Office or Contracting Authority in a sealed envelope clearly marked "backup copy" and including the tender reference number, within the specified deadlines.

20.5. Offers, along with the required documents, are compiled into electronic files and grouped according to their administrative, technical, and financial nature. However, administrative documents are uploaded to COLEPS by the issuing entities.

20.6 The file formats chosen for submitting bids via COLEPS must be common formats widely used in the professional sector, including by operators likely to be interested in the consultation, for optimal processing.

20.7 Documents and files transmitted via the COLEPS platform must bear an electronic signature through the use of a certificate.

D. SUBMISSION OF OFFERS

Article 21: Sealing and marking of bids

21.1 The bidder shall seal the original and each copy of the offer in separate envelopes (internal envelopes) by marking on these envelopes "ORIGINAL" and "COPY", as the case may be. The envelopes shall then be placed in another envelope which will equally be sealed but which will not give any indication regarding the identity of the bidder.

21.2 The external and internal envelopes:

a) Shall be addressed to the Delegated Contracting Authority at the address indicated in the Special Regulations;

b) Shall bear the name and identification number of the project as indicated in the Special Regulations and bear the inscription "TO BE OPENED ONLY ON THE DAY AND AT THE TIME FIXED FOR THE OPENING OF BIDS" as specified in the Special Regulations.

21.3 The internal envelopes should equally carry the name and address of the bidder in a way as to enable the Delegated Contracting Authority return the sealed offer if it is late in accordance with

article 23 of the General Regulations and to meet the provisions of article 24 of the General Regulations.

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

21.5 For online submissions, the bidder's offer must include three electronic files corresponding to the three volumes: administrative, technical, and financial.

Each file must be explicitly named to reflect its content (Administrative Offer, Technical Offer, Financial Offer).

In addition to the electronic submission, bidders must also send the Contracting Authority or delegated Contracting Authority a backup copy of their offer on physical electronic media (CD, DVD, USB drive, etc.) within the same timeframe. This copy must be submitted by mail or delivered in person to the Contracting Authority or delegated Contracting Authority. The sealed envelope must be clearly and legibly marked "Backup Copy" and include the tender reference number.

21.6 The components of the bidder's online or offline offer must be the same for a given tender.

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

22.1 - Deadline for Submitting Bids

a. Bids must be received by the Contracting Authority or the Delegated Contracting Authority through their internal public procurement administration structure at the address specified in Article 21.2 of the Special Conditions of the invitation to tender SCIT no later than the date and time specified in the Special Conditions of the invitation to tender (SCIT).

b. The date and time of receipt of online submissions are automatically recorded by the e-procurement platform through a timestamping mechanism. Only the date and time recorded by COLEPS or any other electronic means of communication indicated by the Contracting Authority are considered valid.

c. For timestamping purposes, the reference time zone is local time (GMT/UTC + 1). This time is displayed

on the submission page.

d. The Contracting Authority or the Delegated Contracting Authority may, at its discretion, postpone the deadline for submitting bids by publishing an addendum in accordance with the provisions of Article 10 of the General Regulations of invitation to Tender (GRIT). In this case, all the rights and obligations of the Contracting Authority or the Delegated Contracting Authority and the Bidders previously governed by the initial deadline will be governed by the new deadline.

Bids submitted electronically will generate an acknowledgement of receipt indicating the date and time of receipt, as well as the tender reference.

22.2: Submission Method

Three submission methods are possible:

- Offline: only offline submissions are accepted for this tender by the Contracting Authority and are considered valid.
- Online or offline. Both submission methods are possible. However, it is not possible to submit a bid both online and offline for the same tender. The chosen submission method is specified in the Invitation to Tender (ITT).

Note: When submitting online, bidders' submissions are automatically encrypted, meaning their content is rendered unreadable.

Article 23: Out –of-time limit bids

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

Article 24: Modification, substitution and withdrawal of bids

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

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

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

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

For online submissions,

24.5 Several bids may be validly submitted by the same bidder before the deadline for receipt of bids. In this case, only the last bid received and its corresponding backup copy, if applicable, will be considered during the evaluation; any other backup copies must be returned unopened.

24.6 The modification, replacement, or withdrawal of the backup copy is carried out in accordance with the provisions of Article 25, paragraphs 3 to 4.

E. OPENING OF BIDS AND EVALUATION OF OFFERS

Article 25: Opening of bids

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

25.2 Firstly, envelopes marked "withdrawal" shall be opened and the contents announced to the hearing of everyone, while the envelope containing the corresponding offer shall be returned to the bidder unopened. Withdrawal shall be allowed only if the corresponding notification contains a valid empowerment of the signatory to request thiswithdrawal and if thisnotification is read to the hearing of everyone. Then the envelopes marked "Replacement offer" are opened and announced to the hearing of everyone and the new corresponding offer substituted for the preceding one which will be sent to the bidder concerned unopened. The replacement of the offer shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the replacement and read to the hearing of everyone. Lastly, the envelopes marked "modification" shall be opened and their contents read to the hearing of everyone with the corresponding offer.

The modification of the offer shall only be allowed if the corresponding notification contains a valid empowerment of the signatory requesting the modification and read to the hearing of everyone. Only offers which were opened and announced to the hearing of everyone during the opening of bids shall then be evaluated.

25.3 All envelopes shall be opened successively and the name of the bidder announced aloud as well as the possible modification mentioned, the price offered, including any rebates and any variant, where necessary, the existence of a guarantee of the offer if it is required and any other details which the Contracting Authority deems useful to be mentioned. Only rebates and variants of offers announced to the hearing of everyone during the opening of bids shall be submitted for evaluation.

25.4 Offers (and modifications received in accordance with the provisions of article 24 of the General Regulations) which were not opened and read to the hearing of everyone during the bid-opening session for whatever reason, shall not be submitted for evaluation.

25.5 Bid-opening minutes are recorded on the spot mentioning the admissibility of offers, their administrative regularity, prices, rebates and time-limits as well as the composition of the Evaluation sub-committee. A copy of the said minutes to which is attached the attendance sheet is handed over to all the participants at the end of the session.

25.6 At the end of each bid-opening session, the chairperson of the Tenders Board immediately hands over to the focal point designated by ARMP an initialled copy of the offers presented by bidders.

25.7 In case of petition as provided for by the Public Contracts Code, it should be addressed to the Public Contracts Authority with copies being sent to the body in charge of the regulation of public Contracts, the Delegated Contracting Authority or Delegated Contracting Authority.

It must reach within a maximum deadline of three (3) working days after the opening of bids in the form of a letter to which is obligatorily attached a sheet of the petition form duly signed by the petitioner and possibly by the chairperson of the Tenders Board.

The Independent Observer attaches to his/her report the sheet that was handed to him, including any related commentaries or observations.

Article 26: Confidential nature of the procedure

26.1No information relating to the examination, clarification, evaluation and comparison of offers and verification of the qualification of the bidders and the recommendation for the award shall be given neither to bidders nor to any person concerned with the said procedure before the announcement of the award.

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

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

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

27.1. To ease the examination, evaluation, and comparison of bids, the Chairman of the Tenders Board may, upon the recommendation of the subcommittee for analysis, request bidders, relevant government departments, or agencies to provide clarifications regarding the bids. The request for clarification and the response shall be made in writing or via COLEPS or any other means of communication indicated by the Contracting Authority or the Delegated Contracting Authority, with a copy to the body responsible for regulating public procurement. However, no changes to the amount or content of the bid to make it more competitive shall be sought, offered, or authorized.

The purpose of the request for clarification must be, in particular, to locate information contained in the bid; to verify the accuracy of the information provided by a bidder, where applicable, with the issuing government departments; or to ask a bidder to confirm the correction of any calculation errors or omissions discovered. to provide clarification on technical aspects not understood by the analysis subcommittee or on the content of the detailed price breakdown, or to justify the prices of bids deemed abnormally low.

27.2. The response time granted to requests for clarification shall not exceed seven (7) working days.

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

Article 28: Determination of their conformity

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

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

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

i) which substantially limits the scope, quality or realisation of the works;

ii) which substantially limits and is not in conformity with the Tender File, the rights of the Delegated Contracting Authority or the obligations of the bidder in relation to the contract; or

iii) whose correction would unjustly affect the competitiveness of the other bidders who presented offers that essentially conformed with the Tender File.

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

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

Article 29: Qualification of the bidder

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

Article 30: Correction of errors

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

(a) where there is an incoherence between the unit price and the total obtained by multiplying the unit price by the quantity, the unit price being authentic, the total price shall be corrected, unless

the Evaluation sub-committee judges that it is a gross error of decimal point in the unit price in which case the total price as presented shall be authentic and the unit price corrected.

(b) if the total obtained by addition or subtraction of the totals is not exact, the sub totals shall be considered authentic and the total corrected.

(c) Where there is a difference between the price indicated in letters and in figures, the amount in letters shall be considered authentic, unless the amount is linked to an arithmetical error confirmed by the sub-detail of the said price, in which case the amount in figures shall prevail subject to paragraphs (a) and (b) above.

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

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

Article 31: Evaluation of financial offers

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

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

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

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

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

31.4 If the offer judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the Delegated Contracting Authority, the Evaluation sub-committee may, from the sub-details of prices furnished by the bidder for any element or all the elements of the bill of quantities and estimates, verify if these prices are compatible with the construction

methods and proposed calendar. In the case where the justifications presented by the bidder are not satisfactory to it, the Delegated Contracting Authority may reject the offer.

Article 32: Preference granted national bidders

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

F. AWARD OF THE CONTRACT

Article 33: Award

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

33.2 If, according to article 13(2) of the General Regulations, the invitation to tender comprises several lots, the lowest offer shall be determined by evaluating thiscontract with other lots to be awarded concurrently, by taking into account the rebates offered by the bidders in the case of more than one lot, as well as their financial situation at the time of award.

33.3 Any award of contract shall be made to the bidder fulfilling the technical and financial capacities required resulting from the evaluation criteria and presenting the bid evaluated as the lowest.

Article 34: The right by the Delegated Contracting Authority to declare an invitation to tender unsuccessful or cancel a procedure

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

Article 35: Notification of the award of the contract

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

Article 36: Publication of results of award and petitions

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

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

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

36.4 In case of petition, it should be addressed to the Public Contracts Authority, with copies to the body in charge of the regulation of public Contracts, the Delegated Contracting Authority or Delegated Contracting Authority and the chairperson of the Tenders Board. It must take place within a maximum deadline of five (5) working days after the publication of the results.

Article 37: Signing of the contract

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

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

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

Article 38: Final Bond

38.1 Within twenty four (24) days of the notification by the Delegated Contracting Authority, the contractor shall furnish the Delegated Contracting Authority with a final bond, in the form stipulated in the Special Regulations, in accordance with the model provided in the Tender File.

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

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

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

Document No: 3

THE SPECIAL REGULATIONS OF THE INVITATION TO TENDER

RGAO Clauses	SPECIFIC INFORMATION
	General provisions
1.2.	Execution time frame: The maximum duration for works execution shall be five (05) months. This time frame shall run from the date of notification of the Administrative Order to commence the works.
1.4	Definition of works tender The works comprise notably: The **construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region** - hydrogeologic studies / site installation / implementation of the borehole - construction of the borehole - supply and installation of borehole dewatering system - construction of a stand tap - solar power supply for pumps - construction of a storage tank of 7,5m3 of capacity - security perimeter for the borehole and the technical room (16 lm) miscellaneous services Refrence of the invitation to tender: **Open National Invitation To Tender NO ...../ONIT / MINDDEVEL /NWR/ BC/BCITB/FEICOM/2026 of the _____ FOR the construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region** **(In Emergency Procedure)** **FINANCEMENT : BUDGET FEICOM/BABESSI ,BUDGET 2026 FISCAL YEAR**
2.1.	Funding source: The works, subject of this Invitation to Tender shall be financed by the **FEICOM/BABESSI** Budget, 2026 financial years.
6.2	In case of joint contracting: The nature of the group (joint and several) shall be specified and justified by providing a copy of the notarised group agreement. The member of the group designated as a representative, shall represent all the companies before the Project Owner for the execution of the contract. In case of joint-and-several liability, the co-contractors shall share the sums paid by the Project Owner into a single account; on the other hand, each company shall be paid by the Project Owner into its own account, in the case of joint-only liability. In case joint contracting, each member of the group shall present a complete administrative file, the "*bank account*" document *(except in case of several joint contracting), the Tender File purchase receipt and bid bond* provided for in point 13.1 of the Special Regulations of the Tender being presented only by the group's representative.

7.3	Inspection of the works site and preparatory meetings: In order to ensure that bidders understand all the facets of the mission and context wherein the latter is taking place, a consultation followed by an inspection of the site on which services will be executed is required of bidders who have acquired the Tender File. Within the framework of this inspection, the representatives authorised to receive the bidder's experts shall be **the Mayor of BABESSI COUNCIL and/or the Secretary-General.**
9	Additional technical information can be obtained during working hours in the General Secretariat of BABESSI Council P.O. Box; Tel: 694 723 816 / 670 763 471
12	The language of the bid: The bid as well as all correspondences issued within the framework of this tender shall be drafted in English or French.

13.1

The bidder shall be bound to present a bid which is compliant with the provisions of the Tender File. The bids shall be presented in three closed and sealed envelopes, comprising respectively:

I. Envelope A - : Administrative File

The administrative file shall contain the following documents:

1) Dated, stamped and signed statement of intent;

2) Less than 3 (three)-month-old certified attestation of taxpayer's registration;

3) Trade register certified by the registrar of the competent court;

4) The stamped bid bond of an amount of **CFA francs Eight Hundred thousand (800,000)** issued by a first-rate bank or insurance company authorised to issue Public Contracts guarantees and paid handy by the issuer, alongside the deposit receipt issued by CDEC in accordance with Circular Letter No. 000014/PR/MINMAP/CAB of 23 July 2025 relating to the terms and conditions for establishing, depositing, keeping, returning and fulfilling public contracts guarantees;

5) Bank account issued by a bank approved by MINFI of less than 3 (three) months old;

6) A copy of the certificate of categorisation (D);

7) Certificate of non-bankruptcy issued by the Court of First Instance of the bidder's place of residence of less than 3 (three) months old;

8) Clearance issued by CNPS of less than 3 (three) months old;

9) Certificate of tax compliance of less than 3 (three) months old;

10) Certificate of non-suspension from Public Contracts issued by ARMP;

11) Tender File purchase receipt;

12) Statement made on honour signed and stamped by the bidder by which he certifies to have read and accepted without reservations the specifications of the Tender File (Special Administrative Clauses, Special Technical Clauses as well as Environmental and Social Clauses);

13) Notarised group agreement and signing power where applicable.

14) Attestation of Localisation of company

In case of a group, each member of the group shall present a complete administrative file, with documents 1), 4) ,5) , 11), 12) and 13) being presented by the group's representative only.

N.B: Administrative documents shall be certified by the officials of the issuing services and be less than 3 (three) months old. The absence or non-compliance of an administrative document 48 hours after the opening of bids, shall be sanctioned by the rejection of the bid, except for the bid bond which leads to the immediate rejection at the opening of bids.

II. Envelope B -: Technical file

The Technical Bid shall contain the documents below:

A. Methodology

- A descriptive note, stating the execution methods proposed by the bidder and enabling to appreciate the compliance of the bid with the specifications of the tender file. The bidder shall draw up a detailed report of his inspeection of the site, then shall state especially the measures which he is committed to in terms of site installations (place, surfaces, brick-and-mortar constructions or mobile installations, equipment, etc.), construction site laboratory (surfaces, equipment...), execution studies, supplies of construction site equipment and materials, etc. He shall detail the proposed organisational chart and the relations between the construction site and the company's head office)

- A works schedule stating the overall time frame and partial deadline of the main phases of the execution of works. It should enable to appreciate the compatibility between the work rates stated in this programme and those mentioned in the price sub-details. This works schedule shall take into account the maximum deadline for the services which shall be 8 (eight) months.

B. Supervisory staff

The bidder shall enclose the list of the following personnel in his bid, which he signs and dates.

S/N	Position	Overall experience (years)	Experience in similar work in the position (number of projects)
1	**Works manager** Bachelor Degree in Rural Engineering with at least 05 years of experience (BAC +5)	Five (05) years or more	5 (five) years or more
2	**Site manager** Certified diploma of Bachelor Degree in Rural engineering or high with at least 5 years' experience (BAC +5)	Five (05) years or more	5 (five) or more
3	**Team Leader of Structure Work** Certified diploma of Civil engineering technician or similar 3 years of experience or more)	Three (03) years or more	3 (three) or more
4	**Team Leader of Electricity Work** Certified diploma of Electrical technician or similar **3 years of experience (BAC +5)**	Three (03) years or more	Three (03) years or more

5	**Team Leader of Plumbing Work.** Certified diploma of plumbing technician or similar (A/L+3 or more)	Three (03) years or more	3 (three) or more

All these supervisory members of staff must know how to read, write and perfectly speak at least one of the two official languages of Cameroon.

C. Technical resources and equipment

The bidder shall enclose in his bid the attestation of the availability of the equipment below, which he has signed.

S/N	Type and characteristics of the equipment	YES/NO
1	At least 1 10-wheel dump truck of 20 tonnes minimum	YES/NO
2	A drilling machine	YES/NO
3	A concrete mixer	YES/NO
4	The vibrators (motor and needles)	YES/NO
5	The small site equipment (wheelbarrows, trowels, level, shovels, pickaxes, shears, pliers, clamp)	YES/NO

D. Certificate of site inspection signed by the bidder on his honour

E. Code of Conduct (ESHS)

The bidder shall submit the Code of Conduct applicable to his staff and subcontractors, in order to ensure compliancy good practices (ESHS) specified in the contract.

In addition, the bidder shall detail the manner in which the Code shall be implemented. This shall include the manner in which it shall be presented in the terms of employment and work contract, the training which shall be provided, the monitoring and manner in which the bidder intends to deal with possible breaches.
The bidder shall apply the Code of Conduct.

F. Management strategies and plans for implementing the management of ESHS risks

The bidders shall submit management strategies and plans for the implementation of the management of major risks in these areas: environmental, social, hygiene and safety (ESHS). The said strategies and plans shall describe in detail the actions, materials, equipment, management processes, etc. which will be implemented by the bidder and his subcontractors. During the preparation of these strategies and plans, the bidder shall include ESHS provisions in the contract, including those which could be described in detail in the following documents:

1. [the described Works Specifications];
2. [environmental and social management plan (ESMP)] ;

Furthermore, the bidder shall give a broad perspective of the manner in which the Code shall be implemented. This shall include the manner in which it shall be presented in the terms of employment and work contract, the training which shall be provided, monitoring and manner in which the bidder intends to deal with possible breaches.

III. Envelope C : Financial bid

The financial proposal shall contain the following documents:

1. The stamped, dated and signed bid, compliant with the enclosed template, adopting the financial bid in CFA F Inclusive of Taxes and equally giving the breakdown

	between, on the one hand, the bid amount exclusive of taxes, and on the other hand, taxes (including VAT); 2. The price schedule initialled on each page, dated and signed; 3. The detailed quantity and cost estimates duly filled, dated and signed; 4. The sub-price details of the price schedule drawn up in the most detailed possible manner. Moreoever, bidders to this effect use the template documents provided for in the tender fil subject to the provisions of Article 19.2 of the General Regulations of the Invitation t Tender concerning the other possible forms of bid bond. Documents 2, 3 and 4 shall b initialled on all the pages, signed on the last with visual stamp, position and name of signatory. ***NB: The various parts of the same file must be separated with coloured dividers in the original as well as in copies, such as to facilitate its scrutiny.*** **These bids shall be submitted no later than ,,,,,,,,,,,,,, at 10 am.** in the Technical Service of BABESSI COUNCIL **The Special Tenders Board wil open the bids on the same day no later than 11 p.m.**
	Bid's price and currency
14.3.	The tax applicable to this contract comprises especially: - taxes and levies relating to industrial and trade profits, including the Deposit of Income Tax (AIR) which is a deduction on corporate tax; - registration fees calculated in accordance with the stipulations of the Tax Code; - duties and taxes attached to the execution of the services provided for by the contract: * duties and taxes for entry into the Cameroon territory (customs duties, VAT, IT tax); * council duties and taxes; * duties and taxes relating to material and water testing. These items shall be included in the expenses which the company shall charged into its intervention costs and constitute one of the items of the sub-price details, excluding taxes. The Tax-Inclusive price shall mean VAT included.
14.4.	The contract prices The prices of the bids' slips shall be considered firm and non-revisable.
15.2 et 15.3	Currency of the Project Owner's country: Prices shall be denominated in CFA francs (CFA F) exclusive of taxes and inclusive of taxes.
	Preparation and submission of bids

16.1.	**Bids validity period:** Bidders shall be bound by their bids for a period of 90 (ninety) days with effect from the closing date for the submission of bids. Any change made to the bids or any withdrawal or equest for the cancellation ofbids during this period shall lead to the elimination of the bidder concerned and the seizure of his bid bond. Where necessary, the Contracting Authority shall request bidders to extend the duration of the validity of their bids for a given period, this before the expiry of the initial bids validity period. His request and the feedbacks that will be given to it shall be by letter, telex or fax. The bidders shall refuse to comply with such request without losing his provisional guarantee.
17.1	**Amount of the bid's guarantee:** A provisional guarantee of an amount equal to **CFA francs Eight Hundred thousand (800,000)** shall be put in place with effect from the date set for the submission of bids. The provisional guarantee, enclosed with the latter, shall be valid for 30 (thirty) days after the expiry of the bids validity period. The choice of a first-rate banking institution approved by the Ministry of Finance to deposit the guarantee shall be made by the bidder. Provisional guarantees accompanying bids which have not been selected shall be withdrawn or released soon immediately after award and no later than 30 (thirty) days after the expiry of the deadline for the validity of bids. The provisional guarantee of the contract's successful bidder shall be released when the latter will have signed the contract and established the required performance guarantee (performance bond). The provisional guarantee shall be seized if a bidder withdraws his bid during the bids validity period; or if the contract's successful bidder does not sign the contract and does not present the required performance bond (performance guarantee) within the alloted time frame. *[The amount must be indicated in the letter to prequalified candidates (or in the Invitation to Tender in the case where there were no prequalified candidates). To prevent the offer amount from being deducted from the guarantee amount, it is preferable that the guarantee be expressed as a fixed sum and not as a percentage; the fixed amounts are set by an implementing decree of the Prime Minister.]*
18.1	Bids shall be called on the basis of a maximum execution deadline of eleven (11) months. The evaluation method is in Article 32.2 (e) of the General Regulations of the Invitation to Tender. The execution time frame proposed by the selected bidder shall become the
18.3	No variant shall be accepted.
19.1	Place, date and time of the preparatory meeting for the establishment of bids: A consultation shall be planned with the bidders. It is the consultation that will precede the site inspection.
20.	**The closing date and time for the submission of bids shall be the following:** Date : at 11 a.m.

20.1	***Offline submission*** *Each bid drafted in English or French in 7 (seven) copies including one original and 6 (six) copies _____ of each proposal marked as such,* should be received *[Place of registration of bids]*, on or before ..... *at* 11 p.m. and should be marked as follows on sealed envelopes: **OPEN NATIONAL INVITATION TO TENDER N° ...../ONIT / MINDDEVEL /NWR/ BC/BCITB/FEICOM/2026 of the _____ FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF THE NORTHWEST REGION** **(IN EMERGENCY PROCEDURE)** ***(To be opened only during the bids opening session)***
25.1	**OPENING AND EVALUATION OF BIDS** The opening of bids, which shall take place on .....at **11a.m. prompt,** shall be done by the BABESSI Internal Tenders Board at the BABESSI **conferemce hall** **Only bi**dders shall attend this bids opening session or be represented by only by o.ne person of their choice duly authorised even in case of a group of contractors. **Under pain of being rejected, the required documents of the administrative file shall be provided in originals or certified true copies by the issuing service or competent administrative aut#.hority, in accordance with the stipulations of the Special Regulations of the Invitation to Tender. They shall be valid at the time of submitting the bid and be less than 3 (three) months old with effect from the original deadline for the opening of bids and have been established after the date of signature of the tender notice.** In case of absence or non-compliance of a document of the administrative file during the opening of bids, a deadline extension of forty-eight hours shall be granted to the bidders concerned, to provide or replace the document in question. The following shall be declared inadmissible and rejected by the Tenders Board: • Any bid provided in an insufficient number or only in copies for the hard copy submission, • Any bid whose original is provided in black and white; • Bids bearing indications on the identity of bidders; • Bids received after the closing dates and times for submission; • Bids with no indication of the identity of the Tender; • Bids not compliant with the tendering method; • Any bid not compliant with the prescriptions of the Tender File;

	• The absence of the stamped bid bond in accordance with MINMAP's letter of 5 June 2024 in the area of public contracts, or non-compliance with the templates of the Tender File documents shall lead to complete rejection without room for any petition. A bid bond provided but with no bearing with the tender concerned shall be considered as absent. The bid bond presented by a bidder during the bids opening session shall be inadmissible; • The Tenders Board shall draw up a report of the bids opening session, a copy of which shall be given to all the bidders. **TENDERING METHOD** The tendering method selected for this tender shall be offline.

29

Evaluation criteria

Eliminatory criteria

The eliminatory criteria shall be:

15.2. Essential criteria

- Incomplete or non-compliant administraitve file 48 hours after the opening of bids (except the bid bond);
- False statements, forged documents or shady deals;
- Absence of the certificate of categorisation (C);
- Failure to meet 70% of the essential criteria;
- Omission of a quantified unit price in the financial bid;
- Absence of the stamped bid bond;
- 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 terms and conditions for establishing, depositing, keeping, releasing, returning and fulfilling public contract guarantees;
- Absence of the statement made on honour signed by the bidder, whereby he certifies to have read and accepted without reservation the conditions of the Tender File (Special Administrative Clauses, Special Technical Clauses as well as Environmental and Social Clauses);
- Absence of the statement on honour of non-abandonment of projects during the past 3 (three) years;
- Absence of the dated and signed charter of integrity;
- Absence of the contractor's dated and signed occupational health and safety charter;
- Absence of the date and signed statement of commitment to abide by environmental, social, hygiene and safety clauses;
- Incomplete technical bid (absence of a section in the technical bid);
- Non-compliance of documents with the tendering template.

15.2. Essential criteria

Technical bids shall be graded according to the following essential criteria:

- Experience of the company's staff (24 sub-criteria);
- Availability of essential material and equipment (06 sub-criteria);
- Company's references (08 sub-criteria);
- Company's financial situation (04 sub-criteria);
- Technical proposal and works execution schedule (05 sub-criteria);
- Acceptance of the contract's conditions (04 sub-criteria);
- General presentation of the bid (02 sub-criteria).

Breakdowns are shown in the bids evaluation grid.

S/N	DOCUMENTS	OPERATION TO BE CARRIED OUT	AUTHENTICATION
B5	**Technical proposals**	- Methodological note on the understanding, organisation and execution of works; - Works site inspection report; - Orks execution schedule; - Measures taken for the protection of site's environment, hygiene and safety; - Project's organisational chart; - Code of Conduct (ESHS); - Management strategies and ESHS risks management implementation plans	Date, signature and stamp of the bidder at the end of this document.
B6	**Certificate of site inspection**	A certificate of site inspection signed by the Project Owner or his representative or a statement made on honour signed and stamped by the bidder.	Date, signature and stamp of the Project Owner or his representative or of the the bidder
B7	**Staff**	Qualifications and experience of the staff posted to the project as stated above	
B8	**Company's references**	General experience in Public Works and specific experience in similar projects	
B9	**Equipment**	The candidate shall establish that he owns or has rented the equipment as described above.	
B10	**Proof of acceptance of the contract's conditions**	• Special Technical Clauses as mentioned in Document No. 5 of the Tender File. • Special Administrative Clauses as mentioned in Document No. 2 of the Tender File. • Environmental, Social, Hygiene and Safety Clauses in Document No. 6 of the Tender File	Initialled on each page and signed at the end of the document, with the date, signature and stamp of the bidder.

The breakdowns are shown in the bids evaluation grid.

Evaluating and comparing bids

31.2.	Currency selected for conversion into a single: CFA franc Source of exchange rate: The Bank of Central African States
32.2. (e)	The execution time frame shall be evaluated as follows: The grading shall be binary (YES or NO). A time frame below or equal to twelve months shall obtain YES and a time frame above 8 (eight) months shall obtain "NO".

32.2 (g).	The method for the evaluation of technical variants shwll be the following: Not applicable
32.1.	National preference: Not applicable.
	Award of the contract
39.1 et 39.2	**The** Contracting Authority shall award the contract to the lowest bidder who meets the required financial, technical and administrative capacities resulting from the so-called essential criteria or those that are eliminatory. However, the Contracting Authority shall reserve the right not to award the contract to companies which are in the following situations: - Companies under a suspension following the termination of a contract in accordance with the Public Contracts Code ; - Compnay which are not legally and financially autonomous.

EVALUATION GRID FOR TECHNICAL BIDS
ESSENTIAL CRITERIA
COMPANY: _____

OPEN NATIONAL INVITATION TO TENDER N° ...../ONIT / MINDDEVEL /NWR/ BC/BCITB/FEICOM/2026 of the _____ FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF THE NORTHWEST REGION (IN EMERGENCY PROCEDURE)		
FINANCING: FEICOM /BABESSI BUDGET: 2026 FISCAL YEARS		
EVALUATION GRID		
Form No.	**BIDDER:**	**Telephone:**
A	**EXPERIENCE OF COMPANY'S STAFF**	
A1	**Works manager** Bachelor's Degree in Rural Engineering with at least 5 years of experience (BAC +5)	**4 marks**
A2	**Site manager** Certified diploma of Bachelor Degree in Rural Engineering or high with at least 5 years' experience (BAC +5)	**4 marks**
A3	**Team Leader of Structure Work** Certified diploma of Civil Engineering Technician or similar 3years of experience or more)	**4 marks**
A4	**Team Leader of Electricity Work** Certified diploma of Electrical Technician or similar **3 years of experience (BAC +5)**	**4 marks**
A5	**Team Leader of Plumbing Work.** Certified diploma of plumbing technician or similar (A/L+3 or more)	**4 marks**
TOTAL A	**TOTAL FOR COMPANY STAFF**	**20 marks**
B	**EQUIPMENT**	

B1	At least 1 10-wheel dump truck of 20 tonnes minimum	**1 mark**	
B2	A drilling machine	**1 mark**	
B3	A concrete mixer	**1 mark**	
B4	The vibrators (motor and needles)	**1 mark**	
B5	The small site equipment (wheelbarrows, trowels, level, shovels, pickaxes, shears, pliers, clamp)	**1 mark**	
TOTAL B	**TOTAL FOR EQUIPMENT RESOURCES**	**5 marks**	
C	**COMPANY'S REFERENCE**		
C1	**General experience in public works**	**5 marks**	
C2	**Experience in similar projects**	**4 marks**	
TOTAL C	**TOTAL FOR COMPANY'S EXPERIENCE**	**9 marks**	
D	**FINANCIAL SITUATION**	**4 marks**	
D1	Unit Price Schedule	1 mark	
D2	Bill of Quantities and Cost Estimate	1 mark	
D3	Sub Detail of Unit Prices	1 mark	
D4	Bidder's Financial Proposal	1 mark	
TOTAL D	**TOTAL FOR FINANCIAL SITUATION**	**4 marks**	
E	**TECHNICAL PROPOSALS (on 4 criteria)**	**YES**	**NO**
e.1	Methodological note on the understanding, organisation and execution of works		
e.2	Works site inspection report		
e.3	Works execution schedule		
e.4	Measures taken to protect the site environment, hygiene and safety		
e.5	Project's organisational chart		
e.6	Code of Conduct (ESHS)		
e.7	Management strategies and ESHS risks management implementation plans		
TOTAL E	**TOTAL FOR TECHNICAL PROPOSALS**	**..... on 7**	
F	**ACCEPTANCE OF THE CONTRACT'S CONDITIONS (on 3 criteria)**	**YES**	**NO**
f.1	Special Technical Clauses initialled and signed		
f.2	Special Administrative Clauses initialled and signed		
f.3	Environmental, Social, Hygiene and Safety Clauses initialled and signed		
TOTAL F	**TOTAL FOR ACCEPTANCE OF CONTRACT CONDITIONS**	**..... on 3**	
G	**GENERAL PRESENTATION OF THE BID (on 2 criteria)**	**YES**	**NO**
g.1	Legibility of the bid		
g.2	Coloured binder and dividers		

TOTAL G	TOTAL FOR GENERAL PRESENTATION OF THE BID	..... on 2

SUMMARY			
A	TOTAL A		on 20
B	TOTAL B		on 05
C	TOTAL C		on 09
D	TOTAL D		on 04
E	TOTAL E		on 07
F	TOTAL F		on 03
G	TOTAL G		on 02
	OVERALL TOTAL		on 50

	DECISION (QUALIFIED FOR FIANCIAL EVALUATION/ ELIMINATED):		

THE BIDDER SHALL MEET AT LEAST 70% OF THE ESSENTIAL CRITERIA (58 sub-criteria), which is 35 "Yes" sub-criteria out of 50 **TO BE ELIGIBLE FOR FINANCIAL EVALUATION**

Document N° 4

SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

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THE SPECIAL ADMINISTRATIVE CONDITIONS (SAC)

Chapter I: General

Article 1: Subject of contract

The subject of this contract shall be **for the construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region.**

Article 2: Contract award procedure.

This contract shall be awarded by, **Open National Invitation To Tender N° ...../ONIT / MINDDEVEL /NWR/ BC/BCITB/FEICOM/2026 of the ..... 08/2026 FOR the construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region (In Emergency Procedure)**

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

3.1 *General definitions (cf. Code)*

- **The Contracting Authority** shall be the Mayor of BABESSI 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 Project Owner shall be the Mayor of BABESSI COUNCIL. He represents the beneficiary administration of the services.
- The Authority in charge of the effective provision of the services is the Ministry in charge of Public Contracts.
- The Contract Manager shall be the Sectary General BABESSI COUNCIL. He ensures respect of the administrative, technical and financial conditions and contractual deadlines.
- **The Contract Engineer** shall be The Divisional Delegate MINEE for NGOKETUNJIA Division. He shall be responsible for the technical monitoring of the contract
- The Project Manager for this contract is the The Divisional Delegate MINEE for NGOKETUNJIA Division.
- The service provider [specify].

3.2 *Security*

This contract may be used a 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 BABESSI Council
- 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 BABESSI COUNCIL

- The Attributions of the Project Manager is to the control mission in charge of control and supervision of the works, who examines, verifies, testifies and approves the quality and quantity of all works executed. In consequence, he is qualified to prescribe all the dispositions that he judges necessary and confirms all the works well done. He works in collaboration with the Contract Manager.

Article 4: Language, applicable law and regulation

1.1 The language to be used shall be *English or French.*

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

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

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

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

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

Article6: General instruments in force

This contract shall be governed by the following general instruments Framework

1. Law No. 96/12 of 5 August 1996 on the management of the environment;
2. The Mining Code;
3. Instruments governing the various professional bodies;
4. Decree No. 2001/048 of 23 February 2001 relating to the setting up, organization and functioning of the Public Contracts Regulatory Agency (and its various implementing texts) amended and supplemented by Decree No. 2012/076 of 8 March 2012;
5. Decree No. 2003/651/PM of 16 April 2003 to lay down the procedure for implementing the tax and customs system applicable to public contracts;
6. Decree No. 2020/366 of 20 June 2020 on the Public Contracts Code and its various implementing texts;
7. Decree No. 2012/075 of 8 March 2012 to organize the Ministry in charge of Public Contracts;
8. Order No. 0203/A/MINMAP of 3 July 2020 establishing the Regional Public Contracts Commissions;

9. Letter N°004466/L/MINMAP/CAB of 03 July 2020 to municipal magistrates relating to transitional measures following the publication of a new Public Contracts Code;;
10. Letter N°004465/L/MINMAP/CAB of 03 July 2020 to the Departmental Delegates of the Ministry of Public Contracts relating to transitional measures following the publication of a new Public Contracts Code;
11. Letter N°004464/L/MINMAP/CAB of 03 July 2020 to the Regional Delegates of the Ministry of Public Contracts relating to transitional measures following the publication of a new Public Contracts Code;
12. Letter N°004479/L/MINMAP/SG/DAJ/CRL/CEA2 of 03 July 2020 on the establishment of Internal Contracts Commissions;
13. Circular letter No. 0005/LC/MINMAP/CAB of 3 July 2020 specifying the transitional measures to be observed following the signature and publication of Decree No. 2020/366 of 20 June 2020 on the Public Contracts Code;
14. Order No. 0204/A/MINMAP/of 3 July 2020 establishing internal Contracts commissions for Urban Communities, Municipalities and District Municipalities;
15. Circular No. 001/CAB/PR of 19 June 2012 on the award and control of the execution of Public Contracts
16. Letter N 00908/MINTP/DR dated 1997 from the Ministry of Public Works publishing guidelines for taking into account environmental impacts in road maintenance;
17. Circular No. 0001677/C/MINFI of 31 December 2025 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 2026 Fiscal Year;
18. Unified Technical Documents (DTU) for building works;
19. Applicable standards;
20. The Financing Agreement between FEICOM and the Municipality, signed and registered marking the guarantee of financing of the project to be carried out;
21. Other texts specific to the domain concerned by the contract.

Other instruments specific to the domain concerned with the contract

Article 7: Communication (Articles 6and 10 supplemented)

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

a) In the case where the contractor is the addressee: Sir/Madam.....
Beyond the time-limit of 15 days fixed in article 6(1) of the GAC to make his domicile known to the Project Owner and Contract Manager, correspondences shall be validly addressed to the [*to the specified*] council, chief town of the province in which the work was done;
b) In the case where the Project Owner is the addressee:
Sir/Madam_____ [*to be specified*] with a copy addressed to the Contracting Authority, Contract Manager, Contract Engineer, Project Manager and where need be, within the same deadline.
c) In the case where the Contracting Authority is:
Sir/Madam [*to be specified*] with a copy addressed within the same deadline to the Project Owner, Contract Manager, Contract Engineer and Project Manager, where applicable

7.2. The contractor shall address all written notifications or correspondences to the Project Manager with a copy to the Contract Manager.

Article 8: Administrative Orders (Article 8 of GAC)

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

8.1 The Administrative Order to start execution of works shall be signed by the Contracting Authority and notified to the contractor by the Project Owner with a copy to the Contracting Authority, the Contract Manager, Contract Engineer, the Paying Body and the Project Manager, where applicable.

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

8.3 Administrative Orders of a technical nature linked to the normal progress of the work and without financial incidence shall be signed directly by Contract Manager and notified to the contractor by the Contract Engineer or Project Manager (where applicable) with a copy to the Contracting Authority and Contract Manager.

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

8.5 Administrative Orders for suspension or resumption of work as a result of the weather or any other case of Major Impediment shall be signed by the Contracting Authority and notified by his services to the contractor with a copy to the Project Owner, Contract Manager, Contract Engineer and Project Manager.

8.6 Administrative Orders prescribing works necessary to remedy defects which could appear on structures during the guarantee period and not related to normal usage shall be signed by the Project Owner upon the proposal of the Contract Engineer and notified to the contractor by the Contract Engineer, with copies to the Contracting Authority.

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

8.8 Concerning Administrative Order signed by the Contracting Authority and notified by the Project Owner, the notification must be done within a **maximum of 30 days** from the date of transmission by the Contracting Authority to the Project Manager. **Beyond this deadline, the Contracting Authority shall establish the default of the Project Owner, take over from him and carry out the said notification.**

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

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

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

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

10.1 Any modification, even partial, made to the technical bid shall only occur after the written approval of the Contract Manager. In case of modification, the contractor shall have himself replaced by a member of staff of equal competence (qualifications and experiences).

10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **Seven (7) days** to notify his opinion in writing with a copy sent to the Contract Manager. Beyond this time-limit, the staff list shall be considered as approved.

10.3 Any unilateral modification on the supervisory staff made in the technical bid prior to and during the works shall be a reason for termination of the contract as mentioned in article 45 below or the application of penalties [*to be specified where need be*].

Chapter II: Financial conditions

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

11.1 Final bond

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

It is constituted and transmitted to the Contract Manager within a maximum deadline of twenty four (24) days of the notification of the contract.

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

11.2 Performance bond

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

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

11.3Guarantee of start-off advance

11.3.1 Request for the start-off advance

At the express request of the contractor, a start-off advance not exceeding 20% of the contract ATI may be granted. This advance shall be 100% guaranteed by a first-rank banking institution based in Cameroon and approved by the Ministry in charge of Finance. The bond shall be drafted according to the model enclosed in Appendix.

11.3.2 Refund of the start-off advance

The start-off advance shall be refunded by deducting 30% of the amount of each payment on account right from the first account of the contract. It must be entirely refunded by the time the amount of work reaches 80% of the value of the contract. Whatever the case, refund must be over one month to the end of the duration of the contract.

11.3.3 Release of bond

As the start-off advance is refunded, the delegated Contracting Authority shall release the corresponding bid bond if the contractor requests it.

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

The amount of this contract as indicated by the attached [*detail or estimates*] is_____(in figures)_____(in letters) CFA francs Inclusive of All Taxes; that is:

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

<u>Article 13:</u> Place and method of payment

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

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

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

Article 14: Price variation (Article 20 of GAC)

14.1 Prices shall be firm and non revisable.

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

14.2 Price updating modalities (where applicable)

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

The prices of this contract shall be firm and non-reviewable

[Comply with Circular No. 003/CAB/PM of 31 January 2011]

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

The prices of this contract shall be firm and non-reviewable

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

17.1 The percentage of works under State supervision shall be 2 % of the amount of the contract and its additional clauses, where applicable.

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

- The quantities considered shall be the hours used or the quantities of building materials and materials used that was the subject of joint job cost sheets;

- The remunerations and salaries effectively paid to local labour shall be increased by forty percent (40 %) to take account of social benefits;

- The hours put in by the heavy equipment shall be counted at the rate featuring in the sub-detail of prices;

- Building materials and materials shall be reimbursed at cost price duly justified at the place of use, marked up by 10% for loss, stocking and handling;

- The amount for services thus calculated, including the hours put by heavy equipment shall be marked up by 25 % to take into account the overheads, profits and the contractor's unforeseen.

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

This contract is at unit price and lump sum

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

19.1 **NOT APPLICABLE**

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

Article 20: Advances (article 28 of the GAC)

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

20.2 This advance whose value cannot exceed twenty four (24) percent of the initial amount inclusive of all taxes shall be guaranteed at one hundred (100) percent by a banking establishment governed by Cameroon law or a first-rate financial institution in accordance with the instruments in force and reimbursed by deduction of the payments on accounts to be paid to the contractor during the execution of the contract according to the modalities laid down in the Special Administrative Conditions.

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

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

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

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

21.1 Establishment of works executed

Before the 30th of each month, the contractor and the Project Manager shall jointly establish a job cost sheet which summarises and fixes the quantities executed and established for each item on the schedule during the month and capable of giving entitlement to payment.

21.2 Monthly detailed account

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

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

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

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

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

The Contract Engineer has a maximum time-limit of twenty-one (21) days to forward the detailed accounts he approved such that they are in his possession not later than the twelfth of the month.
The Contract Manager has a deadline of fourteen (14) days maximum to sign the detailed accounts.

The contractor shall be paid on accounts drawn up by applying the prices of the unit price list to works actually carried out.

- Record of works carried out:

At the end of every month, the contractor and the Project Manager shall draw a joint statement

summarizing and setting the quantities achieved and recorded for each heading of the Price list during the month and which may give right to payment.

- Monthlyaccount

Not later than thefifth (5□th) of the month following the month when the work was carried out, the contractor shall furnish to the Project Manager seven (07) copies of the provisional monthly accounts.

- End of work account

After completion of works and within fifteen (15) days following the date of acceptance, the contractor shall, from the joint records, draw the draft final account of works actually carried out which shall sum up the amounts that he can claim as payment for the works executed.

The draft final account shall be submitted by the contractor for verification and approval by the Project Manager.

Once approved by the Project Manager, the draft final account shall become the final account. It shall serve for making out the final payment to settle the contract drawn up under the same conditions as those defined below relating to drawing of monthly accounts.

- General and final account

At the end of the period of guarantee relating to the structures which gives rise to final acceptance of works, the Project Manager shall draw up the general and final account which shall be countersigned by the contractor and the Contracting Authority. This account whose model shall be provided by the Contracting Authority at his convenience shall comprise:

- the final account;
- the final payment;
- the summary of monthly accounts.

Signing of the general and final account without reserve by the contractor shall definitely bind the parties and put an end to the contract, except for issues concerning default interests.

- **Payment of works :**

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 work 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 project manager, the contract Engineer and Manager, and liquidated on the back by the Project Owner),
9. The validated attestation of **non-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 civil liability insurance including the photocopy of all site risk insurance (only for works of contractors) - **Except holdback**,
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 Manger or the vote holder, or the attachments signed by the appointed members in accordance with the contractual provisions,

15. A photocopy of the warranty certificate of at least six months for the equipment requiring maintenance,

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 plan of works Execution,

3 The plan of Works Execution.

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 Minutes of works executed.

E. Documents specific to request for final bill payment requests;

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

2 The As-Built plans of the infrastructures (for works contractors) and the final inspection report (the Project Managers),

3 The original copy of the general provisional acceptance or technical acceptance of works report.

F. Documents specific to the payment requests of holdback;

1 The original copy of the final acceptance of works report.

2 The original copy of the certificate of release of retention signed by the Project Owner,

- **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.

21.3 **Detailed account of start-off account** (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 plan of works Execution,

c. The plan of Works Execution.

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

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

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

A. Penalties for delay

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

d. One two thousandth (1/2000th) of the initial contractamount all taxes inclusive per calendarday of delayfrom the first to the 30thdaybeyond the contractual time-limit;

e. One thousandth (1/1000th) of the initial amount of the contract inclusive of all taxes per calendardaybeyond the 30th day.

23.2 The cumulatedamounts of penalties for delayshallbelimited to ten percent (10 %) of the initial contract inclusive of all taxes.

B. Specific penalties [amount to beindicated]

23.3 Independently of penalties for overrun of contractual time-limit, the contractorshallbe liable for the followingspecial penalties for the non observation of the provisions of the contract, especially:

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

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

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

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

25.1 After completion of the works and within a maximum time-limit of 30 days after the date of provisional acceptance, the contractor shall establish, based on joint reports, the draft final detailed account of works executed and which detailed account summarises the total sums to which the contractor may be entitled as a result of the execution of the whole contract. The draft shall be forwarded to the Project Manager, after the date of provisional acceptance for examination.

25.2 The Project Manager has a deadline of two weeks to notify the corrected and approved draft to the Project Manager.

25.3 The contractor has a maximum of one month to return the signed final detailed account.

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

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

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

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

26.2 The contractor has a maximum of one month to return the *the signed final detailed account*

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

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

- Taxes and dues relating to industrial and commercial profits, including the IAR which is a deduction on company taxes;

- Registration dues in accordance with the Tax Code;

- Dues and taxes attached to the execution of services provided for in the contract;
  i) Duties and taxes of entry into Cameroonian territory (customs duties, VAT, computer tax);
  ii) Council dues and taxes ;
  iii) Dues and taxes relating to the extraction of building materials and water.

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

All taxes inclusive prices mean VAT included.

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

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

Chapter III: Execution of works

Article 29: Nature of the works (article 46 of GAC)

The project shall consist in the construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region

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

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

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

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

31.1 The time-limit for the execution of the works forming the subject of this contract shall be: *fiver (05)* months.

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

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

The detailed and general plan of progress of the works shall be communicated to the Project Manager in four (04) copies at the beginning of each *week*.

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

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

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

Article 34: Insurance of structures and Civil or Rural liabilities (article 45 of GAC)

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

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

Article 35: Documents to be furnished by the contractor (Article 49 of the GAC supplemented)

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

a) Within a minimum deadline of *thirty (30) days* from the date of notification of the Administrative Order to commence execution, the contractor shall submit in*six (6)* copies for the approval of *Contract Manager after the endorsement of the Project Manager and the Contract Engineer* the execution programme of the works, his supply calendar, his draft Quality Assurance Plan and the Environment Management Plan, where applicable.

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

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

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

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

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

The contractor shall constantly update on site, a schedule that will take account of real progress of the site. Significant modifications may only be made on the contractual programme upon receiving the approval of the Project Manager. After approval of the execution schedule by the Contract Manager, the latter shall transmit it within five (5) days to the Contracting Authority without staying its execution. However, if important

modifications alter the objective of the contract or the nature of the works, the Contracting Authority shall return the execution schedule accompanied by reservations to be lifted within fifteen (15) days of the date of reception.

Prior to the start of the work, the execution of works programme shall have received the notice of Approval of the contract Engineer solicited by the company, care of the Contracting Authority. The Notice of Approval or rejection of execution programme, shall be carried out within time limits not exceeding twenty four (24) calendar days with effect from the date of submission to the Contract Engineer of the Execution programme approved by the Contract Engineer.

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

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

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

35.2Execution draft

a) The execution plan documents (*calculations and drawings*) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the [*Contract Manager or Project Manager*] at most 30 days prior to the date provided for the commencement of execution of the corresponding part of the structure.

b) The [*Contract Manager or Project Manager*] has a deadline of *[fifteen (15) days]* to examine and make known his observations. The contractor then has a deadline of [*eight days*] to present a new file including the said observations.

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

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

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

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

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

Article 37: Implantation of structures

The Project Manager shall notify within 15 days following the date of notification of the Administrative Order to commence work, the basic points and levels of the project.

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

The part of the works to be sub-contracted shall be 30 % of the initial amount of the contract and its additional clauses.

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

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

39.2 The Contract Manager has a deadline of 07 days to approve the contractor's personnel and laboratory as soon as the request is made.

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

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

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

Article 41: Use of explosives (article 60 of the GAC)

The use of explosives shall only be accepted with authorisation from the Ministry concerned.

Chapter IV: Acceptance

Article 42: Provisional acceptance (article 67 of the GAC)

Prior to the provisional acceptance, the contractor shall request in writing from the Project Manager, the organization of a technical visit required before acceptance.

This visit shall include, among others, the following operations:

- Controlling the quality and quantity of the structures constructed;
- Carrying out trials provided for by the Special technical conditions;
- Recording the possible non-execution of works provided for under the contract;
- Recording the folding up of the installations and cleaning of the project site;
- Recording the completion of works;
- Recording the quantities of works actually executed.

These operations shall give rise to a report drawn up on the spot, signed by the Project Manager and countersigned by the contractor.

Following this pre-acceptance visit, the Project Manager may indicate the reserves to be lifted and the corresponding works to be carried out before the date of provisional acceptance which he shall fix in agreement with the contractor..

42.1 Tests included in the operations prior to acceptance shall include the geotechnical studies of the soil for the foundation of the building

42.2 Possible ascertainment of the folding up of the site installations and the restitution of the site as was [*insert and modify if applicable*];

42.3 The Acceptance Commission shall comprise the following members indicatively:

a) The Project Owner or his representative. Chairman

b) The General Manager of FEICOM or his representative Member;
c) The Unnit Head USPPP of FEICOM NORTH-WEST Agency member;
d) The Contract Manager Member
e) The MINMAP/Donga Mantungor representative OBSERVER
f) The Contract Engineer Rapporteur
g) The Project Manager Member
Rapporteur
h) The Contractor or his representative member

The contractor shall be convened to the acceptance by mail at least *10 days* prior to the acceptance. He is bound to attend (or be represented).

He takes part in the acceptance as an observer. His absence is equivalent to acceptance without reservation of the conclusion of the Acceptance Commission.

After the visit of the site, the Commission shall examine the minutes of the preliminary operations to the acceptance and shall proceed to provisional acceptance of the works if there is need.

The visit for provisional acceptance shall be the subject of minutes of provisional acceptance signed on the spot by all the members of the Commission.

The minutes of the provisional acceptance report shall specify or set the date of completion of the works.

42.4There is no provision for partial acceptance.

42.5The guarantee period commences from the date of provisional acceptance of the said project.

Article 43: Documents to be furnished after execution (article 68 of the GAC)

*43.1*At the completion of the works and within 30 days after the provisional reception, the contractor shall provide all working documents including proof of origin of material used and the network plan with all associated geographical coordinates.

43.2A penalty of 30% of the guarantee retention shall be retained in the event where the contractor fails to comply with 43.1 above.

Article 44: Guarantee period (article 70 of the GAC)

The guarantee period shall be one (1) year to run from the date of the provisional acceptance of the works.

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

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

45.2 The Project Manager shall be member of the commission.

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

Chapter V: Sundry provisions

Article 46: Termination of the contract (article 182 of the GAC)

The contract may be terminated as provided for in Decree No. 2018/366 of 20/06/2018, instituting the Public Contracts Code.

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

Article 47: Case of Major Impediment (article 75 of the GAC)
If the contractor were to raise the issue of force majeure, the thresholds below which claims shall not be admitted are:

- *Rainfall: 200 millimetres in 24 hours;*
- *Wind: 40 metres per second;*
- *War in the area of execution of the job;*
- *Flood: decennial* flood *frequency.*

Article 48: Disagreements and disputes (article 79 of the GAC)
Disagreements and disputes resulting from the execution of this contract may be settled amicably.
Where no amicable solution can be found for a disagreement, it is brought before the competent Cameroonian jurisdiction, subject to the following provisions: *[to be filled, where need be].*

Article 49: Production and dissemination of this contract

[Seven (07)] copies of this contract shall be produced at the cost of the contractor and furnished to the Contract Manager.

Article 50 and last: Entry into force of the contract

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

Document No. 5

THE SPECIAL TECHNICAL CONDITIONS

CONSTRUCTION OF A SOLAR-POWERED BOREHOLE

INTRODUCTION

This specification aims to define the mode of execution of work to be done following the norms and approved standards, according to the documents of the Jobbing Order.
The choice of technological options for achieving the proposed work has the sole concern to ensure a better functionality of facilities in compliance with safety rules for the protection of property and persons. It has been established as a guide to clarify and supplement the guidance of the estimate and drawings notwithstanding the terms of the Jobbing Order.
The technical specifications presented herein below define the hydro-geological waterworks and electromechanical engineering works that shall be executed in Man O' War Bay in Limbe III, Fako Division and the manner in which these work shall be carried out. So the Contractor is expected to read these specifications critically and identify all the articles that are applicable to his job.

CHAPTER I: GENERAL INFORMATION.

Article 1: Subject

The following Technical Specifications Journal (TSJ) concern the works to be carried out for the **construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region.**

In each case, the volume of work to be executed is indicated by the bill of quantities, network map and/or plan provided for the project. The various works to be executed shall conform to the relevant terms of the technical specifications given herein below.
Each structure involves preliminary works with geophysical ad hydrogeological studies, construction of a high performance borehole with a flow rate of 2m3/h, equipment of the borehole, development and conduct of the physical, chemical and bacteriological analysis of the water, supply of an immersed solar pump of brand GRUNDFOS SQF 2.5-2, including all accessories, supply and installation of 06 solar panels of 300Wc each, including metal supports, securing the solar grid by a grid system, installation of a volumetric meter and delivery pipes, construction of a 7.5m3 reinforced concrete tank, construction of standpipes and distribution network, training of a maintenance team for the water points and the supply of a toolbox

Article 2: *Contractor's role*

The Contractor who shall be chosen after this call for tender, shall be responsible to execute the works. These include all the phases from site selection, through the drilling of the borehole, the borehole design, the cleaning and development of the borehole, the determination of the properties of the aquifer (Aquifer or Pumping test) and the superstructure construction, to the pump installation, water analysis and the taking of long-lasting measures to ensure the project sustainability.
It should be understood that the provision of a bill of quantities for any project does not absolve the potential Contractor of the necessity to affect a well-planned site visit, at his own expense, to gain complete knowledge of the conditions prevailing on the terrain. This knowledge shall come in handy when preparing the List of Tasks and the Unit Price Schedule. Potential Contractors (or Bidders) shall provide a detailed and sequenced List of Tasks to be effected on each component of the project. Within fifteen (15) days from the date of notification to start work, the Contractor shall provide the Supervising Engineer with:

-A detailed plan of the work, showing the scheduling of the various works to be executed in time
-Detailed technical drawing of the works to be realized

-A manpower deployment plan
-A schedule of the delivery of materials to the project site, showing possible delays
-Failure to forward the foregoing documents shall engender the postponement of the reception of project materials, which could result in a punishable overall delay in the execution of the project.

No material shall be used that has not been checked for conformity with the technical specifications by the Supervising Engineer.

The Supervising Engineer reserves the right to modify the plans and Work schedule provided by the Contractor, which modification shall first be submitted to the Delegated Contracting Authority for approval. Under exceptional circumstances, the Supervising Engineer may suggest modifications to the technical specifications for any component of a project to the Delegated Contracting Authority, while making sure that the overall cost of the project stays within the limits of the financial bid of the Contractor.

Any modification must be done in writing, with sufficient justification. For this purpose, a numbered page book (the project log book) shall be kept on site in which the Supervising Engineer shall write his approved instructions. Both the Contractor, or his representative, and the Supervising Engineer shall initial every page of the project logbook

It is therefore obligatory for the Contractor to execute the works in conformity with:

-The Bills of Quantities and Estimates,
-The Special Administrative Clauses
-The Special Technical Clauses stated herein,
-Any other special rules and regulations that may be applicable to his job,
-The work schedule,
-The detailed technical drawings,

Subject to any approved modifications indicated in the project log book by the Supervising Engineer,

the Contractor shall take note of any omission or discrepancies that may exist in the three documents mentioned in the preceding paragraph, which omission or discrepancies could fundamentally affect the technical or aesthetic quality of the works executed to his detriment, and call the attention of the Supervisory Engineer who shall remain at his disposal of the Contractor for necessary information and inquiries through the duration of the project.

In this regard, the Contractor shall not absolve himself of the responsibility for poor quality work by citing imprecision, omissions or discrepancies in the technical specifications or modifications thereof indicated in the project log book by the Supervising Engineer.

Any works effected without regard for the foregoing instructions or provisions shall be demolished at the expense of the Contractor

Article 3 - Work plan

The Contractor shall execute the work within a deadline of five (05) months as from the date of notification of the service order to start work.

Article 4 - *Site selection and choice of Drilling Technique*

4.1- *Site Selection :*

The site for the borehole shall be chosen after hydrogeological and geophysical studies. These studies will start with the interpretation of aerial photos of the area aimed at locating fractures and structural traps to retent aquifers. Geophysical prospecting will then be carried out on these anomalies so as to confirm the hydrogeological results and obtain precisions on the aquifers. This geophysical surveys will be done using the Electric Method, precisely Resistivity Profiling and Resistivity Depth Sounding.

Studies carried out on previous boreholes done in similar geological formations show that with the respect of minimum precautions during site selection, a success rate of .....% (minimum yield of 0,7m³/h after designing the borehole) is expected.

The selected site will therefore depend on the results obtained after these surveys ; but the ideal site will be that which will be easily accessible to the beneficiaries. A site selection

report shall be presented indicating the methods used in choosing the site and also outlined in a sketched plan of location.

4.2- *Choice of Drilling Technique:*

The hydrogeologic nature of the area is such that drilling will be done in unconsolidated and hard formations and consequently requiring the use of a well equipped drilling rig in order to face any eventuality.

The borehole facitates the extraction of water from deep aquifers in fractured hardrocks, thereby making it possible to prevent pollution from superficial waters. Precautions are therefore taken to isolate superficial formations so as to avoid the vertical downward propagation of superficial pollution.

Drilling through the loose formations may need the use of a drilling fluid which can be water or muddy water ; and of course the temporal use of PVC or metallic casing of diameter 175-195mm .

Drilling shall be done using compressed air supplied by a high pressure compressor.The tool and bit ,used should be adapted both to the loose and hardrock formations.

Studies on existant boreholes in the area reveal that the depth will be between 40m and 80m (averagely 60m) therefore the drill pipes or rods should be available to attain this depth.

The superstructure shall be of the classic type : a pump stand on a slightly inclined margelle with a ditch at the edges that lead to a drainage system which ends up in a soak away pit at a distance of at least 8m away from the borehole.

The borehole shall be equipped with a solar pump of the type SWN 80 or India mark II or Vergnet. The bodywork of the pump and its accessories should be composed of materials that are resistant to corrosive water and cannot be oxidised.

CHAPTER II – DRILLING WORKS

<u>Article 5</u> - Drilling of Borehole

The borehole shall be drilled respecting the technical specifications outlined here and shall be accepted as productive (positive) if its yield is at least 0,7 m^3/h (700l/h) and the water is potable after analysis.

Organization of the work-site

Considering the results obtained after previous drilling campaigns of boreholes in the area, an average depth of sixty (60)m is proposed for the borehole.

The success of this project largely depends on the perfect coordination of the different activities by the Contractor (the Supply and the installation of the electric pump, the drilling process respecting the appropriate drilling technics, the appropriate borehole design, cleaning and development of the borehole, the pumping test, the construction of the superstructure with a good drainage system, water analyses, project sustainability). This coordination requires the strict respect of the execution plan of the borehole which contains the outlined execution plans of the different activities.

The Enterprise shall place its Technical Director who shall be responsible to the Administration and on the worksite, the work execution shall be supervised by a Foreman who is well qualified and experienced in the domain of borehole drilling, solar pump installation and project sustainibility. The execution plan should be concieved in such a way that the different phases will be done without unjustified stoppage.

The state of work progression shall be established monthly and if after two months, the progression rate is considered low, the Contractor shall be asked to deploy additional means to the worksite so as to accelerate work progression and meet up with the deadline.

During the work execution, the Administration has the right to modify the work.

5.2. Working Hours.

The general conditions fixed for workers by the Cameroon Legislation also applies to the Contractor's workers in the worksite. There shall be no work at night.

5.3. Equipment and Materials for execution

5.3.1 General conception of equipments and materials

The Contractor shall be responsible for the choice of the equipments and materials. The general conception of the drilling rig and the materials to be used for the execution of the borehole should take into consideration the local milieu : the state of roads and accessibility, as well as the rate of execution stated above.

5.3.2. State of the equipments and materials

The execution calendar obliges the Contractor to be in possession of a drilling rig inorder to execute this project, immediately he is notified of having been chosen to execute the job.
The serial number, the age and the origin of the drill ought to be specified in the bid. Anyway, the proposed equipment should be in a good state.

5.3.3. Description and specifications of the drilling rig.

The drilling rig that is needed for this project will be composed of:

The Drill

A conventional rotary apparatus using compressed air and water or mud, and specially adapted to using the tool and bit in loose formations and the down-the-hole hammer in hardrocks. Drilling through the loose formations and to avoid frequent collapse of these formations especially when the hardrock is to be drilled, the use of temporal casing is very obligatory. This temporal casing can be of steel or PVC nature and facilitates drilling in both the loose and hardrock formations without any difficulty.
The drilling rig should have a capacity of attaining an average depth of 100meters with a borehole diameter of:

- 12¼" (175-195mm) for rotary drilling with compressed air using tools and bits with water or mud,
- 6¼" (165mm) for rotary destructive drilling with compressed air by using the down-the-hole hammer.

Other Equipments.

The Air Compressor :

This should be a high pressure compressor of air, of at least 5 m^3/mn at 7 bars.
Sufficient **Steel pipes**, attaining an average deth of 100m.
Pumping tests should be done using an **immerged solar pump** of diameter less than 110mm, and capable of supplying yields of 10 m^3/h at a depth of 30meters and of 6 m^3/h at a depth of 80meters.
An **Electric sounder** for the measurements of the water levels in the borehole ought to be available.
Each drilling team should have a rapid means of communication.

5.3.4 The Conformity Visit.

A conformity visit of all the equipments and materials shall be done at the beginning of the work execution inorder to verify:

- their conformity with those proposed in the Contractor's bid,
- the relationship between the capacities of these equipments and materials, the prescriptions in the Technical Specifications Journal and the execution period.

The pronouncement of this visit shall be expressed in a Report which shall not in any way set free the Contractor from his engagements.

5.4. Description of the Borehole.

5.4.1 The Method of execution of the Borehole.

The choice of the methods and materials to be used as well as the exact diameters of the borehole would be at the initiative of the Contractor and under his sole responsibility.
The following specifications have been tentatively presented . Anyway, it is specified that:

- except by special derogation, drilling with the down-the-hole hammer in the hard bedrock shall never be done without the use of the temporal PVC or steel casing, at the levels of the loose or unconsolidated weathered formations,
- the drilling through the loose nonconsolidated sections of the weathered rocks may require the use of water or muddy water or mud. The substances used should have a composition that would not seal the productive layers and should be biodegradable.

5.4.2 Sampling.

During drilling, the samples of the cuttings shall be taken at every change of faciès (rock type) or every meter. The samples shall be placed in small labelled (depth of sample) plastic bags and kept in the worksite at the disposal of the Contract Engineer, who shall decide on their outcome.

5.4.3 Characteristics of the Borehole.

The principal characteristics of the borehole are summarized as follows:
Borehole in the hard bedrock:

- Drilling in the loose unconsolidated weathered rock formations by rotary drlling of minimum diameter 9"5/8 right to the contact with the hard bedrock,
- Putting in place of a column of temporal casing of diameter 178/195mm in PVC or in steel,
- Continuous drilling in the hard bedrock using the down-the-hole hammer, of diameter 165mm, right to a maximum total depth of 100meters,
- Putting in place of a catchment colon using the PVC Screen of diameter 110 – 125mm with slot openings of $\varnothing \leq 2$mm,
- Putting in place of a gravel pack of a quartzeous nature and calibrated: (1 - 2mm) or (2-4mm),
- Putting in place of a seal composed of alluvium or elluvium,
- Withdrawal of the temporal Casing,
- Putting in place of a concrete borehole cap of 2m minimum.

5.5. Borehole Design

If the borehole is considered exploitable, its design is carried out immediately the drilling process comes to an end.
In all the cases, the productive borehole shall be designed all through the length of the catchment zone PVC casing of diameter110/125 mm, of which the characteristics are specified further below in this file.

- This casing shall be armed with slot openings of $\varnothing \leq 2$mm (Screen), which shall be placed at the levels of water arrivals by screen fragments of length 3 or 6meters. The base of the colon shall be blocked with borehole stopper.

The annular space between the soil formation and the PVC colon shall be filled with a quartz gravel pack of a grain-size: (1 - 2mm) or (2-4mm) all along the length of the screen plus 3meters. The gravel shall be disinfected being introduced into the annular space of the borehole.
The grain size of the gravel shall be 1-3mm. The gravel shall be composed of clean quartzeous and smooth material.
On top of the gravel pack filter, a clayey seal of 1meter thick shall be put in place, it has as goal to prevent the pollution of the borehole by superficial waters.

Above the clayey seal, the borehole shall be filled with alluvium or elluvium , in which case this substance shall constitute material for effective back-fill, and finally the top of the borehole shall be filled with concrete for a depth of 2meters.
The casing shall overlap the earth surface by 0,50m. This casing shall be momentarily locked with a screwed cork.

5.6. Development

Development is done by air-lift with double tube using the drilling rig or an independent unit.
The yield obtained after the development should not be more than 10 % less than the yield obtained at the end of drilling.
Development shall continue until clean water with no residual sand grains nor clay particles is observed. The Contractor should control the yield in sand grains of the water, by applying the Method of observing sand deposit in a10litre bucket of water and of which the diameter should not be greater than 1cm at the end of development.
The average time for development shall be **4 hours.**
If technical errors occur during the drilling process or during development, the additional time beyond the 4hours, shall be under the responsibility of the Contractor and, if clean water is not obtained after development, the borehole will not be received.
In case an independent unit was used for development, the return of the drilling rig for the partial or complete repeat of the drilling process, shall be under the charge of the Contractor.

The yield shall be measured after every 15 minutes. The water level and the depth of the borehole shall be measured before and after the development.
The accepted tolerance for the measurements (including those obtained during pumping test) shall be :

1. - 10% for the yields,
2. - 1cm for the water level,
3. - 5cm for the measurements of depth.

5.7. Pumping [Aquifer] Tests-Superstructures-Disinfection of the Borehole and Water Analyses.

5.7.1 Pumping [Aquifer]Test.

These tests shall be executed using an immerged pump, of a minimal capacity of 10 m^3/h at a depth of 30m or 6 m^3/h at 80meters. The pumping test (type CIEH) shall be done for a time lapse of 4 hours (3 phases of an increasing yield). The processes shall comprise : Restoration, Pumping and Recharge. The recharge after pumping shall be done for an hour. The mesurements of the water levels shall be effectuated using an electric sounder, while the measurements of the yield shall be done using 200litres drums. All the measurements shall be recorded in forms recommended by the Ministry incharge of Water.

5.7.2 Superstructures

The Contractor shall have to construct the following superstructures:

- A reinforced concrete corping of dimensions 1.5m x 1.5m and of height (20cm) which is compatible with the solar pump, and situated above the reinforced concrete slab,
- A reinforced concrete slab of minimum size 2m x 2m surrounding the reinforced concrete corping, raised above the soil surface of minimum height 15cm and and slightly inclined with a gentle slope of about 2% towards the evacuation outlet.
- A ditch surounding the slightly inclined reinforced concrete slab to drain water from the latter to the outlet, through the buried PVC pipes of minimum length 8m, into the

soakaway pit. The soakaway pit shall have a dimension of 1m x 1m x 1m and filled with stones ; and shall be covered by a concrete slab of thickness 10cm.

- A protective layer against erosion of width 1meter all round the half wall and composed of lateritic gravel of thickness 10cm, shall be put all round the half wall.

4. A model plan shall be available. The superstructures would, however, be constructed on the
5. basis of detailed plans that are convenient for the type of solar pump which shall be
6. accepted by the Contract Engineer. The bidder ought to enclose these detailed plans in his bid.

The concrete ought to have a composition of 350kg of cement per m^3 and after 28 days have a resistance of 28 kN/cm^2, it shall be reinforced with welded iron rods forming a grid of 150mm (diameter of the rods being 6mm). Provision must be made for clean aggregate, gravel and sand, as well as non corrosive water.

The set-up shall be completed by the construction of:

- A half-wall surrounding the ditch of dimension : l=3m, w=3m and h=1,2m; which shall be painted with oil paint or covered with tiles. It shall have an entrance which shall be equipped with a metallic gate of height 1,2m and width 1m. This gate shall be painted with a different color from that on the half-wall.
- The drainage system: a plughole or drain (with a grid capable of retaining solid particles) that leads to a concrete sewer manhole (0,5mx0,5mx0,5m) where resistant solid matter settles; and water flows into a buried PVC pipe of Ø for a distance of at least 8m and then empties itself into a soakaway pit of dimension 1m x 1m x 1m (completely filled with stones). This soakaway pit shall have a concrete slab as cover of thickness 10cm.

The identification number of the borehole and the date of execution shall be carefully engraved on a non oxidizing metallic plate permanently pasted on the concrete of the pump support; and on this plate shall also be indicated the origin of the funding.

5.7.3 Water Analysis.

Before the borehole design, the Contractor shall carry out the following measurements: pH, conductivity, temperature.

At the end of Development, the Contractor shall proceed to the disinfection of the borehole by the injection of Calcium hypochlorite (or its equivalent) into it.

At the end of the Pumping test, the Contractor shall proceed to the sampling of water to carry out physico-chemical analyses that shall be done in Laboratories recognized by the Administration.

5.8. Control of the Works.

The supervision and control of the works shall be done by a Controller or a Consulting Firm under the coordination of the Contract Engineer.

5.8.1 Worksite logbook.

Inorder to carry out an effective follow-up of the execution of the project, the Contractor shall make available in the worksite a logbook on which shall be recorded everything concerning work progression. This log book will help the Controler, on arrival in the worksite, to exactly know the state of evolution of the project.

The book will be held by the "Recorder", an employee of the Enterprise, and that will be his sole task in the worksite. The Recorder shall always put in writing all the daily activities in this book, as operations evolve.

In this book shall be recorded the following informations:

- Name of worksite (name of village),
- Serial number of borehole in the village,

- Dates and time of arrival and of departure of the drilling rig,
- Time used to run the compressor to execute the borehole,
- Time used in installing the drilling rig and time that drilling started,
- Drilling time for every pipe,
- Diameter and method used in sinking every pipe,
- Depth attained by every pipe,
- Nature of rock formations cut through "driller's cross-section",
- Depth of temporal casing, time used in placing and removing the temporal casing,
- Composition of the borehole design : length of casing, screen, volume of gravel pack, level of the emplacement of the clayey seal, thickness of the concrete, etc.
- Duration and yields of pumping test, water quality and levels following the instructions given by the Engineer during the Development and Pumping test operations,
- In short, all the technical details, incidents, breakdowns, difficulties specific to the evolution of the project, indicating the time these occurred.

The book shall be signed by the Representatives of the Administration and that of the Contractor, and shall serve as the basis for the establissement of vouchers.
Remarks and reserves made by the Contractor and/or the Administration shall be recorded in this book.

5.8.2 Control and supervision

The control and supervision of works shall be carried out by the Divisional Delegate of Water and Energy or his representative and shall be based on the following items:

- Definition of the work plan and its execution calendar in agreement with the Contractor.
- Site implantation (setting out).
- Indicative forecasts on the geology and on the depth to be attained by the borehole.
- Decisions on whether to continue or stop drilling, its design or its abandonment.
- Elaboration of the borehole design in collaboration with the Chief driller, taking into consideration the yield.
- Supervision and interpretation of the Development and Pumping test results.
- Choice of the configuration of the superstructures depending on the landscape (topography).
- Supervision of the pump installation and the training of local pump caretakers.
- Supervision of the analyses related to water quality.
- Control the effectiveness of the activities concerning the training and sensitization of the Water Management Committee.

5.9. Origin and quality of materials

5.9.1 General dispositions.

The Contractor shall present to the Delegation incharge of Water Resources for approval the materials he intends using, indicating their nature and their origin. All the materials found faulty shall be evacuated by the Contractor at his own expenses. The Contractor shall be responsible for the regular supply of materials for the smooth running of the project.
Not withstanding the approval of the quality and origin of the materials by the Delegation incharge of Water Resources, the Contractor remains solely responsible for the quality of the materials used for the project. It is left for him to carry out at his own expenses all the necessary tests and analyses to be sure of the materials used.
It is left for him to make all the necessary moves to obtain autorisations or permissions, and carry out payments if necessary to enable him exploit quarries or other substances, and the site for the installation of the project.

5.9.2 Characteristics of the casing and screen.

The casing and screen shall be of strong PVC (types for boreholes). The diameters shall be 110/125 mm. The origin and quality of these tubes ought to be approved before being used.
These tubes should be smooth, with solid round or square centralized fittings that can enable the tubes attain a depth of 100meters.
The tubes should have the garanti of being resistant to all the stress manipulations during their installation and during pumping. The PVC shall be composed of matter that cannot dissolve in water and modify its quality.
The slot openings of the screen shall be done mechanically in the manufacturer's factory. The slot openings shall have a diameter of less than 1mm. The percentage of openings shall not be less than 2% of the total surface area of the PVC tube.

5.9.3 Cement

The cement to be used shall of the type PORTLAND artificiel CPA 325. It should be obtained in bags of 50kg. Any bag with hardened fragments shall be rejected. The recuperation of cement dust that has fallen on the ground shall be prohibited.

5.9.4 Gravel

The gravel introduced into the annular space of the borehole shall be clean gravel composed of smooth quartz and of grain-size 1-3mm.

5.10. Technical File.

A technical file of the borehole shall be prepared by the Contractor. This technical file shall contain:

- the location of the borehole on the plan of the village,
- the technico-geological cross-section of the borehole,
- the results of the Development and cleaning test,
- the interpretation graphs of the Pumping tests indicating the depth of pump installation.

Article 6 : Guarantee of works

The Contractor shall take an engagement to execute the borehole with the materials he proposes and to respect all the technical norms in force.
In case of an accident leading to the abandonment of the borehole, le Contractor may be compeled to another borehole near the previous site, except the geologic conditions are abnormally unfavorable. The Contractor shall not be entitled to any remuneration for the abandoned borehole.
The obligations of the Contractor during the guarantee period consist of changing, or reparing the worn out parts or those that have been damaged due an error by the manufacturer.

Article 7 - Origin and quality of materials and equipment

The Contractor shall present the materials and equipments he intends to use, with indications of their nature and origin, to the Contracting Officer, for approval. Any material or equipment that is found faulty shall be rejected and evacuated by the Contractor and at his sole expenses.
Not withstanding the approval of the quality and origin of the materials by the Contracting Officer, the Contractor remains solely responsible for the quality of the materials used for the project. It is left for him to carry out at his own expenses all the necessary tests and analyses to be sure of the materials used. It is left for him to make all the necessary moves

to obtain autorisations or permissions, and carry out payments if necessary to enable him exploit quarries or other substances, and the site for the installation of the project.

CHAPTER III - SUPPLY AND INSTALLATION OF EMERGE SOLAR PUMP, SOLAR PANELS AND BATTERIES

Article 8 - Supply-Installation of an emerge solar pump

Characteristics of the solar pump and batteries

The choice of the pump shall take into consideration the government policy on the standards of hydraulic equipements for the rural communities. But the minimum characteristics of the pump shall : ***a GRUNDFOS SQF2.5-2 solar submersible pump and a GRUNDFOS automated electrical control box with CU200 float input, IO 100- IO-101 switch.***
The characteristics of the solar panels shall be 300 Wp monocrystalline (nominal voltage: 24 Volts) installed on the slab roof including steel support, wiring, cable trays, connection accessories, etc.
The choice of the pump shall take into consideration the government policy on the standards of hydraulic equipements for the rural communities. But the minimum capacity of back-up batteries shall be **200AH/12V**. There shall also be a charge controller, circuit breaker and Surge protector installed

8.1 .Diameter

The borehole shall be equipped with PVC tubes of which the usable minimum internal diameter shall be 110mm.

8.2 Yield

The dynamic levels in the project zone shall be situated at an average depth of around twenty meters, anyhow the proposed model of pump shall be one that have to function without the dispensation of too much effort for installation depths of about 50m and of dynamic levels of equivalent depths.

8.3 Resistance to corrosion

All the parts constituting the pump ought to be resistant to water and air corrosion (in this case, the Contractor is asked to present documents to ascertain that control tests were carried out in the factory on the supplied materiels or their equivalents to be supplied). The Contractor shall attach to his bid the list of parts that shall be in contact with water and specify their component elements and the anti-corrosion process to be applied on them.

8.4 Fittings.

The supply of the solar pump should also include:

- the supply of tools to fix the pump onto the base: wire mesh welded with bolts, nuts and fitting washers;
- the supply of seals.

The fittings that shall be used should have closing plates which should be put in place while waiting for the pump to be installed. All fittings shall be approved by the Supervising Engineer before use. The performance guarantee of work shall cover all defects in fittings, their handling and workmanship.

8.5 Maintenance

The Supplier shall fill a table describing the nature of the day-to-day maintenance operations with as information for each case:

- the periodic interval

- the parts concerned
- the costs of the parts in the locality
- the required set of tools

8.6 Repair works

The Supplier shall specify the breakdowns that shall require the withdrawal of the pump from the borehole as well as the different unit weights, notably:

- the whole fountain,
- the linear meter of the aspiration pipe (with the rod) with and without water,
- the pump cylinder.

For more frequent interventions, he shall specify the nature of intervention and its frequency.

8.7 Accessories

The Contractor should show the pump caretaker the key or keys required to help mount, dismount and replace parts that have brokendown.

8.8 Spare parts

The spareparts ought to be, as from the beginning of the project, be available in the different sales points. A kit of spare parts shall be made available and handed to the Village Water Management Committee.

8.9 Technical and pedagogic brochures

The Contractor ought to make available technical and pedagogic brochures on the mounting, the good functionning, the maintenance and the repairs of the pump.
These brochures shall simultaneously contain three levels of information.
a) A level that exclusively illustrates the following themes:

- How to pump correctly (illustrations with photos or drawings).
- How to detect an abnormaly in the fonctionning of the pump.
- How to carry out minor repair works.

b) A level that gives complete informations on the assembling of the pump for use and for maintenance. All the possible types of breakdowns that can occur should be mentionned as well as the means to remedy the situation.
c) A complete documentary level about all the aspects of the pump: manufacture, constituent parts, materials used, assembling, current maintenance, important repair works, list of the spare parts and their approximate lifespan, etc.
These brochures shall be delivered with the pump, a copy shall be kept with the Supplier's representative.
Besides, the Contractor should prepare a maintenance form for the pump (as well as extra copies), which shall be kept in the village, and in which all repairs and maintenance works shall be recorded.

8.10 Putting in place of the maintenance system

The Contractor shall take care of the training of two (02) to three (03) pump repairers to carry out minor maintenance and repair works on the installed pump. The training of these pump repairers shall be a condition for the provisional reception of the borehole.

Article 9 : Transport, Delivery and installation of pump

The Contractor shall equally take care of the transportation and installation of the pump on the site.

Article 10 : Provisional Acceptance

The materiels to be used ought to undergo a qualitative provisional acceptance, which shall be based on the administrative and technical documents justifying the quality of the materials used are in conformity with the technical objectives.

This reception shall be later followed by a technical acceptance which shall take place in the worksite after the installation of the pump and after observing it functioning.
The decision taken during this acceptance does not liberate the Contractor from his engagements with respect to the deadline as well as the technical specifications.
Any change of material that was proposed in the bid (type, characteristics, origin, etc.) before or after the conformity visit and during the execution of the project, is forbidden except authorized in writing by the Contracting Authority, following the application forwarded by the Contractor.
If the works are not in conformity with the specifications, the Contracting Authority can reject them and ask for their remplacement or necessary modifications, without any extra charge for this.

Article 11: Conditions for the Final acceptance

The final acceptance shall be pronounced after the expiration of the guarantee date which comes one year after the provisional acceptance. There shall be no specific pumping test during the final reception, but a test of the equipments used in exploiting the groundwater and a survey among the population to confirm the good working order of the pump during the one year guarantee period.

CHAPTER IV: ORIGIN AND QUALITY OF GEOMATERIALS AND CEMENT.

Article 12: *Quality and Quantity of Geo-materials*

The Contractor shall supply all the sand, stones and gravel that may be required for the execution of any component of a project. He shall also be responsible for the excavation and backfilling of the pipeline under the supervision of the Engineer. In that regard, it is obligatory for the potential Contractor (or bidder) to visit the project site, at his own expense, before preparing his bids, in order to verify whether available geo-material are of good quality and of sufficient quantity. He shall make any reservations concerning geo-materials in his bid (Site Visit Report).

Article 13: *Origin and Quality of Sand*

The nature and origin of sand remain subject to the approval of the Supervising Engineer. Sand shall be obtained either from rivers or through crushing of rocks. The sand shall be of high quality. It shall be crunchy, stable, and clean and shall be free of dust particles, schistose, gypseous or clayey debris and organic matter. It shall contain neither sulphur compounds no substances that can react with cement or metallic reinforcements. The sand component shall be more than 80% and the very fine constituents, with a dimension not exceeding eighty (80) microns that can be eliminated by settling, should be less than four percent (4%). No grain of sand should have a dimension greater than four (4) millimeters. If deemed necessary by the Supervising Engineer, the sand shall be sieved and washed thoroughly before use.
Moreover, filter grade sand shall have a grain size ranging from 0.8mm to 1.2mm inclusive. Furthermore, it shall be fried in order to eliminate algae zygospores, bacteria and/or bacteria spores, fungi and/or fungal hyphae.

Article 14: *Origin and Quality of Gravel.*

Gravel shall be obtained from deposits or quarries chosen by the contractor and approved by the Supervising Engineer. It shall be clean, without an excess of flat elongated pieces, dust or impurities. Constituents that can be eliminated through settling should be less than 2%.Its grading should be suited to its use. If deemed necessary by the Supervising Engineer, it shall be washed before use.

Article 15: *Origin and Quality of Stones*

Stones shall be obtained from deposits or quarries chosen by the Contractor and approved by the Supervising Engineer. No stone shall have a dimension less than twenty (20) centimeters. Basalts stones, commonly called black stones, are highly recommended, or else stones of other quality, such as un-weathered granites, rhyolites, ignimbrites, etc, duly tested and approved by the Supervising Engineer may also be used.

Article 16: *Origin and Quality of Cement*

Cement shall be of the CPA 325 class and shall be obtained from an approved factory.

CHAPTER V: METHOD OF EXECUTION

Article 18: *General Information*

18.1 *Security at the Work Site*

The Contractor shall place at the entrance to work site signboards in bold letters indicating that work is underway and prohibiting the public and unauthorized persons from entering the work site. He shall be responsible for any accident that may occur on the work site or may be suffered by a third party, his staff and employees or officials of the Administration as a result of their presence on the work site. Organization of work and security on the work site shall therefore be the sole responsibility of the Contractor. Furthermore, the Contractor shall be bound by the labour legislation in Cameroon vis-a-vis his workers and the Administration. Moreover, his insurance policy shall cover any damages he could cause to any one during the execution of the job.

18.2 *Traffic*

The Contractor shall be responsible for ensuring that traffic is not obstructed on the entire stretch of his work site throughout the period of work, right up till provisional reception. No obstruction of traffic shall be allowed for more than two hours. Maintenance of traffic flow shall be the responsibility of the Contractor. In case of any breach of contract in this matter , the Supervising Engineer may bring in a third party to correct any shortcomings that may be impeding the traffic flow, and related expenses shall be borne by the Contractor.

Where interference of the traffic flow for a given period is inevitable, the Supervising Engineer shall be informed of the situation at least 7 days in advance, so that he can seek the opinion of local Administrative authorities and get everything arranged beforehand.

In case a deviation has to be used, the contractor shall submit to the Supervising Engineer for approval after consultation with local administrative authorities, the deviation route and his plan for maintaining the deviation throughout the duration of the works that have necessitated the deviation.

Article 19: *Stone Masonry*

Stone masonry shall be aesthetical and in accordance with structure type and civil engineering rules. Binding mortar shall be a mixture of 400kg of cement per m^3 of sand, no grain of which shall have a dimension exceeding 4mm.

Mortar containing a mixture of 450kg of cement per m^3 of sand shall be used for the finishing of the external joints of non-visible walls of stone masonry

Mortar consisting of a mixture of 500kg of cement per m^3 of sand, to which shall be added a quantity of SIKA N° 1 recommended by the manufacturer and approved by the Supervising Engineer, shall be used for waterproofing the interior surfaces of water-retaining structures (storage tanks, interruption chambers, sedimentation basin, filters, etc).

Article 20: *Pointing and Plastering*

20.1 *Pointing*

The joints of all external walls of stone masonry that are visible shall be carefully pointed to give them an aesthetic look. Mortar containing 600kg of cement per m^3 of sand shall be used for pointing with a cement paste (1:0) finish

20.2 *Plastering*

Plastering of surfaces in contact with water shall comprise pointing of the mortar joints followed by a 1cm thick layer of spatter dash 1:2 (m625). This shall then be followed by the application of a rendering coat of 2cm thick 1:4 (m300) mixtures and a setting coat 2cm thick 1:2 (m625).The walls shall then be finished with cement paste. Plastering of surfaces not in contact with water, such as chambers for air valves, control valves and washouts shall consist of 1 coat of plaster 1cm thick and a mixture of 1:3 (m400)

Article 21 Expert Team Profile

The qualification and experience required of the Consultant's staff are as follows:

S/N	Position	Overall experience (years)	Experience in similar work in the position (number of projects)
1	**Works manager** Bachelor Degree in Rural Engineering with at least 05 years of experience (BAC +5)	Five (05) years or more	5 (five) years or more
2	**Site manager** Certified diploma of Bachelor Degree in Rural engineering or high with at least 5 years' experience (BAC +5)	Five (05) years or more	5 (five) or more
3	**Team Leader of Structure Work** Certified diploma of Civil engineering technician or similar 3 years of experience or more)	Three (03) years or more	3 (three) or more
4	**Team Leader of Electricity Work** Certified diploma of Electrical technician or similar **3 years of experience (BAC +5)**	Three (03) years or more	Three (03) years or more
5	**Team Leader of Plumbing Work.** Certified diploma of plumbing technician or similar (A/L+3 or more)	Three (03) years or more	3 (three) or more

Article 22 Sign-Posts

The contractor shall put in place at his expense sign-posts indicating the ongoing work in conformity with the plans put at his disposal by the contracting authority.

Article 23 Hygiene and safety

The contractor shall ensure total hygiene and security of the site by constructing a temporal latrine and putting up a temporal fence around the project site if need be.

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

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

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

All modifications accepted by the contractor shall be accomplished within a specified duration and at his cost without modification of the contract amount. The owner of the

project shall have the right to the final choice in case of any modification.
The descriptive notice completes or confirms the indications on the execution plans. In the case of contradictions between the plans and the descriptive notice, the project team shall be contacted for examination, elaboration and conclusion.

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

Article 24 Protection of the Environment
The entrepreneur shall obtain an attestation of environmental impact notice from the council concerned, indicating that the environment impact notice has been carried out by the project owner

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

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

At the end the works, the entrepreneur will do all necessary works to the restoration of the various places of the site. The entrepreneur should fold all his material, and equipment. He should demolish all stationary installation etc. in order to put back the site in its nearest initial state. No equipment or materials should be abandoned on the site, or in the vicinity after the execution of all the works.

Article 25 Applicability of Unit Prices
Unit prices apply to all building works regardless of their location within the site, execution conditions, or quantities carried out.
They include all constraints related to confined areas, working at height, works adjacent to existing buildings, utility connections, and similar conditions.

Document No. 06:

ENVIRONMENTAL, SOCIAL, HYGIENE AND SAFETY SPECIFICATIONS

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CHAPTER 1: GENERAL PROVISIONS

These clauses are intended to assist the Project Owner and/or contractors responsible for works execution to integrate requirements aimed at optimizing the protection of the environment and the socio-economic environment.

These provisions apply to all activities likely to generate environmental and social impacts.

The Contractor shall comply with all applicable environmental laws and regulations in force in the country. In the daily organization of the works, the Contractor shall take all appropriate measures to minimize environmental impacts by applying the contract provisions and ensuring that its personnel, subcontractors, and employees also comply with and apply them.

1.1 Execution Program

The Contractor shall prepare and submit for approval by the Engineer a detailed environmental and social management program including the following:

a. Site Environmental Management Plan (PGEC)

The Contractor shall submit a Site Environmental Management Plan (PGEC) within 60 days from the notification of the contract. The PGEC shall be approved by the Engineer within 20 days and shall include at least:

- Organizational chart of environmental staff, including the project environmental officer;
- Description of methods for mitigating biophysical and socio-economic impacts;
- Plan for management and rehabilitation of borrow pits and quarries;
- Water management and sanitation plan.

b. Site Environmental Protection Plan (PPES)

The Contractor shall prepare and submit a detailed Site Environmental Protection Plan (PPES) covering site installation and material extraction areas. It shall include:

- Protection measures and execution program;
- Site layout and location map at appropriate scale;
- Methods for preventing pollution, fire risks, and road accidents;
- Sanitary facilities and emergency access for local populations;
- Environmental and safety regulations on site;
- Post-construction site restoration plan.

c. Waste Management and Disposal Plan (PGED)

The Contractor shall prepare a Waste Management and Disposal Plan within 60 days of notification of the contract. It shall identify all waste likely to be generated and specify collection, storage, transport, and disposal methods. It shall include:

- Methods to minimize material mixing and promote reuse;
- Transport and disposal locations;
- Monitoring and control procedures;
- On-site reuse plan and management of surplus materials.

1.2 Site Safety

The Contractor shall comply with national health and safety regulations. A medical service shall be established at the base camp according to workforce size. A safety officer shall ensure maximum safety for workers and surrounding populations.

1.3 Access to Community Infrastructure

The Contractor shall implement appropriate measures to ensure continuity of access to existing community infrastructure.

1.4 Site Logbook

The site logbook shall record all incidents or accidents with environmental or social impacts, as well as corrective actions taken.

CHAPTER 2: TECHNICAL REQUIREMENTS

2.1 Kick-off Meetings

Local authorities and communities shall be informed about the works, their scope, routes, duration, and potential impacts. Compensation procedures shall be explained where applicable. Coordination with forestry services shall be carried out to identify protected species.

2.2 Local Labour Employment

The Contractor shall prioritize local labour recruitment, ensuring gender equity where possible. External recruitment is allowed if skills are unavailable locally.

2.3 Site Selection

Sites shall be selected to minimize tree cutting, demolition of structures, and avoid sensitive areas.

2.4 Quarry Operation and Use

Quarry operations shall comply with national laws. The Contractor shall obtain required permits and bear all related costs.

Environmental protection plans shall be submitted at least one month before quarry exploitation.

Temporary quarries shall be rehabilitated after use, including:

- Soil restoration and revegetation;
- Restoration of natural drainage;
- Erosion control measures;
- Site landscaping.

Permanent quarries shall be managed to protect vegetation and drainage systems.

2.5 Hygiene, Cleanliness and Pollution Control

The Contractor shall:

- Properly manage hazardous and biomedical waste;
- Prohibit dumping of waste on site;
- Prevent pollution of soil and water;
- Control dust and noise emissions;
- Properly store hazardous substances;
- Avoid obstruction of natural drainage.

a. Flora and Fauna Protection

Vegetation outside the construction area shall be preserved. Damaged vegetation must be restored at the Contractor's expense.

b. Health Measures

A site clinic shall be established. Regular medical check-ups and awareness campaigns on HIV/AIDS and STIs shall be conducted.

c. Traffic and Circulation

Speed limits shall be enforced (20–80 km/h depending on area). Sensitive areas must be protected.

d. Site Installation Plan

- Base camp must be located away from settlements and water sources;
- Temporary roads shall be controlled;
- Dust control measures shall be applied;
- Proper waste management at closure of site.

e. Awareness and Sensitization

Workers and communities shall be sensitized on environmental, social, and health risks.

f. Safety Measures

Sites shall be fenced, signposted, and access restricted.

g. Worker Protection

Workers shall be equipped with PPE appropriate to their tasks.

CHAPTER 3: REGULATIONS

The Contractor shall obtain all required permits and comply with all applicable laws.

Failure to comply may result in penalties, withholding of guarantees, or contract termination.

The Contractor shall restore the site at the end of works and remove all equipment and waste.

CHAPTER 4: MINIMUM CONTENT OF THE CODE OF CONDUCT

The Code of Conduct shall reflect risks and mitigation measures identified in:

- Environmental Impact Studies;
- Permits and authorizations;
- National laws and regulations;
- Sector standards;
- Complaint mechanisms.

Risks include labor movement, communicable diseases, harassment, environmental damage, and misconduct.

CHAPTER 5: CODE OF CONDUCT REQUIREMENTS

The Code shall apply to all personnel and include at minimum:

1. Compliance with laws;
2. Health and safety rules (including PPE use);
3. Prohibition of illegal substances;
4. Non-discrimination;
5. Respectful community interactions;
6. Zero tolerance for sexual harassment;
7. Prohibition of exploitation and abuse;
8. Child protection;
9. Proper sanitation use;
10. Conflict of interest prevention;
11. Respect for work instructions;
12. Protection of property;
13. Obligation to report violations;
14. Protection against retaliation.

The Code must be written in clear language and signed by all workers confirming:

- Receipt of the Code;
- Explanation received;
- Understanding of contractual obligations;
- Awareness of sanctions for violations.

Document No. 07:

UNIT PRICE SCHEDULE

UNIT PRICE SCHEDULE

UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF FHE NORTHWEST REGION				
N°	**DESIGNATION**	**UNIT**	**UNIT PRICE IN FIGURES**	**UNIT PRICE IN WORDS**
100	**HYDROLOGICAL STUDIES/SITE INSTALLATION/BOREHOLE INSTALLATION**			
101	Site Installation	FF		
101	Bringing in and removing equipment	FF		
102	Electrical surveying and hydrogeological studies	FF		
103	Execution project	FF		
105	Installation of structures	FF		
106	Execution program and As-build plan	FF		
	Sub Total Lot 100			
B	**CONSTRUCTION OF A BOREHOLE EQUIPPED WITH SOLAR PUMPING SYSTEM**			
200	**FORTION AND EQUIPEMENT-DEVELOPPEMENT-PUMPING**			
	FORATION			
201	Rotary drilling in sedimentary terrain in Φ 9" 7/8 or 12" 1/4	ml		
202	Installation an removal of temporary steel or solid PVC CASTING 175-195 mm195 mm	ml		
203	Drilling of the base with a down-the-hole hammer (DTH) in 6"1/2 à 6"3/4	ml		
	EQUIPEMENT-DEVELOPPEMENT-PUMPING			
204	Supply and installation of solid PVC of Φ 112/125mm at 10 bars of pressure	u		
205	Supply and installation of Φ 112/ 125mm PVC screens at 10 bars of pressure	u		
206	Supply and installation of a 1-3 mm calibrated river gravel filter bed	ml		
207	Supply and installation of a clay plug	u		
208	Backfilling with all-run material	ml		
209	Cementing of the 5m deep borehole head	ml		
210	Cleaning and development with air lift	Hr		
211	Long term pumping test of the C.I.E.H type	Hr		
212	Treatment and Disinfection	FF		
213	Physicochemical and bacteriological analyses of the water	FF		
214	Fitting out the borehole head with 20x20x40 packed blocks measuring 1mx1mx1m, covered with a 6cm thick slab	FF		
	Sub Total Lot 200			
300	**SUPPLY AND INSTALLATION OF DRILLING MEANS**			
301	Supply and installation of a GRUNDFOS SQF1.2-2 solar submersible pump and a GRUNDFOS control box, automated electrical control with CU200 float input,	u		

	switch IO 100- IO-101, including probe and all installation requirements			
302	Supply and installation of pressure gauge	u		
303	Supply of a non-return valve at the borehole outlet	u		
304	Supply and installation of PEHD drainage pipe, diameter 32mm PN10 with connection accessories (safety rope, safety collar, sheaths, inter pipe connector) including all installation requirements.	ml		
305	Supply and installation of a three-bottle water filter, including all installation requirements.	FF		
306	Supply of a connection and plumbing accessories (tees, elbows, sleeves, connection resin, etc.)	ls		
	Sub Total Lot 300			
400	**CONSTRUCTION OF STAND TAPES**			
401	Construction of reinforced concrete stand tapes dosed 350kg/m3, including a 2x2,4m² draw-off area according to the architectural plan with views equipped with metes and valves.	u		
402	Installation of two head taps 1/2" 3/4", 20/27 pad lockable stainless steel draw-off taps with brass handles for the two stand tapes according to the technical data sheet attached to the tender document.	u		
403	Supply of a stainless steel volumetric meter 3/4"-SPWM-075-CF, pulse output + sets of connection accessories	u		
404	Construction of a covered manhole measuring 50x50x50 in reinforce dosed at 350 kg/m3, 10cm thick, for a flow meter.	FF		
405	Construction of a soak away pit made of packed concrete blocks to received runoff water, 1m in diameter and 2m deep, covered with a 5cm thick reinforced concrete slab containing 350kg/m3 at 5cm.	FF		
406	Construction of an 8 cm thick runoff drainage channel made of reinforced concrete concerning 350kg/m 3	ml		
407	Supply and installation of PN10 D40 HDPE pipes, including tank connection accessories.	ml		
407	Supply and installation of PN10 D32 HDPE pipes, including tank connection accessories.	ml		
408	Supply and installation of PN10 D25 HDPE pipes, including tank connection accessories.	ml		
	Sub total lot 400			
500	**SOLAR POWER SUPPLY FOR PUMPS (GROUND PLATES PLACED ABOVE THE TANK)**			
501	Supply and installation of monocrytalline solar panels from TRINA SOLAR, CANADIAN SOLAR or LONGI SILICON (nominal voltage: 24Volts) with an 18% efficiency at 300 Wp, 4cm thick, installed on the slap roof at the optimum angle.	u		
502	Supply and installation of 25mm corrugated sheaths for the cables.	ml		
503	Supply and installation of ecoflex FG7 (O), NEXXAN or EUROCABLES of 4x4mm2 for solar panels, including all installation requirements.	ml		
504	Supply and installation of ecoflex FG7 (O), NEXXAN or	ml		

	EUROCABLES 2x2,5mm² for float.			
505	Supply and installation of an original frame of 40*40 tubes and 40 angles of 4cm thickness in stainless steel for installation and fixing of solar panels, including accessories	ls		
	Sub Total Lot 500			
600	**CONSTRUCTION OF A 7,5m3 CASTLE**			
601	Excavation in shafts an channels	m3		
602	Clean concrete dosed at 150kg/m3	m3		
603	20x20x40 packed blocks for the base.	m2		
604	Concrete dose at 350kg/m3 for the footings, (1,2x1,2x0,3), post starters (0,3x0,3x1) and stringers (0,2x0,3).	m3		
605	Concrete dose at 350kg/m3 for pillars (0,3x0,3x9m), beams (0,2*0,3).	m3		
606	Concrete dose at 350kg/m3 for the waterproofed tank, including thickness.	m3		
607	Concrete dose at 350kg/m3 for the solid slab on the technical room, including all implementation requirements.	m3		
608	Rendering of the exterior walls with a mortar dosed at 400km/m3 including all implementation requirements.	m²		
609	Application food-grade paint to the interior walls. Including all implementation requirements.	m²		
610	Elevations of the technical room in 15 cm block board	m²		
611	Supply of and putting in place 15 cm thick vibrated mortar screen for the technical room opening	m²		
612	Rendering of the interior and exterior walls and slab of the technical room with a mortar dosage of 400km/m3, including all implementation requirements.	m²		2,500
613	Supply and installation of a two-coat of PANTEX 1300 type ROSSIGNOL type paint on the interior and exterior walls of the technical room	m²		2,500
614	Concrete slab dosed at 350kg/m3 (thickness =8cm) for the floor of the technical room.	m²		
615	Supply and installation of a 4mm thick metal door measuring 80x220mm	u		
617	Supply of a removable stainless steel inspection ladder.	u		
	Sub Total Lot 600			
700	**SECURING THE STRUCTURE OF 5,4 m x 4,6 m FENCE (HALF WALL 80cm HIGH MINIMUM, 1,5m HIGH WIRE MESH)**			
701	ESCAVATION in shafts and ditches including backfill	m3		
702	Clean concrete dosed at 150kg/m3 for plots	m3		
703	Packed concrete blocks at 20x20x40 in the base (17 m long and 2 rows).	m²		
704	Reinforced concrete dosed at 350kg/m3 for 80x80x20 footings.	m3		
705	Reinforced concrete dosed at 350kg/m3 for 20x30 post bases (minimum height 1 m).	m3		
706	Reinforced concrete dosed at 350kg/m3 for 20x20 stringer	m3		

707	Reinforced concrete dosed at 350kg/m3 for 25x25 posts (minimum height 2 ,5 m).	m3		
708	Reinforced concrete dosed at 350kg/m3 for 20x20 chaining	m3		
709	Supply of and putting in place 15mm concrete blocks raised to a height of 80 cm	m^2		
710	Cement mortar coating on interior and exterior walls and under the slab of the technical room dosed at 400kg/m3 including all implementation constraints.	m^2		
711	Supply and installation of 60 mm fine diamond-shaped galvanized steel mesh with a minimum thickness of 2mm flexible wire welded above the blocks to a height of 1,5 m including all constraints.	ml		
712	Supply and installation of 2,5m high stainless steel tubes with a diameter of 63mm, a minimum thickness of 3mm type AISI 304, and a length of 6m.	u		
713	Supply of a supply of a 60x60mm mesh stainless steel door in an 80*220 diamond pattern, 4mm wire with angle iron frames for access to the castle, including all installation suggestions.	u		
714	Application of anti-rust and acrylic paint coats on the metallic elements.	m^2		
715	Supply of stainless steel locks, chain and card locks.	u		
716	Supply 02 waterproof lamps (projectors) for night time lighting and connected to the solar panels, including wiring and installation.	ls		
717	Supply and application of a two-coat of Pantex 1300 Rossignol- type paint on the fence in gray and blue	m^2		
718	Reinforced concrete paving (20cm spacing) dosed at 300kg/m3, 8cm thick, for the solar field enclosure and the surroundings of 1m wide technical room after compaction, with a slope of at least 1,5 % including all suggestions	m^2		
	Sub Total Lot 700			
800	**MISCELANEOUS SERVICES**			
801	Provision of a first aid toolbox (1 Tropic wheel barrow, a shovel, a machete, a rake, 4 pairs of knives, pump disassembly tools, spare parts, etc)	u		
802	Provision of the maintenance manual and training of two (02) repair technicians and the manager of water management committees in management and maintenance including all constraints,	sessions		
	Sub Total Lot 800			
900	**ENVIRONMENTAL AND SOCIAL SAFEGUARD MEASURES**			
901	Production of code of conduct for workers	no		
902	Sensitization and training of communities and workers on Gender based violence and HIV/AIDS	no		
903	Water Analysis test	u		
904	Formation and training of water management committee	no		
905	Provision of complete tool box for repairs and maintenance	u		
906	Personal Protective equipment for workers	no		

907	Provision of first AID box	u		
908	Installation of Metallic funders information plate	no		
	Sub Total Lot 800			

DOCUMENT NO 8

THE BILL OF QUANTITIES AND ESTIMATES

DOCUMENT NO 9

THE SUB-DETAIL OF UNIT PRICES

Designation of Works :					
N° price	Daily output		Total Quantity		Duration (days)
	/ day				
WORKMANSHIP	Category	Number	Daily Salary	Days paid	Amount
	Site engineer				
	Site foreman				
	Team chiefs				
	Administrative staff				
	Driver				
	Specialised Technicians				
	Labourers				
	Total A				
OR					
MACHINES EQUIPMENT	Type	Quantity	Daily rate	Days paid	Amount
	Pickup for follow-up				
	Small equipment				
	Total B				
DIVERSES MATERIALS					
	Type	Quantity	Unit Price	Consumption	Amount
	*				
	Total C				
D	**TOTAL DRY PRICE A+B+C**				
E	General site expenses		X%	D x X%	
F	General head office expenses		Y%	D x Y%	
G	**TOTAL COST PRICE**			D + E + F	
H	Risks + benefits		Z%	G x Z%	
P	**TOTAL COST PRICE WITHOUT TAXES**			G + H	
V	**SELLING UNIT PRICE WITHOUT TAXES**			P/QTE	

Document No. 10:

MODEL OF CONTRACT

REPUBLIQUE DU CAMEROUN

PAIX – TRAVAIL – PATRIE

REGION DU NORD- OUEST

DEPARTEMENT DU NGOKETUNJIA

COMMUNE DE BABESSI

COMMISSION INTERNE DE PASSATION DES MARCHES

REPUBLIC OF CAMEROON

PEACE – WORK – FATHERLAND

NORTH WEST REGION

NGOKETUNJIA DIVISION

BABESSI COUNCIL

INTERNAL TENDERS BOARD

Contract Nº ,,,,,,,,,ONIT /BC/ BCITB/MINDDEVEL/FEICOM/NWR/2026 OF THE _____ AWARDED BY OPEN NATIONAL INVITATION TO TENDER NO ...../ONIT / MINDDEVEL /NWR/ BC/BCITB/FEICOM/2026 OF THE _____FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF FHE NORTHWEST REGION

HOLDER: .....

BP ..... TEL. .....

N°R.C. .....

N° TAXPAYER. .....

Account N°. ..... at .....

Agency of .....

SUBJECT ; **CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF FHE NORTHWEST REGION**

PLACE: **BABESSI COUNCIL**

DURATION: Five (05) months

AMOUNT: ..... **FCFA TTC**

IAT	
EVAT	
VAT (19.25%)	
IR (2.2 %)	
Net to be paid	

FINANCING: **FEICOM /BABESSI COUNCIL Budget 2026 Fiscal Year**

SUBSCRIBED on.....

SIGNED on.....

NOTIFIED on.....

REGISTERED on.....

BETWEEN:

The **REPUBLIC OF CAMEROON**, represented by the **Mayor of BABESSI COUNCIL**, hereinafter referred to as the, "**ADMINISTRATION**" on the one hand,

AND

_____ whose head office is situated at _____BP____, Tel: _____ represented by it's Director General hereinafter referred to as the "**CONTRACTOR**" on the other hand.

IT IS HEREBY AGREED ON AND ORDERED AS FOLLOWS:

SUMMARY

Part I: Special Administrative Clause (SAC)

Part II: Special Technical Conditions (STC)

Part III: Schedule of Unit Prices

Part IV: Details or Estimate

Page....and last of the **Contract Nº ,,,,,,,,,ONIT /BC/ BCITB/MINDDEVEL/FEICOM/NWR/2026 OF THE ….. _____ AWARDED BY OPEN NATIONAL INVITATION TO TENDER NO ……/ONIT / MINDDEVEL /NWR/ BC/BCITB/FEICOM/2026 OF THE _____ FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF FHE NORTHWEST REGION**

WITH The enterprise …… P.O. Box ……

SUBJECT; **CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF FHE NORTHWEST REGION.**

EXECUTION DEADLINE: …… (……) months

AMOUNT OF CONTRACT IN FCFA:

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

READ AND APPROVED BY THE ENTREPRENEUR	**THE MAYOR OF BABESSI COUNCIL**
BABESSI , the……	**BABESSI , the……**

Document No. 11:

MODEL FORMS

Table MODEL FORMS

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Annex No. 1: Model tender

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

After having taken knowledge, of all relative files of the present contract document for the **construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region.**

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

Amount in figures FCFA TTC: .....

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

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

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

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

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

Signature (s

Annex No. 2: Model Bid Bond

Bank .....

Reference of guarantee: No. .....

To the Mayor of BABESSI COUNCIL

Republic of Cameroon

Invitation to Tender No. .....

BID BOND **FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF FHE NORTHWEST REGION**

The Contractor (5) .....hereby submits on ..... to the **Mayor of BABESSI Council a bid relating to the construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region.**

To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the **Mayor of BABESSI COUNCIL** acting in the capacity of Contracting Authority, a bid bond amounting to CFA Francs ..... (6).

By this guarantee, we the undersigned, (7).....with our registered office in ....., are committed towards the **Mayor of BABESSI COUNCIL** (Contracting Authority), through the bidder for the sum of CFA Francs .....(*in figures*).....

..... *(in full)*.

By this guarantee, we irrevocably commit ourselves, without any argument or delay, to pay into an account indicated by the Mayor of BABESSI COUNCIL, the amount of the guarantee at the first written request, as soon as the latter shall inform us in writing that the bidder does not keep the commitment he took in his tender.

The request for payment of guarantee shall be countersigned by the Mayor of BABESSI COUNCIL. This guarantee shall be released latest thirty (30) days after the expiration of the validity of the tender or, in case the enterprise shall be the successful bidder, after presentation of the performance bond which shall be kept by the Council Internal Tenders Board.

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

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

Mr (Messrs).....

Signature(s) & stamps .....

(5) Bidder

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

(7) Bank

Annex No. 3: Model of Performance Bond (Retention Fund)

Bank:
Reference of bank guarantee:
N°.....

To the Mayor of BABESSI COUNCIL (Contracting Authority)

The enterprise.....

SECURITY BOND FOR THE GUARANTEE OF GOOD EXECUTION OF **THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF FHE NORTHWEST REGION.**

We, Bank..... have been informed that between the **Mayor of BABESSI COUNCIL** acting as the Contracting Authority , and..... acting as entrepreneur, a contract has been concluded for the **construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region** covering the guarantees, engagement and other liabilities being incumbent upon the entrepreneur because of the contract of an amount equal to.....

We, Bank.....engage ourselves irrevocably and without profit of discussions by thispresent, to pay in favour of the Cameroonian administration at the first written request of the **Mayor of BABESSI Council** and within eight (08) weeks maximum period, up to the amount of thispresent guarantee, the sum of .....

All that could be due the **Mayor of BABESSI COUNCIL** by the entrepreneur because the entrepreneur would not fulfill one or several of his/her engagement as stipulated in his/her bid.

A mobilisation request of thispresent guarantee will be object of a justifying recommended letter with accused receipt and copy to the entrepreneur clearly formulating completely the reasons of thisrequest.

Thispresent banking guarantee will enter in force at the date of notification of the contract to the entrepreneur.

The original of thispresent guarantee will be preserved in the services of the **Mayor of BABESSI Council.**

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

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

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

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

Signature (s)

Annex No. 4: Declaration Form

THE MODEL UNDERTAKING BY THE BIDDER

Name of project:.....Invitation to tender N°. :.....
FOR THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF FHE NORTHWEST REGION

I (We) the undersigned (8) .....
Acting in the capacity of (9) .....in the name and on behalf of (10)..... at .....RC N°. .....by virtue of the power vested in me (us), domiciled at P.O.Box..... (Town) ....., telephone N° ....., after having studied all the documents of the tender file relating to the Invitation to Tender N° ....., and after having assessed in my (our) point of view and under my (our) responsibility the nature and difficulties entailed with the execution of the job, I (we) do hereby tender and commit myself (ourselves) to carry out **the construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region** in keeping with the terms and conditions of the tender file.

I commit myself (We commit ourselves) in case my (our) tender is retained, to execute the contract within ..... (.....) months as from the date of notification of award of the contract.
I hereby commit myself (We hereby commit ourselves) to maintain the amount of my (our) tender for a period of sixty (60) days with effect from the deadline for submission of bids.
Done at ....., on .....

General Manager

Signature(s).....

Biddder(s).....
For companies, indicate:

The company (company or trade name, form, nationality and registered office)
« represented by the undersigned ..... » (name, first name and status)

For companies without a legal status, indicate:

« We, the undersigned, ... »
(For each person: name, first name, company name, nationality, location of the registered office)
« Constituted in a group of companies for the execution of this contract, jointly commit ourselves ..... »
(8) Name, first name, profession, residence
(9) Position in the enterprise
(10) Company name

Annex No. 5: Model of Start-Off Advance Bond

Bank .....

Reference of guarantee No.....
To the Mayor of BABESSI Council NGOKETUNJIA Division
Republic of Cameroon
Invitation to Tender N°. .....

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING **TO THE CONSTRUCTION OF FOUR (04) SOLAR POWERED MINI DRINKING WATER SUPPLY NETWORKS IN HEALTH CENTER FACILITIES OF MBOGHOMBAM BABESSI, BABUNGO AND BANGOLAN IN BABESSI COUNCIL IN NGOKETUNJIA DIVISION OF FHE NORTHWEST REGION.**

We..... (Bank) have been informed that a contract shall be signed between the **Mayor of BABESSI COUNCIL, acting** in the capacity of Contracting Authority, and..... ....., acting **for the construction of four (04) solar powered mini drinking water supply networks in health center facilities of Mboghombam Babessi, Babungo and Bangolan in Babessi Council in Ngoketunjia Division of fhe Northwest Region.**

In compliance with the provisions of Article ..... of Contract N° ....., the contractor shall be bound to present to the **Mayor of BABESSI COUNCIL** , Contracting Authority, a bank guarantee with the purpose to assure the refund of the start-off advance granted to the enterprise and amounting to CFA Francs .....
.....
We, ...(bank) do hereby commit ourselves, irrevocably and without arguing to pay to **Mayor of BABESSI Council**, at the written request the **Mayor of BABESSI Council** and within three (03) weeks the amount of this guarantee, 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 letter shall be countersigned by the **Mayor of BABESSI COUNCIL** .
The bank guarantee shall take effect as from the date of payment of the start-off advance. The original of this guarantee shall be kept by the Council Internal Tenders Board. The guarantee shall be released upon refund of the full amount of the advance. After this date, the guarantee shall no longer apply and shall be returned to us without express request.
The laws as well as the jurisdiction of application for the guarantee shall be those of the Republic of Cameroon.

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

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

Annex No.6: Site Visit Report

I) INTRODUCTION

TENDER N° (*withprojecttitle*) .....
NAME OF ENTERPRISE .....
DATE: ..... TIME:
.....

II) COMMENTARY:

II-1) Nature of the project site .....

II-2) Accessibility to the project site: .....

II-3) Vegetation (trees, shrubs etc) .....

II-4) Topography of the site .....

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

IV) AVAILABILITY OF CONSTRUCTIONAL MATERIAL (stones, sand, gravel, wood etc)

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

V) CONCLUSION
.....
.....
.....

SIGNATURES:

Visa of project owner or Representative	Contractor's Engineer

Document No. 12:

MATURITY CLEARANCE OR SUPPORTING DOCUMENTS FOR PRELIMINARY STUDIES

annex No. 1

1. **Attach the preliminary study:**
2. **Indicate:**

2.1. The date the study was carried out;

2.2. The name of the public or private project manager/consultant who conducted the study;

2.3. The contract references, where the study was carried out by a private consultant;

2.4. Where applicable, indicate whether it concerns maintenance works;

2.5. Description of the studies:
(For small-scale projects, a brief presentation note may be prepared as a preliminary study, provided that it clearly outlines cost estimates and technical specifications.)

Document No. 13:

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. 14:

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. 15:

SIGNED AND DATED CONTRACTOR'S OCCUPATIONAL HEALTH AND SAFETY CHARTER

TITLE OF THE INVITATION TO TENDER: _____

[to be specified during preparation of the bidding documents]

1. Purpose of the Charter

This Charter sets out the basic Occupational Health and Safety (OHS) rules that every contractor must comply with during the execution of works. Its purpose is to protect workers, users, visitors, and property.

2. Essential Safety Rules to be Observed

2.1 Mandatory Use of Personal Protective Equipment (PPE)

The Contractor undertakes to ensure that all its personnel wear appropriate PPE during operations, depending on the nature of the work, including:

- Safety helmet;
- Gloves;
- Safety shoes;
- Protective goggles;
- Safety harness (for work at height).

Personnel without proper PPE shall not be allowed to work.

2.2 Responsible Conduct on Site

The Contractor shall ensure that its personnel:

- Do not consume alcohol or drugs;
- Adopt responsible and safe behavior;
- Comply with instructions issued by site supervisors.

2.3 Accident Prevention

The Contractor shall:

- Secure the work area (barriers, signage);
- Avoid any unsafe practices or improvisation;
- Immediately stop work in case of hazardous situations.

2.4 Cleanliness and Orderliness

The Contractor undertakes to:

- Keep the work area clean;
- Avoid obstruction of access routes;
- Properly dispose of all waste generated.

2.5 Incident Management

The Contractor shall:

- Immediately report and record any accident, incident, or hazardous situation;
- Cooperate in the analysis and resolution of such incidents.

2.6 Competent Personnel

The Contractor undertakes to employ personnel who are:

- Qualified;
- Physically fit;
- Informed of the risks associated with their tasks.

3. Contractor's Commitment

By signing this Charter, the Contractor undertakes to:

- Comply with the above rules;
- Inform and train its personnel accordingly;
- Take all necessary measures to ensure safety.

4. Consequences of Non-Compliance

The Contracting Authority reserves the right to:

- Suspend or terminate the works;
- Deny site access to any non-compliant personnel;
- Apply the sanctions provided for in the contract.

5. Signatures

The Contractor

Name: .....
Position: .....
Signature & Stamp:

The Contracting Authority
Name: .....
Position: .....
Signature:

Document No. 16:

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.