REPUBLIQUE DU CAMEROUN

PAIX – TRAVAIL – PATRIE

REGION DU NORD- OUEST

DEPARTEMENT DU BUI

COMMUNE DE ELAK

COMMISSION INTERNE DE PASSATION DES MARCHES



REPUBLIC OF CAMEROON

PEACE – WORK – FATHERLAND

NORTH WEST REGION

BUI DIVISION

ELAK COUNCIL

INTERNAL TENDERS BOARD

TENDER FILE

PROJECT OWNER: THE LORD MAYOR OF ELAK COUNCIL

CONTRACTING AUTHORITY: THE LORD MAYOR OF ELAK COUNCIL

TENDERS BOARD: ELAK COUNCIL INTERNAL TENDER'S BOARD (ECITB)

OPEN NATIONAL INVITATION TO TENDER

N^{O} 12/ONIT/MINDDEVEL /EC/FEICOM/ ECITB/NWR/2026 OF 21/10//2026 FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION

(THROUGH EMERGENCY PROCEDURE)

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

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DOCUMENT N°.1

TENDER NOTICE

REPUBLIQUE DU CAMEROUN

PAIX – TRAVAIL – PATRIE

REGION DU NORD- OUEST

DEPARTEMENT DE BUI

COMMUNE DE ELAK

COMMISSION INTERNE DE PASSATION DES MARCHES

REPUBLIC OF CAMEROON

PEACE – WORK – FATHERLAND

NORTH WEST REGION

BUI DIVISION

ELAK COUNCIL

INTERNAL TENDERS BOARD

TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER

N° 12/ONIT/MINDDEVEL /EC/FEICOM/ ECITB/NWR/2026 OF 21/10//2026 FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION (THROUGH EMERGENCY PROCEDURE)

FINANCING: FEICOM AND ELAK COUNCIL BUDGET, 2026 FINANCIAL YEAR

1.Siubject of the Invitation to Tender

The Mayor of ELAK Council, the Contracting Authority, hereby launches an Open National Invitation to Tender for the Rehabilitation of the Town Hall in ELAK Council, BUI Division of the North West Region. (by Emergency Procedure).

2. Nature of works

The works comprise notably:

- Preliminary works and site installation;
- Earthworks;
- Foundations;
- Constructions – Elevations;
- Roofing and structural timber;
- Wood joinery, aluminium and metal processing;
- Sanitary plumbing;
- Electricity / TV;
- Painting;
- Plastering of walls;
- Drainage works and cleanup.

3. DURATION OF EXECAUTION:

The maximum duration provided by the Project Owner for the execution of the works forming the subject of this invitation to tender. The maximum deadline provided by the Project Owner / Contracting Authority for the execution of the works forming the subject of this invitation to tender six (06) calendar 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 **72,621,633 (Seventy-Two Million, Six Hundred and Twenty-One Thousand, Six Hundred and Thirty-Three) 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 ELAK council for 2026 financial year.

8. Bid bond

Each bidder shall attach to his administrative documents a 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 **365,000(Three Hundred and Five Thousand) Francs CFA ATI** 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 procurement 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 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 ELAK Council Award 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 ELAK Council Award Service against payment of a non-refundable sum of **One Hundred thousand (100,000) FCFA** payable to the at Minicipal Treasury of ELAK 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 Lord 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 shall 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 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, that is 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 SIGAMP Service of the ELAK Council no later than **Wednesday 04/11/2026** at 10:00AM, local time and should be marked as follows:

OPEN NATIONAL INVITATION TO TENDER
N° 12/ONIT/MINDDEVEL /EC/FEICOM/ ECITB/NWR/2026 OF 21/10//2026 FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION (THROUGH EMERGENCY PROCEDURE)
(To be opened only during the bids opening session)

13. Opening of bids

Bids shall be opened in one phases at the conference hall of the ELAK Council
The opening of the administrative documents technical and financial offers shall take place on **Wednesday 04/112026 at 11 :00AM** by the Elak Council Internal Tenders Board in the conference hall of ELAK Council .
Only bidders may attend this opening session or be represented by a single duly authorised person of their choice, even in the case of a group of enterprises.

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 and not submitted within 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 price in the financial bid;
- 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);

14.2. Essential criteria

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

- 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% of the Evaluation gride shall be qualified to be awarded the contract**

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 ELAK Council

- ELAK Council; P.O. Box;13 Tel: 694 175 092

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) 694 175 092

Done at ELAK –OKU the _____

The LORD MAYOR
(Project Owner)

Copy

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

REPUBLIQUE DU CAMEROUN

PAIX – TRAVAIL – PATRIE

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AVIS D'APPEL D'OFFRES
APPEL D'OFFRES NATIONAL OUVERT
N° 12/AO NO/MINDDEVEL /CE/FEICOM/ ECITB/NWR/2026 DU 21/10/2026 POUR LES TRAVAUX DE LA REHABILITATION DE L'HOTEL DE VILLE DE LA COMMUNE DE ELAK, DÉPARTEMENT DE BUI, RÉGION DU NORD-OUEST
(PARPROCÉDURE D'URGENCE)

FINANCEMENT: FEICOM ET BUDGET DE LA COMMUNE D'ELAK, EXERCICE 2026

1. Objet de l'Appel d'Offres

Le Maire de la Commune de ELAK, Maître d'Ouvrage, lance un Appel d'Offres National Ouvert pour les travaux de la rehabilitation de l'Hotel de Ville dans la Commune d'ELAK, Département de la Bui, Région du Nord-Ouest (par procédure d'urgence).

2. Nature des travaux

Les travaux comprennent notamment :

- Travaux préliminaires et installation de chantier ;
- Terrassements ;
- Fondations ;
- Constructions – Élévations ;
- Charpente et couverture ;
- Menuiserie bois, aluminium et métallerie ;
- Plomberie sanitaire ;
- Électricité / TV ;
- Peinture ;
- Enduit des murs ;
- Travaux de drainage et nettoiement.

3. Délai d'exécution

Le délai maximum prévu par le Maître d'Ouvrage pour l'exécution des travaux faisant l'objet du présent appel d'offres est de huit (08) mois calendaires, à compter de la date de notification de l'ordre de service de démarrer les travaux par l'ingénieur de contrôle à l'entrepreneur.

4. Allotissement

Les travaux faisant l'objet du présent Appel d'Offres seront attribués en un lot unique.

5. Coût estimatif
Le coût estimatif après études préliminaires s'élève à **72 621 633 (Soixante-douze millions six cent vingt et un mille six cent trente-trois)** Francs CFA Toutes Taxes Comprises.

6. Participation et origine
La participation au présent Appel d'Offres est ouverte à égalité de conditions à toutes les entreprises de catégorie C ayant une base au Cameroun, à l'exclusion des entreprises sous le coup d'une suspension faisant suite à la résiliation d'un marché, conformément au Code des Marchés Publics.

7. Financement
Les travaux, objet du présent Appel d'Offres, seront financés par le budget du FEICOM et de la Commune de ELAK pour l'exercice 2026.

8. Caution de soumission
Chaque soumissionnaire doit joindre à ses pièces administratives une caution de soumission établie par un organisme ou une institution financière agréée par le Ministre chargé des Finances pour émettre des garanties dans le cadre des marchés publics et dont la liste figure dans la pièce 14 du Dossier d'Appel d'Offres, dont le montant est de **trois cent soixante cinq mille (365,000) FCFA TTC** et valable trente (30) jours au-delà de la date initiale de validité des offres. L'absence ou la non-conformité de la caution de soumission émise par une banque de premier ordre ou un établissement financier de catégorie un agréé par le Ministère chargé des Finances pour émettre des garanties de marché public, entraînera le rejet pur et simple de l'offre.
Une caution fournie mais ne se rapportant pas à l'appel d'offres sera considérée comme absente.
Ladite garantie doit être fournie accompagnée d'un récépissé de dépôt délivré par la Caisse des Dépôts et Consignations (CDEC). En cas de chèque bancaire ou certifié fourni en lieu et place de la garantie, ce dernier doit être libellé à l'ordre de la CDEC pour le compte du Maître d'Ouvrage. Ledit chèque doit être acheminé à la CDEC par l'institution financière au moins 7 (sept) 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 la publication du présent avis, pendant les heures ouvrables, au Service des Marchés de la Commune de ELAK ou au Bureau Régional de l'Agence de Régulation des Marchés Publics (ARMP) pour le Nord-Ouest, DD MINMAP BUI DIVISION pendant les heures ouvrables.

10. Acquisition du Dossier d'Appel d'Offres
Le Dossier d'Appel d'Offres peut être obtenu au SERVICE DES PASSATION DES MARCHES PUBLIQUES (SIGAMP) de la Commune de ELAK contre paiement d'une somme non remboursable de **Cent mille (100,000) FCFA** payable au Trésor Municipal de la Commune de ELAK.Lors du retrait du Dossier d'Appel d'Offres, les soumissionnaires doivent se faire enregistrer en laissant leur adresse complète (Téléphone, E-mail, Boîte Postale, Fax, etc.).

Cependant, conformément aux dispositions du point 82 de la circulaire portant application du Code des Marchés Publics, un soumissionnaire qui, au lieu de payer les frais d'acquisition du Dossier d'Appel d'Offres au Trésor Public en raison des difficultés rencontrées au niveau du service des recettes municipales, doit inclure dans son offre un procès-verbal d'huissier dûment établi et/ou une preuve de saisine du Maire, avec copie à l'autorité administrative locale, à l'ARMP, au MINMAP et au FEICOM, contre paiement d'un reçu dûment signé et daté.

11. Recevabilité des offres
Sous peine de rejet, les pièces administratives requises doivent impérativement être fournies 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 3 (trois) mois ou avoir été établies après la date de signature de l'Avis d'Appel d'Offres.
Toute offre ne répondant pas aux prescriptions du présent Avis et du Dossier d'Appel d'Offres sera

déclarée irrecevable. Notamment, l'absence de la caution de soumission timbrée, émise par une banque de premier ordre agréée par le Ministère chargé des Finances ou la non-conformité aux modèles des pièces du Dossier d'Appel d'Offres entraînera le rejet pur et simple de l'offre sans aucun recours possible. De plus, les offres reçues après la date et l'heure limites de dépôt ne seront pas recevables.
Les pièces administratives, les offres technique et financière doivent être placées dans des enveloppes séparées, elles-mêmes contenues dans une enveloppe scellée.
Les enveloppes portant des signes distinctifs sur l'identité du soumissionnaire, reçues après la date et l'heure limites de dépôt, non conformes au mode de soumission, ne comportant pas l'identification du Dossier d'Appel d'Offres, non conformes au nombre d'exemplaires indiqué dans le Règlement Particulier de l'Appel d'Offres ou l'offre en copie seule seront rejetées.

12. Dépôt des offres
Les offres rédigées en anglais ou en français, en 7 (Sept) exemplaires, soit 1 (Un) original et 6 (Six) copies marquées comme telles, ainsi qu'une version électronique desdites offres, seront placées dans une enveloppe scellée, timbrée et cachetée, ne portant aucun signe distinctif sur l'identité du soumissionnaire, et déposées au Service Technique de la Commune de ELAK au plus tard le **04/11/2026 à 10h00, heure locale**, et devront être libellées comme suit :

APPEL D'OFFRES NATIONAL OUVERT
N° 12/AO NO /CE/ NKCITB/NWR/2026 DU 21/10/2026 POUR LES TRAVAUX DE LA REHABILITATION DE L'HOTEL DE VILLE DE LA COMMUNE DE ELAK, DÉPARTEMENT DE BUI, RÉGION DU NORD-OUEST

(PAR PROCÉDURE D'URGENCE)
(À n'ouvrir qu'en séance d'ouverture des plis)

13. Ouverture des offres
Les offres seront ouvertes en une phase dans la salle de conférence de la Commune de ELAK.
L'ouverture des pièces administratives, des offres technique et financière aura lieu le **04/11/2026** à 11h00 par la Commission des Marchés du Maître d'Ouvrage ou du Maître d'Ouvrage Délégué, dans la salle de conférence de la Commune de ELAK.
Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une seule personne dûment mandatée de leur choix, même dans le cas d'un groupement d'entreprises.

Sous peine de rejet, les pièces requises dans le dossier administratif 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. Elles doivent dater de moins de trois (3) mois à compter de la date originale de dépôt des offres ou avoir été établies après la date de signature de l'avis d'appel d'offres.
En cas d'absence ou de non-conformité d'une pièce du dossier administratif lors de la séance d'ouverture des plis, après un délai de 48 heures accordé par la Commission, l'offre sera rejetée.
[Le lancement de la séance d'ouverture des plis doit avoir lieu au plus tard une heure après l'heure limite de réception des offres fixée dans les Dossiers d'Appel d'Offres.]

14. Critères d'évaluation
14.1 Critères éliminatoires

Les critères éliminatoires sont les suivants :
¬ Dossier administratif incomplet ou non conforme et non régularisé dans les 48 heures suivant l'ouverture des offres (sauf la caution de soumission) ;
¬ Fausses déclarations, pièces falsifiées ou manœuvres frauduleuses ;
¬ Absence de l'attestation de catégorisation (C) ;
¬ Non satisfaction d'au moins 70% des critères essentiels ;
¬ Omission d'un prix quantifié dans l'offre financière ;
¬ Absence de la caution de soumission accompagnée du récépissé de dépôt délivré par la CDEC,

conformément à la Circulaire N° 000014/PR/MINMAP/CAB du 23 Juillet 2025 relative aux modalités d'établissement, de dépôt, de conservation, de libération, de restitution, de mainlevée et de réalisation des garanties des marchés publics ;

¬ Absence de l'attestation sur l'honneur signée par le soumissionnaire, par laquelle il certifie avoir pris connaissance et accepté sans réserve les termes du Dossier d'Appel d'Offres (DAC, DCE ainsi que les Clauses Environnementales et Sociales).

14.2 Critères essentiels

Les offres techniques seront notées sur la base des critères essentiels ci-dessous :

- 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% seront qualifiés pour se voir attribuer le marché.

15. Attribution du marché

Le Maître d'Ouvrage attribuera le marché sur la base de l'offre financière la moins-disante au soumissionnaire remplissant les critères de qualification technique et financière requis. Ledit soumissionnaire ayant préalablement obtenu une note technique d'au moins 70% d'avis favorables "oui".

16. Durée de validité des offres

Les soumissionnaires sont tenus par leurs offres pendant une période de 90 (quatre-vingt-dix) jours à compter de la date limite fixée pour la réception des offres.

17. Renseignements complémentaires

Des informations techniques complémentaires peuvent être obtenues pendant les heures ouvrables au Secrétariat Général de la Commune de ELAK.

Commune de ELAK : Boîte Postale 13 ; Tél : 694 175 092

18. Lutte contre la corruption et les pratiques frauduleuses

Pour signaler tout acte de malversation, d'incident ou de corruption, veuillez appeler la CONAC au numéro 1517, l'Autorité chargée des Marchés Publics (MINMAP) (SMS ou appel) aux numéros : (+237) ....., le FEICOM au numéro 8567 ou le MO/MOD au numéro : (237) 694 175 092.

Fait à ELAK le _____

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

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 Lord Mayor of the ELAK 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 th 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 eight (08) months. This time frame shall run from the date of notification of the Administrative Order to commence the works.
1.4	The subject of this Invitation to Tender is:: rehabilitation of the Town Hall **in ELAK Council, BUI Division of the North West Region** The works comprise notably: - Preliminary works and site installation; - Earthworks; - Foundations; - Constructions – Elevations; - Roofing and structural timber; - Wood joinery, aluminium and metal processing; - Sanitary plumbing; - Electricity / TV; - Painting; - Plastering of walls; - Drainage works and cleanup. Refrence of the invitation to tender Open National Invitation to Tender N^{O} 12/ONIT /MINNDEVELEC/FEICOM/ ECITB/NWR/2026 OF 21/10//2026 for the rehabilitation of the Town Hall in ELAK Council, Bui Division of the North West Region.
2.1.	Funding source: The works, subject of this Invitation to Tender shall be financed by the **FEICOM/ELAK** 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 Lord Mayor of ELAK Council and/or the Secretary-General.** A inspection statement made on honour signed by the bidder shall round off this exercise.
9	Additional technical information can be obtained during working hours at the SIGAMP service of ELAK Council ELAK Council; P.O. Box; Tel: 694 175 092
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.

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 **365,000 (Three Hundred and Sixty Five Thousand) FCFA** 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 (C);

13.1

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.

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

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.

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.

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 Tender concerning the other possible forms of bid bond. Documents 2, 3 and 4 shall 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 not later than 04/11/2026 at 10:00 a.m. in the Technical Service of ELAK Council

The ELAK Council Internal Tenders Board wil open the bids on the same day not later than 11:00a.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 **Three Hundred and sixty-Five Thousand (365,000) FCFA** 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 that 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*
18.1	Bids shall be called on the basis of a maximum execution deadline of eight (08) 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 2 p.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 *04/11/2026. at* 10:00 a m. and should be marked as follows on sealed envelopes: **OPEN NATIONAL INVITATION TO TENDER N° 12/ONIT/MINDDEVEL /EC/FEICOM/ ECITB/NWR/2026 OF 21/10//2026 FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION** **(THROUGH EMERGENCY PROCEDURE)**

25.1.

OPENING AND EVALUATION OF BIDS

The opening of bids, which shall take place on **Wednessday the 04/11/2026** at **11:00a.m. prompt,** shall be done by the ELAK Council Internal Tenders Board at the ELAK **conferemce hall**

Only bidders 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.

S/N	DOCU MENTS	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	**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 ; - Companies which are not legally and financially autonomous.

VALUATION GRID FOR TECHNICAL BIDS
SSENTIAL CRITERIA
OMPANY:

OPEN NATIONAL INVITATION TO TENDER N^{O} 12/ONIT/MINDDEVEL /EC/FEICOM/ ECITB/NWR/2026 OF 21/10//2026 FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION (THROUGH EMERGENCY PROCEDURE)

FINANCING: FEICOM /ELAK BUDGET: 2026 FISCAL YEARS

EVALUATION GRID

Form No.	**BIDDER:**	**Telephone:**	
A	**TECHNICAL PROPOSALS (on 4 criteria)**	**YES**	**NO**
A.1	Methodological note on the understanding, organisation and execution of works		
A.2	Works site inspection report		
A.3	Works execution schedule		
A.4	Measures taken to protect the site environment, hygiene and safety		
A.5	Project's organisational chart		
A.6	Code of Conduct (ESHS)		
A.7	Management strategies and ESHS risks management implementation plans		
TOTAL A	**TOTAL FOR TECHNICAL PROPOSALS**	**..... on 7**	
B	**ACCEPTANCE OF THE CONTRACT'S CONDITIONS (on 3 criteria)**	**YES**	**NO**
B.1	Special Technical Clauses initialled and signed		
B.2	Special Administrative Clauses initialled and signed		
B.3	Environmental, Social, Hygiene and Safety Clauses initialled and signed		
TOTAL B	**TOTAL FOR ACCEPTANCE OF CONTRACT CONDITIONS**	**..... on 3**	
C	**GENERAL PRESENTATION OF THE BID (on 2 criteria)**	**YES**	**NO**
C.1	Legibility of the bid		

C.2	Coloured binder and dividers		
TOTAL C	**TOTAL FOR GENERAL PRESENTATION OF THE BID**	.....	on 2
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	
SUMMARY			
A	**TOTAL A**		on 07
B	**TOTAL B**		on 03
C	**TOTAL C**		on 02
D	**TOTAL D**		on 04
	OVERALL TOTAL		on 16
	DECISION (QUALIFIED FOR FIANCIAL EVALUATION/ ELIMINATED):		

THE BIDDER SHALL MEET AT LEAST 70% OF THE ESSENTIAL CRITERIA TO BE ELIGIBLE FOR FINANCIAL EVALUATION

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** rehabilitation of the Town Hall **in ELAK Council, BUI Division of the North West Region**

Article 2: Contract award procedure.

This contract shall be awarded by,

OPEN NATIONAL INVITATION TO TENDER
N° 12/ONIT/MINDDEVEL /EC/FEICOM/ ECITB/NWR/2026 OF 21/10//2026 FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST 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 ELAK 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 Lord Mayor of ELAK Council. He/She 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 Engineer** shall be The Divisional Delegate MINTP for BUI Division. He shall be responsible for the technical monitoring of the contract
- The Project Manager for this contract is the Council Development Officer of Elak Council
- The service provider [specify].

3.2 *Security*

This contract may be used as 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 ELAK 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 ELAK 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

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 15 days

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

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

10.2 In any case, the lists of supervisory staff to be used shall be subject to the approval of the Project Owner in the days following notification of the Administrative Order to start execution. The Project Manager has **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.

11.3 Guarantee 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

Article 13: Place and method of payment

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

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 ($1/2000^{th}$) of the initial contractamount all taxes inclusive per calendarday of delayfrom the first to the 30^{th}daybeyond the contractual time-limit;

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

25.1After 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.

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

25.3The 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 rehabilitation of the Town Hall **in ELAK Council, BUI Division of the North West 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: *sixt (06)* 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.

35.2 Execution draft

a) The execution plan documents (*calculations and drawings*) necessary for the realisation of all the parts of the structure must be submitted for the endorsement of the [*Contract Manager or Project Manager*] at most 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.

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

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

Article 37: Implantation of structures

The Project Manager shall notify within 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 th Special Technical Conditions.

39.2 The Contract Manager has a deadline of 07 days to approve the contractor's personnel and laboratory a 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 b 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 b 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 C/SSCI 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.

42.4 There is no provision for partial acceptance.

42.5 The 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.

43.2 A 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

THE SPECIAL TECHNICAL CONDITIONS (STC)

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Feicom and ELAK Council finance, within the framework of the excecution of the budget for the 2026 fiscal year for the benefit of the Municipality of Elak, BUI Division, North West Region, for the rehabilitation of the Town Hall in ELAK Council.

LOT – 1: PRELIMINARY WORKS AND CONSTRUCTION FACILITIES

1.1 GENERAL

1.1.1 Scope of work

The Co-contractor will be responsible for carrying out the general earthworks, the preparatory work for the site as well as all the services of common interest to all the lots, necessary for the smooth running of the site.

The Co-contractor will provide in its offer:

- All the logistics and human resources necessary for carrying out the general earthworks;
- Sufficient facilities to guarantee the safety of personnel, visitors and materials and equipment stored on site;

- The installation and maintenance throughout the duration of the work, of all the collective protection devices, the safety of goods and people;
- Keeping on a day-to-day basis and throughout the duration of the works, a daily site log in which the current date, the names of all the people working on the site with their respective functions, the arrival times, as well as relevant observations noted;
- Worksite health and safety.

The Co-contractor will be responsible for the site during construction and this until the provisional acceptance of the works.

As such, he must:

- Present for the Project Manager's approval and before the start of work, the site installation plan, the execution project;
- Provide security day and night;
- Carry out the withdrawal of all machines and materials at the end of the work;
- Ensure regular cleaning of the site as well as general cleaning of the site at the end of the site;
- Put in place a temporary fence in order to enclose the construction site as well as regulatory panels for the prevention of risks and restriction of access;
- Set up site signs at the entrance to the site, subject to the approval of the project manager;
- Install site offices and toilets in compliance with hygiene standards for premises for collective use;
- The water and electricity supplies as well as all the administrative procedures to ensure that these connections are made in compliance with regulations and legislation;
- All the insurance due under the contract, in particular all construction risk insurance (TRC), civil liability (RC) and the ten-year guarantee;
- The production of all the calculation notes and execution plans necessary for the proper execution of the structures, in particular those in reinforced concrete;
- The supply, within 15 days from the provisional acceptance, of the plans for reattachment of the works.

1.1.2 Environmental, social, health and safety (ESHS) requirements on site

The Co-contractor must comply, with regard to environmental, social and site health and safety requirements with the obligations imposed by the Regulations in force on this subject, in particular:
Law No. 93 - 1418 of December 31, 1993 - Decree No. 94 - 1159 of December 26, 1994.

He will take into account the requirements set out in the Environmental and Social Management Plan and will provide his specific health and safety protection plan in good time. All costs inherent in compliance with these requirements are the responsibility of the winning company, and are to be included in the global and fixed amount of the price proposal.

1.1.2.1 Environmental and social rules

The Contractor must undertake to:

- Apply international good professional practices for the protection and conservation of the natural environment and minimize unavoidable impacts;
- provide and maintain a work environment respecting health and safety and secure work systems;
- protect the health and safety of local communities and users, with particular attention to disabled, elderly or more generally vulnerable people;
- ensure that the employment and working conditions of all workers engaged for the Works comply with ILO labor conventions to which the host country has adhered;
- Do not tolerate illegal activities and implement disciplinary measures against them. Do not tolerate and implement disciplinary measures against VCS activities, child sacrifice, child sexual abuse, and sexual harassment;
- adopt a gender-specific perspective and provide a framework that promotes the equality of men and women in the participation in the planning and preparation of the Works and allows them to benefit equally;
- work collaboratively, including with the ultimate users of the Works, the authorities concerned, businesses and local communities;

- hear and listen to affected people and organizations and respond to their concerns, with particular attention to vulnerable, disabled or elderly people;
- provide a framework that promotes the exchange of information, views and ideas freely and without fear of reprisal;
- minimize the risk of HIV transmission and reduce the effects of HIV/AIDS linked to the execution of the Works.

1.1.2.2 Code of Conduct Requirements

A satisfactory code of conduct should impose obligations on all project personnel (including contractors and day laborers) appropriate to address the following points, at a minimum. Additional requirements may be added to address regional, location, sector or project-specific concerns. Points to address include:

- Compliance with laws and regulations applicable to the jurisdiction
- Compliance with applicable health and safety requirements (including the wearing of personal protective equipment, the prevention of avoidable accidents and the duty to report situations or practices presenting a safety risk or a threat to the environment)
- Use of illegal substances
- Absence of discrimination (for example on the basis of family status, ethnic origin, sex, religion, language, marital status, age, birth or political beliefs)
- Interactions with community members (for example to promote a respectful and non-discriminatory attitude)
- Sexual harassment (for example, to prohibit the use of language or behavior -- particularly with regard to women and children -- that would be inappropriate, or amount to harassment, would be abusive, sexually provocative, humiliating or culturally inappropriate)
- Violence and exploitation (for example prohibition of exchange of money, employment, goods or services in exchange for sexual acts, including sexual favors or other forms of humiliating, degrading b Child protection (including prohibition of abuse, sexual assault or other unacceptable behavior towards children, restricting interactions with children and ensuring their safety in project areas)
- Sanitary arrangements (for example to ensure that workers use specified sanitary facilities provided by their employer and not outside areas)
- Prevention of conflicts of interest (so that benefits, contracts or employment, or any kind of preferential treatment or favor are not given to anyone with a financial, family or personal relationship)

1.1.3 Work coordination

In addition, to allow proper coordination of the work, the Co-contractor and any sub-contractors are required to familiarize themselves with these specifications in their entirety.

The Co-contractor and its possible subcontractors will be obliged to provide all the supplies and constraints necessary for the complete completion of the works as soon as these supplies and constraints are recognized as essential to the work as a whole.

*** END OF LOT ***

LOT – 2: ADDITIONAL EARTHWORKS

2.1 GENERAL

2.1.1 Scope of work

The works to be carried out by the Co-contractor under this lot are essentially the following:

- Excavations in trenches
- Pit excavations
- Backfill under paving and around foundations
- Removal of excess soil

The location of the works mentioned above can be found in the plans and in the description of the works (part 3 of the CCTP)

2.1.2 Reference documents

The works of this batch must meet the conditions and prescriptions of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon, as well as those published elsewhere and made applicable in Cameroon, including in particular the following:

2.1.2.1 Standards and DTU

- D.T.U. No. 12: Earthworks for the building
- D.T.U. No. 13.1: Shallow foundations
- Standard NF P 98-331: Techniques and constraints related to earthworks.

2.1.2.2 Calculation rules

- DTU 13.12: Rules for calculating shallow foundations.

EXECUTION REQUIREMENTS

2.2.1 Worker safety

The Co-contractor must take all measures to comply with the regulations on this subject, in particular Decree No. 65-48 of January 8, 1965 - Title 4, and more particularly the following points:

- Article 64 which stipulates: "Before any open-air earthworks, check with the road services and landowners for the presence of pipes, old foundations, added earth, etc. In the case of the presence of pipes , article 178 of the decree of January 8, 1965 obliges the signaling of these and the presence of a supervisor so that the mechanical shovel does not approach within 1.50 m of these".
- Article 66 which stipulates: "Excavations more than 1.30 m deep with a width of less than 2/3 of the height must be shielded. These shields must follow the progress of the work."
- Article 73 which stipulates: "A berm of 40 cm must be provided, permanently free of any deposit".
- Article 75 which stipulates: "Digs in trenches or excavations must include the means necessary for the rapid evacuation of people, for example a ladder near the work area."
- Article 76 which stipulates: "When workers are called upon to cross a trench more than 40 cm wide, means of passage must be made available to them".

2.2.2 Cuttings

2.2.2.1 Consistency of work

Unless explicitly specified otherwise below, all the excavations to be carried out within the framework of this lot are understood to be on land of any kind, and regardless of the difficulties of extraction. The work will include all execution constraints whatsoever, necessary depending on the nature of the terrain encountered, including the demolition by any means of stone banks, or rocks, or masonry works of any kind, or others that may be encountered, as well as the uprooting of any old stumps or roots. In the case of excavations to the right of existing constructions, it may prove necessary to reserve safety embankments against existing ones.

2.2.2.2 Execution of excavations

With regard to the execution of excavations by mechanical means, the limits of use set by article 1.214 of DTU 12 prescribing the finishing of the excavation by hand are recalled. The execution will implicitly include all necessary constraints, use of picks, sledgehammers and chisels, jackhammers, etc.

The services of this batch will include all movements of earth and handling, in particular all throwing of shovels, assemblies, rollings, way of benches or ramps, etc., necessary within the framework of the execution of the works of this batch and according to the case:

- For depositing soil to be reused,
- For loading soil to be removed.

The use of explosives for the execution of excavations is prohibited.

2.2.2.3 Excavation walls and bottom

The bottoms of the excavations will be drawn up horizontally according to a plan, or successive plans alongside the project.

To ensure the stability of the walls, these will be cut with fruit, degree of inclination to be defined according to the nature of, or the different terrains encountered. In the event that the Co-contractor does not take all the necessary measures in this regard, all the costs resulting from any landslides will be charged to it.

2.2.2.4 Evacuation of runoff water

During the execution of the excavations, the Co-contractor must preserve the good performance of its works by ensuring the evacuation of runoff water as quickly as possible. To do this, the Co-contractor will provide, in good time, all small temporary works, such as drains, gutters, ditches, necessary to allow the gravity flow of water. In case of impossibility of gravity flow, he will be required to ensure the pumping of this water.

2.2.2.5 Excavation water

Unless explicitly specified otherwise below, and notwithstanding the provisions of article 6 of the CCS DTU 12, it is specified that in the case of the presence of water, either external runoff water or water arising from the walls or from the substance, the Co-contractor must ensure its exhaustion and disposal and take all useful measures under the conditions provided for in articles 3.1 to 3.5 inclusive of DTU 12 without these services being able to give rise to an additional price. These provisions will be the responsibility of the Co-contractor for the necessary duration.

2.2.2.6 Shielding and shoring

The Co-contractor will be responsible, at no additional cost, for all shielding and shoring that may prove necessary, this by way of derogation from the clauses of article 5 of CCS DTU 12.

2.2.3 Backfill

All the backfilling to be carried out will be, unless otherwise expressly specified below, to be carried out with earth from the excavations. In the event that the nature of the earth from the excavations does not allow the execution of the embankments under the conditions set by the DTU, it will be up to the Co-contractor to bring compliant embankment materials.

These embankments must not contain any clods, grass or plant debris. They will be executed in successive layers of 0.20 or 0.30 m maximum, depending on the case. The dry density after compaction will be at least equal to 95% of the dry density for each layer.

Prior to the execution of any backfilling, the right-of-way to be backfilled must be carefully cleaned and cleared of all rubble, waste, plant matter, etc.

The Project Manager may ask the Co-contractor for compaction tests which will be entirely at the latter's expense.

The prices of the embankments will implicitly include all necessary movements and handling, in particular picking for recovery, all throwing of the shovel, rolling, all transport, etc., necessary according to the conditions of the site.

2.2.4 Soil removal

The transport of cuttings may be done by any means, subject to compliance with the provisions of article 4 of DTU 12. The cuttings to be evacuated from the site will be transported by the Co-contractor to the dump at any distance, and it will do its matter of authorizations, possible rights, etc.

The cuttings to be used later as backfill will be deposited within the site enclosure. Before depositing, this cuttings must be purged of all plant debris and other materials unsuitable for backfilling. In the case of rocky elements, they must be crushed so that the maximum dimension of the largest elements is less than 0.15 m in their greatest dimension.

2.2.5 Soil classification

The classification of soilis that defined in article 0 of DTU 12.

2.2.6 Protection of pipes encountered

The Co-contractor must take all precautions when carrying out the work, so as not to damage or destroy any pipes or cables encountered. He must, if necessary, as soon as one of these works is located, immediately notify the Project Manager and the competent technical services. The Co-contractor must ensure the safeguarding and protection of the pipe or cable encountered.

***** END OF LOT *****

LOT – 3: CONCRETE AND REINFORCED CONCRETE WORK

3.1 GENERAL

3.1.1 Scope of work

The works to be carried out by the Co-contractor under this lot are essentially the following:

- The construction of the foundations under the underground structures to be created, in concrete or masonry,
- The realization of the paving
- The realization of the framework of the floors of the buildings
- The realization of the floors

The location of the works mentioned above can be found in the plans (Reference document)

3.1.2 Reference documents

The works of this lot must meet the conditions and requirements of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon, as well as those published elsewhere and made applicable in Cameroon, including the following:

3.1.2.1 Standards and DTU

- DTU 13.11: Shallow foundations;
- DTU 13.2: Deep foundations;
- DTU 20.12: Design of masonry structural work for roofs intended to receive a waterproofing coating: NF P 10-203-1 and 2;
- DTU 21: Execution of concrete works: NF P 18-201;
- DTU 21.4: The use of calcium chloride and admixtures containing chlorides in the preparation of grouts, mortars and concrete;

3.1.2.2 Calculation rules

- BAEL 91 rules: Technical rules for the design and calculation of reinforced concrete structures and constructions, according to the limit states method (fascicle 62, title I, section I of the CCTG).
- FB rules: Forecast method by calculating the fire behavior of concrete structures.
- DTU 13.12: Rules for calculating shallow foundations.
- Rules NV65 with rules N 84: Rules defining the effects of snow and wind on constructions and annexes.

3.1.3 Load assumptions for the calculation

Permanent loads will comply with standard NF P 06-004

In addition to the permanent loads (dead weight of the floors, the frame, the partitions, the coatings, the seals, the bases, etc.) the structure of the buildings will be dimensioned and calculated according to the operating loads which will be in accordance with standard NF P 06-001:

- For the wind we take a basic pressure of 0.5 kN/m2,
- The site loads must be lower than the operating costs of the premises, otherwise shoring will prove necessary.

3.1.4 Studies and execution plans

The studies and execution plans must be drawn up in accordance with the specifications of the documents referred to in the article "Reference documents". The Co-contractor is required to provide the Project Manager and the control office with all the elements of technical studies such as explanatory notes, calculation notes, detailed plans of its works, before any commissioning or implementation.

For the services of commercially manufactured works, the Co-contractor must provide the manufacturer's technical sheets and the technical opinions of CSTB. The execution notebooks are drawn up by the Co-contractor on the instructions of the Project Manager.

The number of copies of the documents produced must allow transmissions, on a provisional and definitive basis, as well as the archives. The recipients of these documents are: the Project Manager, the Design Offices and the Control Office.

Documents are sent through the steering and coordination body, which will keep the register. It is specified that the costs of preparation, control and transmission of these documents are the responsibility of the Co-contractor.

The execution plans drawn up by the Co-contractor must include, in addition to the dimensions, dimensions of the sections and thicknesses, all indications concerning the nature of the materials and all particular details such as reservations, position of holes, rabbets, type of joints, etc. . These plans and calculation notes must be approved by the Project Manager and the Control Office before any execution.

3.1.5 Level line

Inside the buildings, the lines of levels will be established at 1.00 m from the finished floor, as many times as necessary at all locations useful for the work of all trades. The Co-contractor must always have on the site, at the

disposal of the Project Manager, all the instruments (levels, staffs, squares, chains, rulers, milestones, stakes, cords, levellers, etc.) necessary for the layout of the works and for their verification. He must provide the necessary manpower to help the technicians in charge of any verification work. The Co-contractor in charge of layouts and level lines will be held responsible for the consequences resulting, both for the major work and for the other lots, from errors in these layouts and levels.

3.1.6.1 Classification of the project

The buildings divided into types according to the nature of their operation are subject to the common general provisions and to the specific provisions specific to them. The buildings are also, whatever their type, classified into categories according to the number of public and staff.

The number of public and staff admitted to the various buildings is determined by the destination of the premises and the programme. As part of this project, it is an establishment received from the public, type (ERP) of 4th category and class W.

3.1.6.2 Fire resistance of structural elements

For the dimensioning of load-bearing elements, floors and partitions, the fire resistance will be one (1) hour.

3.2 REQUIREMENTS RELATING TO MATERIALS

3.2.1 Natural and artificial pellets

See standards NF 18-301 and 304, articles 2.1 and 3.3 of the D.T.U. 20.
The aggregates supplied to the site are clean, free of any clayey matter, earth, dust and any foreign body.
They are stored in locations prepared beforehand so as to guarantee horizontal seating. Any contamination from the underlying soil must be removed.
The different granular classes are assigned in separate slots.
The aggregates, used to make exposed concrete, come from the same source.
The use of fly ash is prohibited for the construction of exposed concrete.
The sands will preferably be river sands, with a grain size of 0.8/2.5 (continuous grain size curve):

- Sand equivalent greater than 70%; Calcareous content less than 30%; amount of foreign matter less than 2%
- The aggregates (gravel) will preferably be crushed and with a grain size of 5/15 and 15/25.

3.2.2 Cements

See standards NF P 15-301, NF P 15-311 and following, 15-401 to 15-461. Before use, the cement must be of sufficient age so that it is completely cooled. Symbols, class and dosage comply with NF standards.
The cement used will be of the CIMENCAM CEM II 42.5 type or similar, packaged, delivered and stored as follows:

- In original 50 kg bags;
- Stored in piles on a dry and ventilated floor, sheltered from bad weather, if possible in a dry and impermeable hut. If they are stored outside, the bags must be covered with waterproof films.

Cements are rejected when they present lumps. The cements used to make exposed concrete are of the same type and from the same source.

3.2.3 Additives

Accelerators, retarders, plasticizers, air entrainers, water repellents: see AFNOR P 82-303 standard and circular 80/08 of 8.08.1980, Monitor of 8.12.1980. Any adjuvants used are only accepted under the following conditions:

- They must appear on the list approved by the C.O.P.L.A. (Permanent Committee on Hydraulic Binders and Concrete Admixtures).
- They are implemented in accordance with the Manufacturer's Specifications.

- The following are to be considered as concrete admixtures:
- Plasticizers;
- Plasticizers;
- Air entrainers;
- Water repellents;
- Set retarders;
- Setting accelerators;
- hardening accelerators;
- Antifreezes;
- Injection adjuvants.

The adjuvants used must be approved by a certification body recognized in Cameroon. The supply of adjuvants must be accompanied by a technical data sheet containing the following information:

- Origin and trade name;
- Main effect and secondary actions;
- Physical state ;
- Conditions of use and dosage limits;
- Requirements relating to the safety of persons.

Admixtures are stored in containers bearing the name of their content. In the event that admixtures are used, the Co-contractor is required to have suitability tests carried out or to carry out themselves to determine whether the cement/concrete admixture couple is compatible.

3.2.4 Mixing water

It must comply with the requirements of the NFP 18.303 standard concerning physical and chemical characteristics. Dissolved salts must not risk compromising the setting, hardening, durability, quality, and conservation of the concrete or reinforced concrete. In particular, the presence of chloride, sodium salt or magnesium cannot be tolerated in a higher proportion than that permitted in drinking water. An analysis at the expense of the Co-contractor may be requested by the Project Manager.

3.2.5 Formwork products

All molds and formwork must receive on their facing in contact with the concrete, a product intended to prevent any adhesion of the concrete to the formwork. This product must not stain or be incompatible with sealed, painted or tinted coatings, or attack concrete. This product must be tested at the expense of the Co-contractor and require the opinion of the Project Manager and the Control Office.

The formwork products are chosen according to the nature of the formwork walls and are the same for all formwork of the same type.

3.2.6 Rebars

See standards NF A 35-015 and 35-016, D.T.U. 20, 2-121, 20-12, 23-1 to 23-6. The steels used, smooth round, high adhesion round (HA) or welded mesh, must comply with their approval form and with article A-2-2 of the BAEL.

A - Smooth circles:

Fe E24 grades - characteristics according to the identification sheets, in accordance with title 1 of booklet n° 4 of the C.P.C. Area of use :

- Armatures on hold,
- Mounting bars,
- Lifting hooks,
- Shrink fittings.

B - High adhesion reinforcements:

Grade Fe HA400 characteristics according to the sheets issued by each producer. Area of use :

• All other jobs not listed above.

3.2.7 Seals, expansion joints and others

The materials to be used require the prior approval of the contracting authority or the project manager and the Control Office.

3.3 EXECUTION REQUIREMENTS

3.3.1 CONCRETE WORK

3.3.1.1 General requirements

The concrete delivered corresponds to one of the resistance classes defined in the European standard EN 206 made applicable in Cameroon.

The concrete must be homogeneous, of a constant dosage and of sufficient workability to adapt to the shape of the formwork and to pass between the reinforcements while completely coating them without undergoing segregation, and while ensuring the compactness of the material. . The grain size is to be adapted to the given conditions. The maximum deviation allowed on the workability of the concrete, measured using the standard shaking table is plus or minus two centimeters in relation to the spread defined during the performance of the study test.

The concreting of a structure or any part of a structure will only be authorized when:

- The composition of the concrete will be approved by the Project Manager,
- The Co-contractor will have completed all the formwork and placed all the reinforcement for this part of the work;
- The Co-contractor will have supplied on the site the quantities of materials necessary for the work concerned, as well as the equipment in working order for the manufacture, implementation, consolidation and curing of the concrete;
- The Project Manager will have checked the dimensions, dimensions, alignments of formwork and reinforcement.

3.3.1.2 Nominal composition

The Co-contractor communicates for acceptance by the Project Manager the nominal formula of the concrete She specifies:

- The denomination according to the applied standard
- The nature, quality and origin of the constituents of the concrete
- The conditions and limits of use depending on the temperature;
- The characteristics of the fresh concrete (consistency, entrained air, etc.);

The materials used in the composition of the concretes will comply with the requirements of the standards and in particular those of the NF P 18 010 to NF P18 880 series and DTU 13, 20, 21, 26, 52.

3.3.1.3 Column reinforcement detail

Type of concrete	Type of work	Indicative cement dosages kg/m3	Approximate strength at 28 days in MPa	Cement symbol	Admixtures proposed if necessary	Inspection
B0	Lean Concrete	150		CPJ-CEM II 32,5	Nil	Nil
B1	Fat concrete for foundation	250	16	CPJ-CEM II 32,5	Nil t	Nil
B2	Unreinforced concrete in contact with the ground (massive shafts wedging)	250	16	CPJ-CEM II 32,5	water repellent	Attenuated
B3	Reinforced concrete in contact with the ground (Veil footings etc.)	350	• 20	CPJ-CEM II 32,5	water repellent and plasticizer	Attenuated
B4	Reinforced concrete in elevation (for smooth facing, common case)	350	20	CPJ-CEM II 32,5	Nil	Attenuated
B5	Reinforced concrete for highly stressed elements	400	25	CPA-CEM I 55	Plasticizer and entre. of air	Strict
B6	Concrete for form and refill	200	16	CPJ-CEM II	Nil	Nil

				32,5		

Remarks:

The above indications for concretes B0 to B5 are indicative. In the event of replacement of cement (for example cements of foreign origin).

The Co-contractor shall submit for the approval of the Project Manager and the Control Office a summary table of the various concretes it intends to use. Will be indicated, the classes, the destinations and the resistances at 28 days (compression, traction, shear).

The quality and characteristics required must be at least equivalent to those defined and described in this CCTP.

Depending on the type of structure, the concrete will be noted Bx(yyMPa) where x designates the type 0, 1, 2, 3... and between brackets y designates the resistance required at 28d in MPa such as 25MPa, 30MPa etc....

Concrete example indicated as B3 (25MPa), means that it is a type 3 concrete with a minimum resistance of 25MPa at 28 days.

The Co-contractor, within the framework of its contract, will provide the following characteristics:

- C/E ratio
- Density
- Cone viscosity
- Settling
- Setting time
- Simple compressive strength at 2 and 7 days.

Remarks:

Concrete must be strictly controlled. For this purpose, the Co-contractor will have test specimens produced by an approved laboratory. These specimens will be intended for checking the resistance of the concrete to compression and traction at 7 days and 28 days.

3.3.1.4 Study and inspection of concrete

See D.T.U 20 and D.T.U. 21

Laboratories that carry out the tests and trials required by the Co-contractor under its contract, both during the preliminary study and for the control of the concrete during the execution of the works, must be approved by the Project Manager and the Control Office.

Definition of Controlled Concrete

A controlled concrete has a composition which results from a preliminary study and its production is subject to control. This study and this control comply with the requirements of the articles below.

Preliminary study

The preliminary study must be carried out by the Co-contractor, assisted by a laboratory if necessary, and covers the following two points:

- Examination of the constituents of the concrete: granulometric analysis
- Search for an optimal composition of the concrete.

All the materials taken into account in the studies (aggregates, water, cement, any additives, etc.) are those that must be used on the site. The dosages of aggregates, cement, water, possibly adjuvant, are determined, which lead to a concrete having:

- On the one hand, the required mechanical characteristics,
- On the other hand, a consistency suitable for correct implementation with regard to the work in question and the material used.

The mechanical strength tests relating to this preliminary study are the responsibility of the Co-contractor. They are conducted in accordance with regulatory requirements. Their number is determined according to the standard, in principle six tests on cylindrical specimens for 50 m3 of concrete. Depending on the quality of the concrete and its regularity.

Concrete control

Control samples are taken by the Co-contractor at the request of the Project Manager. The tests are carried out by an approved laboratory. A sample is made up of three test specimens. The control operations relating to the acceptance of materials, the making of concrete and the acceptance of works are those defined in chapter VIII of

the D.T.U. 20. The results of these checks must be sent to the Project Manager, the B.E.T and the Control Office.

Sampling frequency:

In general, a sample every 50m3 of concrete in the case of continuous concreting of a structure with a volume of concrete to be poured greater than 50m3. In the case of strict control, the frequency is as follows:

- 3 cylinders and 3 prisms per concreting day with a minimum of 6 cylinders and 6 prisms per structure.
- Fresh concrete consistency test: 1 Abram cone per 2 hours of concreting with a minimum of three tests per structure.

The Project Manager may, if he deems it necessary, request additional tests (in particular for small volumes of concreting). In the case of pouring in small quantities (essentially due to phasing), the general tests will be supplemented by additional samples at the rate of one per type or part of distinct structure such as:

- Slab,
- Post or wall,
- Beam.

The costs of studies and tests are the responsibility of the Co-contractor.

Control of concrete during manufacture:

Under site conditions and with the equipment which the Co-contractor plans to use for each of the works, the Project Manager will have concrete samples executed on the site intended to provide proof that the planned implementation means make it possible to achieve results as expected.

With these control concretes, the Project Manager will have a sufficient number of cylindrical specimens made for testing at seven (7) and twenty-eight (28) days. The specimens will be stored under the conditions defined in the NFP 28 305 standard reproduced in booklet 26 of the general specifications. The supply of the necessary materials and the carrying out of the tests will be the responsibility of the Co-contractor.

Approval will be given by the Project Manager if the nominal resistance at twenty-eight (28) days is at least equal to the corresponding resistance required. However, the work may start after approval by the Project Manager, if the nominal resistance at seven (7) days is at least equal to 8/10th of the resistance required at 28 days. Otherwise, it will be necessary to wait for the results at twenty-eight (28) days. If the twenty-eight (28) day tests do not give the prescribed resistance, the Co-contractor must have made the necessary improvements.

Control of concrete during placement:

These checks will relate to fresh samples taken from the structure after implementation. The concrete necessary to make six cylindrical specimens for each 20 m³ of concrete of a certain type will be taken. These specimens will be tested in compression and traction at 7, 28 and 90 days of age. The preservation of the specimens will be done in accordance with the NFP 18 305 standard.

The costs corresponding to the supply of the materials will be borne by the Co-contractor.

3.3.1.5 Manufacture and transport of concrete

The concrete can be made in an external plant, which must be approved by the Project Manager for the classes of concrete requested. The transport must then be carried out in mixer trucks.

After manufacture, the implementation of the concrete must be done within a maximum period fixed at the beginning of the construction site as an indication, we can adopt a period of 1 hour 30 minutes for temperatures below 25°C, and 1 hour for warmer weather. It can also be installed on site. Any addition of water after manufacture is prohibited.

3.3.1.6 Application of concrete

Concreting cannot be carried out before the certificate drawn up by the Co-contractor, summarizing the results of the tests previously prescribed, and the checks provided for in the concreting program, have been submitted for approval by the site manager. The formwork must be watered before concreting. Their surface should be moist but not wet. The concrete must be placed with a dumpster. However, some structures may be poured at the pump, after approval by the Project Manager.

Casting, tightening, resumption of concreting, are carried out in accordance with the chapter of article 3.6 of the D.T.U. 23-1. For the partial casting of an element, comply with article 3.14 of the D.T.U. 20.

The concrete must be implemented in thin horizontal layers (20 to 30 cm maximum).

In order to avoid segregation and in order to entrain a minimum of entrapped air at the time of placement, the mixture must be exposed to as little free fall as possible. The drop height of the mixture must not exceed 0.80 m. In addition, when the drop height is high, the mixture is never placed in the formwork without being guided by appropriate devices. A fall height greater than 3 m is prohibited

The lapse of time between the concreting of two successive layers must be at most equal to 15 minutes.

The concrete is implemented by vibration. The processes used must ensure the filling of the formwork, the homogeneity and compactness of the concrete "in place", as well as the quality and regularity of appearance required for the facings. The vibration time must be limited to avoid segregation. Vibration through armatures is prohibited. The vibration time must be identical in all points of the mass of the concrete to be clamped. The vibration parameters (frequency, amplitude) are chosen so as not to cause segregation.

It is forbidden to use the vibrating needles for the implementation of the concrete in its mould. The needles must always be plunged vertically into the mass of concrete. The plunge points of the vibrator must be sufficiently close together so that the circular action zones of the effective vibration overlap and that they act on the entirety of the concrete, while avoiding that the vibrating needles are brought closer to the walls of the formwork, supported on or against the underwire, or being held too long in one place

In the case of several superimposed layers, the vibrator is introduced through the new layer which has already been tightened, so as to ensure good bonding between the various layers, the distribution of bleeding water in the newly poured layer and the homogeneity of overall color.

Post-tightening, that is to say the vibration carried out after the beginning of the setting of the concrete, can be advised especially if this one undergoes bleeding. The pouring of concrete must be organized in such a way as to exclude any re-concreting on hardened concrete or, at least, to reduce them to a strict minimum. All concreting times are indicated by the Co-contractor in the execution plans.

The concrete on the recovery surface must be compact in its mass. In addition, it must be roughened, free of any laitance, wood waste or other products that could interfere with the compact and homogeneous connection of the repair concrete. The gravel nests are leveled and the recovery surface will be moistened until saturation before the pouring of fresh concrete. The concreting joints carried out in a concrete of superior quality or equal to C20/25 are, in addition, covered with an approved anchoring product. Fresh concrete must be protected against desiccation, until completely set. It is watered without risk of erosion of the concrete surface. Hardened concrete, if the risk of desiccation remains, must be watered down to keep its surface moist.

3.3.1.7 Concreting stoppage

In general, concreting stops should be avoided. The use of cement slurry on concreting joints is prohibited. No stoppage of concreting is allowed in the following cases:

- In the height of a post, between two successive floors,
- In the height of parapets, railings or bands,
- Within the span of a cantilever.

In the beams, the concreting stop, if necessary, must generally be inclined at 30° and cased as indicated above, the recovery plane being perpendicular to the struts of compressed concrete. Any work presenting a recovery plan contrary to this prescription will be refused, demolished and rebuilt at the expense of the Co-contractor on the order of the Project Manager.

3.3.1.8 Other implementation recommendations

The works must include all the rabbets, grooves, sheaths, reservations, etc. Necessary requested by the Project Manager or other trades.

3.3.1.9 Concreting in hot or cold weather

When the outside temperature is above +30°C or below +5°C, fresh concrete cannot be used without taking appropriate precautions. The temperature of the concrete is in no case higher than + 30°C or lower than + 8°C.

3.3.1.10 Protection and curing of concrete

Fresh concrete must be protected against desiccation, harmful influences such as too sudden cooling or heating, frost, water washout and chemical attack, until it has hardened sufficiently. In particular, the concrete must be cured immediately after surfacing (for unformed concrete surfaces) or immediately after stripping, to allow the concrete to retain the water necessary for the hydration of the cement. The duration of concrete protection depends on the ambient conditions and the hardening conditions of the concrete. The protection of the concretes is prolonged as long as the evaporation of the water of the concrete is likely to affect the quality required for this one.

3.3.1.11 Correction of surfaces and painting

Stripping will only be allowed 48 hours after its implementation for the vertical walls and seven (7) days for the other elements, after having ensured that sufficient resistance has been obtained. All new concreting must be carried out within 24 hours after this stripping. All the facings will be kept raw from formwork. The facings seen will be perfectly regular and of uniform color and no bare stones should be apparent. Any correction to be made to the surface will be the responsibility of the Co-contractor. Facings not seen, completed works will be patched wherever nests of pebbles are visible, then will be painted with three (3) coats of one of the following products:

- Deacidified tar,
- Hot bitumen,
- Non-acid emulsion of bitumen with a pH greater than six (6).

3.3.2 FORMWORK

3.3.2.1 Implementation of formwork

The formwork must have sufficient rigidity to withstand, without significant deformation, the loads and pressures to which they are subjected, as well as accidental shocks during the execution of the work. They must be sufficiently tight, in particular at the edges, to avoid any loss of laitance. The tightness of the formwork must be such that only rare oozings of laitance can occur that are not likely to affect the mechanical qualities, nor possibly the waterproofing qualities or the appearance of the wall. Prior to concreting, the formwork must be cleared of all foreign materials (paper, expanded polystyrene, wood tie wires, etc.)

The use of metal formwork will only be allowed if they are protected from solar radiation. When the concrete is requested raw formwork, all measures must be taken so that the faces after formwork have a perfectly finished surface and do not contain any pieces of wood. The faces of the formwork that must be in contact with the concrete will be coated with a formwork product, chosen so as not to cause any disorder during the application of coatings, paints, etc., on these facings. For all concrete facings intended to receive a coating or coating applied with mortar, it must be ensured that the facing is sufficiently rough to allow perfect adhesion of the mortar. In the event of non-compliance with this requirement, the Co-contractor shall bear all possible consequences.

3.3.2.2 Formwork for expansion joints

The formwork for the expansion joints will be made of a light and ductile material (compressed mineral wool excluding expanded polystyrene. Soft isorel will be prohibited. The caulking of the joints will be carried out by:

- Either an elastomeric mastic of a category adapted to the dimensional variation of the joint.
- Or a prefabricated lining made from special polyvinyl chloride rubber, a mixture of rubber and resins with the agreement of the Project Manager

3.3.2.3 Classification of formwork or facings

Formwork and vertical facings

A - General reference works

See standard NF P 01.101 and D.T.U. 23-1, in particular its articles:

- Art. 3.3 Formwork and shoring.
- Art. 3.35 Release agents.
- Art. 3.4 Tolerances concerning level, location, thickness, verticality, flatness of outcrops, straightness of edges.
- Art. 3.7 Stripping.
- Art. 3.8 Patches, finishes, pin holes.

B - Formwork facings

They are classified into three families:

- Flat facings designated by the letter "P"
- Curved facings designated by the letter "C"
- Special facings designated by the letter "S" (washed gravel, grooves, facings obtained by incorporating matrices against formwork cheeks, etc.).

The facings must be free of any product that interferes with the adhesion of plasters, paints, water-repellent coatings, etc., or that risks causing marks to appear. All leveling, sanding and film coatings that are necessary to obtain an acceptable finish are due. It is the same for the straightening of the edges, in particular those of the posts, beams, tables, arches. The filling of the formwork holes will be carried out in hollow, with a concrete of the same family and adhesive resin.

C - Types of flat formwork facings

Type P1: Ordinary

May be suitable when the facing is hidden or when the wall is intended to receive a thick traditional facing coating.

- Overall flatness compared to the 2m ruler: 15mm
- Local flatness compared to a 20cm ruler: 6mm
- Characteristic of the epidermis appearance tolerances:
- Uniform and homogeneous. Pebble nests or smoothed sandy areas.
- Flush edges by grinding.
- Individual surface of bubbles less than 3cm2, depth less. at 5mm. Maximum bubble cloud extent 25%.
- Edges and butts rectified and erected.

Type P2: Current

It corresponds, for example, to works likely to receive conventional finishes of wallpaper or paint subject to prior filling and the application of a filling coating.

- Overall flatness compared to the 2m ruler: 5mm
- Local flatness compared to a 20cm ruler: 2mm
- Characteristic of the epidermis appearance tolerances: same as P1

Type P3: Neat

It is suitable for the same uses as the current facing, but its better finish makes it possible to limit any subsequent coating work and requires less preparation. It is suitable alone for works intended to be exhibited externally, and intended to remain visible.

- Overall flatness compared to the 2m ruler: 5mm
- Local flatness compared to a 20cm ruler: 2mm
- Characteristic of the epidermis appearance tolerances: same as P1

But with the extent of the clouds of bubbles reduced to 10% and filling coating to be provided by the painter (approximately 0.6 kg/m2). The P3 facing is required for all the concrete on the construction site which is seen and which will remain raw or to be painted. In the event of non-compliance with the quality result, the disputed works will be demolished and redone at the expense of the Co-contractor. Especially the main facade

Type P4: super neat:

The concrete must be more than perfect giving an irreproachable smooth aspect, without defect (no bubbling and perfect flatness. The P4 facing will be required for particular decorative works.

General remarks :

The concrete facings must comply with the requirements of the DTUs specific to the coatings that cover them, among others:

- For casing (DTU 14.1)
- For sealing coating (DTU 20.12)
- For cement coatings (DTU 26.1 and 26.2)
- For plaster coatings (DTU 25.1)

Upper facings of the slabs

The following recommendations apply to all "slab" elements becoming permanent.

Mark letter D.

A - Reference works

- D.T.U.52-1: Sealed floor coverings.
- Pamphlet Fédération Nationale du Bâtiment: Professional rules for the preparation of common concrete substrates for the installation of thin floor coverings, January 1976.
- Provisional professional recommendations "Paving work", annals of the I.T.B.T.P., January 1980.

B - Classification

They are classified into 4 types of surface condition D1, D2, D3, D4, the characteristics of which are defined below:

- Type D1: Gross area
- Type D2: Regular running surface
- Type D3: Neat surface

- Type D4: Very neat surface

C - Tolerance on surface condition

They are defined by the following criteria:

Horizontality: The measuring instrument is a ruler 2.00 m long, equipped with a spirit level. One end of the ruler is held in contact with a point on the floor, the ruler being horizontal, the unevenness of the floor is measured at the other end of the ruler (value H1). The cumulative difference in level inside a room (value H2) is measured in the same way.

Flatness: There are three types of complementary measurements, each characterizing flatness on a different scale:

- The deflection of the slab is measured under a ruler 2.00 m long (value P1).
- Same operation as above with a ruler 0.20 m long (value P2)
- The height of local projections of grains and grain conglomerates is measured (P3 value)

The values H1, H2, P1, P2, P3 are given in each type of slab facing D1, D2, D3, D4.

Dimensional tolerances in leveling (all tolerances combined).

The tolerance is plus or minus 5 mm/m.

D - Definition and characteristics of surface states by type.

The characteristics for each type are:

- Type D1: Gross area

Intended to receive a thick coating such as screeds, pavings, thick tiles sealed on a bed of sand, requiring a reserve of thickness of the order of 5 cm and more.

No special requirements are required for the surface condition.

Horizontality value H1= 10 mm - value H2= 15 mm

Flatness value P1= 10 mm - value P2= 3 mm - value P3= 2 mm

• Type D2: Regular running surface

This regular running surface obtained by surfacing with a ruler or a helicopter.

Intended to receive types of covering such as: tiles sealed directly on the slab and requiring a reserve of thickness.

Horizontality value H1= 6 mm - value H2= 9 mm

Flatness value P1= 10 mm - value P2= 3 mm - value P3= 2 mm

• Type D.3: Neat surface

Ditto facing D2, but intended to receive, in direct bonding, thin deformable floor coverings subject to smoothing (at the expense of the applicator) with an approved product for consumption limited to 2.5 kg/m² maximum; above this value, sanding will be required.

Horizontality value H1= 5 mm - value H2= 7.5 mm

Flatness value P1= 7 mm - value P2= 2 mm - value P3= 1 mm

• Type D4: Very neat surface

Made by sanding if necessary

Intended to receive a floor paint, a resin coating.

Horizontality value H1= 4 mm - value H2= 6 mm

Flatness value P1= 7 mm - value P2= 2 mm - value P3= 0.5 mm

3.3.2.4 Stripping

Stripping must be undertaken when the concrete has acquired sufficient hardening to be able to withstand the stresses to which it will be subjected immediately afterwards, without excessive deformation and under sufficiently safe conditions. As an indication and unless justified by other provisions, stripping cannot take place before:

• Two (2) days for posts, beam faces and vertical walls

• Fifteen (15) days for standard span slabs

• Twenty-eight (28) days for slabs, floors, and long-span beams if they are called upon to receive their service loads upon stripping

Patching or filling should only be carried out after consulting the Project Manager. They are carried out either with fine-grained concrete or with cement mortar. It is recalled that the concrete facings must be neat, patching is prohibited for all concrete facings seen. Any patching or patching done without the Project Manager's consent will result in the demolition and reconstruction of the structure at the expense of the Co-contractor. The edges of

the concrete structures must be, after stripping, protected against shocks for the duration of the work. Concrete surfaces intended to remain exposed must be protected with a sheet of polyethylene against splashes of mortar, paint, etc.

3.3.3 REINFORCEMENTS

3.3.3.1 General recommendations

According to NFA 35.015 and 36.016 standards - DTU 20, 20.121, 20.12, 23.1 to 23.6

The conditions of use of the reinforcements will satisfy the recommendations included in their identification sheet established by title 1 of booklet 4 of the CCTG. In the absence of weldable steel, any fixing by welding joint on site is prohibited.

The reinforcements will be supplied in length such that no transverse reinforcement of the structure requires overlapping, provided that they correspond to usual commercial widths. The overlaps of the longitudinal reinforcements must be spaced at least twelve meters apart. Never more than a third of the bars should be stopped in the same section, except exception allowed by the Client

All the reinforcements are laid out according to the indications of the reinforcement plans and according to the standard.

.3.3.2 State of cleanliness of the reinforcements

At all stages of execution, the Co-contractor shall ensure the cleanliness of the reinforcements. The reinforcements, at the time of their implementation and concreting, must be free from traces of loose rust, paint, grease or mud.

3.3.3.3 Reinforcement flasks

The reinforcements must be dimensioned (diameter and length) and shaped according to the drawings

Shaping reinforcement in formwork is prohibited.

The preheating of frameworks intended to facilitate their shaping is prohibited.

If the temperature of the steels is between +5°C and -5°C, special precautions are taken and subject to the prior approval of the project manager.

If the temperature of the steels drops below -5°C, the shaping of the steels is, in general, prohibited.

Folding and unfolding of high-adhesion reinforcements is generally prohibited. The pending reinforcements must be carefully positioned and kept straight with the necessary lengths to ensure overlap with the reinforcements laid later. In the event that the pending reinforcements require bending, the grade of steel used must be that of Fe E 24 steel. its demolition by order of the Project Manager

The bending must be done mechanically cold using dies so as to obtain the radii of curvature provided for on the drawings or, failing that, notified by the conditions of use which concern each of the categories of steel.

3.3.3.4 Welding

Overlays, connections and assemblies by welding are allowed for steels whose weldability is guaranteed by their identification sheet, in accordance with standard A 35.018 and prohibited in other cases.

3.3.3.5 Coating

The cover measured between the face of the formwork and the external generatrix of any reinforcement is at least equal:

- For current structures:
- 3 cm for facings exposed to bad weather, condensation or in contact with a liquid.
- 1 cm for walls located in covered and closed rooms and not exposed to condensation.
- For high retaining walls:
- 5 cm for the face against the ground
- 3 cm for the exposed facing

Note: for fire resistance, the minimum coating of the DTU must be respected.

The coating of the reinforcements is obtained by efficient wedging devices in concrete or plastic. In any event, the minimum cover must take into account the provisions for the fire resistance of the reinforced concrete elements concerned. For walls exposed to bad weather, the formwork and/or reinforcement plans must explicitly include the indication and the nature and density of the shims.

Tolerances: the positioning must always respect the minimum covers, the difference in position must not exceed:

- For low steel and high steel slabs: 1 cm
- For vertical steel posts or walls: 1.5 cm
- For steel beams: 1.5 cm

• For the spacing of transverse steels (frames): 2 cm (the average spacing defined by the number of frames will be respected).

Any concreted part revealing the reinforcements will either be demolished, or transplanted and reconstituted with concrete on the order of the Project Manager.

These cover values may be increased to take into account the minimum distances to the facings for anchoring the bars, for the fire resistance of the structure or for any other reason which would require values greater than those indicated above. We will take care of the tolerances on the positions of the reinforcements according to standards and DTU.

3.3.3.6 Wedging

The wedges are arranged in sufficient numbers, at least 6 pieces per m2 of formwork surface.

Concrete or mortar wedges must have properties similar to those of the concrete used.

The location, shape and dimensions of the spacers and the resulting holes are defined and marked by the Co-contractor in the execution plans.

The spacing of the reinforcements arranged in several layers is ensured by suitable irons so that the distance between two layers of reinforcement is at least equal to the diameter of the bars without however being less than 2 cm.

The upper frames are held by steel supports (chairs or riders) of suitable diameter and spacing. Raising the reinforcement intended to ensure the coating during concreting is strictly prohibited. The holes remaining after stripping are sealed with mortar of the same color and the same appearance as the concrete facing.

3.3.3.7 Lashing

When The Co-contractor assembles the reinforcements outside the formwork, it constitutes sufficiently rigid carcasses. The reinforcements are assembled at all crossing points by ligatures. The ligatures are made of annealed mild steel wire. The mechanical continuity of the reinforcements (junctions) must be guaranteed. The layout of the junctions is made in such a way that there is no presence of more than one junction in the same direction at the same place.

3.3.3.8 Inspection of reinforcement before concreting

The Co-contractor requests receipt of the reinforcements from the project manager or contracting authority at least 24 hours before concreting. In the absence of this acceptance, no concreting is allowed.

3.3.4 SCAFFOLDING AND PROPS

Scaffolding and props must be calculated to withstand without deformation the loads transmitted to them by the formwork and their container, as well as the effects of the wind. They must be able to be adjusted at any time to keep the supported forms at their altitude and straightness. They must be laid out in such a way that they give on the support surfaces only forces compatible with their resistance and that they do not cause any settlement of the ground or deformation of the floor, which would consequently lead to the deformation formwork. Structures receiving shoring loads will be calculated and dimensioned accordingly (strength and deformations). The adjustment system must allow the props to be removed without causing any stress on the completed or existing structures.

3.3.5 DIMENSIONAL TOLERANCES AND DEFORMATIONS

3.3.5.1 General

The dimensional tolerances indicated below are those allowed at the time of the control measurements carried out between different trades and commissioning. Consequently, all the inaccuracies of implantation or deformation of formwork, the variations of dimensions resulting from the temperature and from shrinkage considered as play of behavior are cumulative. These cumulative values must necessarily fall within the limits defined below. No work should exceed the right-of-way of the operation.

3.3.5.2 Dither layout tolerance

The main reference grids and the reference level are materialized by terminals, which must be protected to remain in perfect condition throughout the duration of the work. On each floor, the Co-contractor must reinstall the grid of the work and the dimensions of level. The positioning tolerances of these elements are as follows:

• A - Levels

Vertical distance between any two benchmarks whichever is greater

-0.5cm

-0.05% of the vertical distance between these two points.

• B - Plane Dithering

Distance between two intersection points of the raster mesh, the greater of the two values:

-0.5cm

-0.05% of the vertical distance between these two points.

• **C - Verticality**

Difference in verticality between any two corresponding points of the frame mesh located at different levels the greater of the two values

-0.5cm

-0.05% of the vertical distance between these two points.

3.3.5.3 Tolerance on structural elements

The structural elements or elements incorporated into the structure (posts, walls, beams, hoppers, openings, etc.) are positioned in relation to the real grid elements defined in the previous paragraph, according to the dimensions indicated on the plans.

The tolerances on the actual location of an element in relation to the grids, and on the distance between any two points of the constructed structure and the theoretical dimension resulting from the plans, are as follows (Ec designates the maximum difference in cm by compared to the theoretical dimensions):

- For a measured height of less than 2.5 m - Foundations Ec=1 cm - Other elements Ec= 1 cm
- For a measured height of between 2.5 m and 5 m - Foundations Ec=1.5 cm - Other elements Ec=1.5 cm
- For a measured height of between 5 m and 10 m - Foundations Ec=2 cm - Other elements Ec=1.5 cm
- For a measured height between 10 m and 30 m - Foundations Ec=3 cm - Other elements Ec=2 cm

If the use of the two preceding criteria would lead to two different values, the smaller of the two values would prevail. The figures given above concern, for example:

- Positioning in plan of any point with respect to the nearest screening.
- Verticality.
- Section of columns and beams.
- The distance between elements.
- The thicknesses of the elements.
- The level of a floor relative to reference levels
- The size and location of bays or hoppers.

The Co-contractor must inform the Project Manager when the above tolerances are exceeded.

3.3.5.4 Deformations

A - Calculation of deformations

The deformations are calculated according to the methods given in article B 6.5.3 of the BAEL or in the specific chapters of the Cahier des Prescriptions Techniques (C.P.T. Floors).

B - Permissible deformations, deflections

B1 - Current floors:

These are those which support masonry partitions or fragile floor coverings, for which a deflection (called active deflection) is evaluated which, after implementation of the partitions or floor coverings, must remain lower than the values below depending on the scope.

• For support elements resting on two supports:

• 1/500 up to 5.00m

• 0.5cm + 1/1000 beyond 5.00 m

• For console support elements:

• 1/250

B2- Other floors:

These are those that do not support either masonry partitions or fragile floor coverings for which a deflection is assessed (called active deflection), which from their commissioning must remain less than:

• for support elements resting on two supports:

• 1/350 up to 3.50m

• 0.5cm + 1/700 beyond 3.50 m

• for console support elements:

• 1/250

***** END OF LOT *****

LOT – 4: MASONRY WORKS

4.1 GENERAL

4.1.1 Scope of work

The works to be carried out by the Co-contractor under this lot are essentially the following:

- The realization of the basement walls in agglomerates of 20 stuffed
- The construction of chipboard walls at all levels
- The realization of coatings
- Drains for retaining structures

The location of the works mentioned above can be found in the plans and in the description of the works (part 3 of the CCTP)

4.1.2 Reference documents

The works of this lot must meet the conditions and requirements of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon, as well as those published elsewhere and made applicable in Cameroon, including the following:

4.1.2.1 Standards and DTU

- DTU 20.1: Walls and masonry walls of small elements: NF P 10-202-1, XP 10-202-1/A1, P 10-202-2, XP 10-102-2/A1, P 10-203 , XP 10-102-3/A1;
- DTU 20.12: Design of masonry structural work for roofs intended to receive a waterproofing coating: NF P 10-203-1 and 2;
- DTU 26.1: Coatings with cement mortars, lime, and plaster and lime mixture: NF P 15-201-1 and 2;
- DTU 26.2: Screeds and slabs based on hydraulic binders: NF P 14-201-1 and 2;
- DTU 21: Execution of concrete works: NF P 18-201;
- DTU 21.4: The use of calcium chloride and admixtures containing chlorides in the preparation of grouts, mortars and concrete;

4.2 REQUIREMENTS RELATING TO MATERIALS

4.2.1 Hollow chipboard blocks

The agglomerate blocks used for making heavy-type partitions or load-bearing walls will be either hollow concrete/sand agglomerate blocks or solid blocks depending on destination and indication of work to be done.

They must correspond to the criteria of the national building federation (National Masonry Union) professional recommendations, as well as to the various DTUs listed in the regulations chapter. They will meet the following standards:

- P14.301 (hollow or solid blocks of heavy aggregates)
- P14.101 - P14.402 (Concrete blocks for walls and partitions)
- P14.201 recommendations concerning the use of solid or hollow blocks of heavy aggregates for walls and partitions.

The blocks to be used on site will necessarily have the NF label with minimum resistance class B40 unless otherwise stated in the description.

4.2.2 Cement

See standards NF P 15-301, NF P 15-311 and following, 15-401 to 15-461. Before use, the cement must be of sufficient age so that it is completely cooled. The symbols, class and dosage comply with NF standards. The cement used will be of the CIMENCAM type or similar, packaged, delivered and stored as follows:

- In original 50 kg bags,
- Stored in piles on a dry and ventilated floor, sheltered from bad weather, if possible in a dry and impermeable hut. If they are stored outside, the bags must be covered with waterproof films.
- Cements are rejected when they present lumps. The cements delivered in bulk are stored in sealed silos equipped with an aeration filter and separated for each quality. The standardized cement quality designation contained in the silos must be marked, in legible writing, on the silo near the filling mouth. The cements used to make exposed concrete are of the same type and from the same source.

4.2.3 Sand

The geometric, physical and chemical characteristics must comply with standard NF.P.18.301. Particle size 0.08/3 mm. In particular, the sand must be clean and not contain materials that could cause efflorescence. The use of sea sand is prohibited.

The Co-contractor is required to carry out tests to detect the risks of efflorescence due to mortars. It will incorporate a HERMITEX-type product which greatly reduces carbonation, improves sealing, resistance to aggressive solutions, eliminates sweating by water retention

4.2.4 Water

The water used for mixing must meet the requirements of standard N.F.P.18.303.

4.3 EXECUTION REQUIREMENTS

• All masonry work, namely walls respectively partitions, is carried out in the quality and dimensions of the agglomerates indicated in the tender form.

• The use of any other quality of materials is not accepted.

• The contracting authority only accepts the use of natural stones and bricks that comply with the corresponding standards and reserves the right to refuse any materials that do not comply with the requirements of the tender form.

• In the event of a junction required between the load-bearing and non-load-bearing masonry on the walls and concrete pillars, this

• is carried out according to the plans of the contracting authority.

• Slender masonry is reinforced with reinforcement and executed with expansion joints according to the execution plans drawn up by the Co-contractor and approved by the Project Manager.

• Horizontal and vertical joints between masonry and reinforced concrete load-bearing elements are to be provided for all walls and partitions and to be executed according to the execution plans drawn up by the Co-contractor and approved by the Project Manager.

• Vertical joints are also to be provided in the exterior masonry of double-walled and double-walled walls.

• execute according to the execution plans drawn up by the Co-contractor, and approved by the Project Manager.

• The materials as well as the masonry are protected during execution against bad weather.

• In the case of the construction of temporary floors for the closure of the hoppers or protective barriers around it and maintenance for the other lots, the supervision of the works remains the responsibility of the Co-contractor.

4.3.1 Mortars

Slag cement and sea sand are strictly prohibited for mortars. In what follows the weight of binder is given for one m3 of "DRY" sand.

Type: M1

Binder dosage: 350 kg of CM 250

Destination: Masonry binder

Type: M2

Binder dosage: 400 kg of CPA-CEM I 32.5 or special binders for plasters

Destination: Cement coating

Type: M3

Binder dosage: 400 kg of CPA-CEM I 32.5 or CPJ-CEM II/A 32.5

Destination: Screeds

Remarks: attention is drawn to the fact that an overdose can lead to disorders by shrinkage cracking.

4.3.2 Implementation of masonry

The agglomerate blocks will be mounted roughcast with cement mortar (see composition of mortars) according to professional recommendations. Mortar M1 implemented in accordance with DTU 20.11

The vertical and horizontal stiffeners prescribed in the D.T.U will be made of reinforced concrete. The stiffeners will be anchored with the masonry.

The lintels will be in reinforced concrete, prefabricated or not, minimum support 0.25m at each end; rabbet for frames.

No split blocks will be allowed, and the joints and beds will be perfectly lined to meet the sound insulation criteria. Joint thickness between 1 and 2cm.

The vertical connections with the other masonry will be ensured, as the case may be, by rabbet or tearing allowing harping and launching. If the necessary provisions could not be made for the construction of the main masonry, these will be reexcavated or pricked to obtain the desired result. The good connection between the

masonry and the vertical concrete elements (sail poles) will be ensured either by transplanting concrete or by metal fasteners (approximately one every meter).

Note: when installing heavy partitions, make sure that the seat is on a hard non-deformable element in order to avoid the usual loss of detachment at the head.

Articles referring to masonry included in the service:

The lintels, chainings, necessary stiffeners, reservations, during assembly, openings, requested in good time by the other trades, the tracing of the partitions on the floor, the jointing flat on the way up if the face is not provided coated.

For buried concrete block walls, protection will be made by careful repointing with mortar. Application of an IGOLATEX (SIKA) or equivalent in 2 coats minimum according to the manufacturer's instructions. The cement mortar coatings will be executed according to DTU 26.1.

4.3.3 Screed, forms and refill

This chapter considers incorporated screeds, added screeds, forms of slope, screeds, light-weight concrete fillings.

Depending on the use and destination, several states are considered and may remain raw. This chapter is intended to be general, all types of screed are reviewed, the recommendations to be observed may be useful in the event of use, for those to be made within the framework of this project, the Co-contractor will refer directly to the description of the works (Part 3 of the CCTP)

4.3.3.1 Incorporated screeds

They consist of M3 mortar, applied before the concrete of the support has begun to harden, and floated either manually or mechanically. The minimum thickness is 1 cm. The surface condition must be fine and regular. The flatness tolerance is 5 mm under the 2 meter rule. The slope ways and connections to the floor drains are part of this service.

Note: do not confuse this type of screed with that of vaulted floors or alveolar floors. In this case they are an integral part of the floor structures and are made up and made of reinforced concrete.

4.3.3.2 Added screeds

Screed added in M3 mortar on concrete elements. Face smoothed to receive thin flooring or paint.

4.3.3.3 Watertight screeds

The support must comply with DTU 14.1, in particular the skin reinforcements must respect the % imposed by the regulations. The supports will be washed, sanded, and the construction joints will be patched. They are made by coating with water-repellent mortar and include the grooves at the bottom/wall junction. They rise on the vertical walls with reinforcement of the chamfer at the junction.

The sands used will preferably be non-porous or siliceous silco-calcareous, with a continuous grain size of 0/5 mm. The cements used must be compatible with the incorporation products. Additive water-repellent products for mortars such as Sikalite or Sika1 or equivalent will be applied in accordance with the manufacturer's recommendations.

4.3.3.4 Slope shape

The support will comply with the DTU, the refills with slope will be in B6 concrete. The slope forms in question here are added elements not to be confused with a sloped slab. The minimum thickness is 4 cm at the low point. The surface condition must be fine and regular. The flatness tolerance is 5 mm under the 2 meter rule. They take into account all the constraints of the channel and gutter for the flow of fluid to the low points.

They may receive a skin reinforcement (close-mesh TS) for cases where cracking by thermal effect or shrinkage is feared. In general the forms of slope are not reinforced.

For low thicknesses (thickness less than 2 to 4 cm) a resin mortar can be used.

4.3.4 Plasters

A - Traditional rendering with hydraulic binder mortar

The manufacture, preparation of the support and implementation must comply with DTU 26-1 "Coatings with hydraulic binder mortars". Unless otherwise specified, the coating must have a regular surface appearance (no trace of a trowel or trowel).

On the interior partitions, the coating must be carried out "to throw".

On the facades, the coating must be carried out according to the method between "bare and mark".

At concrete - masonry junctions, full bonding according to DTU

They will be perfectly erected and will include all accessory work (linings, caulks, reinforcements), etc.)

The edges and pickings will be perfectly straight.
Coatings consist of:
• A gobetis or tack coat,
• An intermediate layer forming the body of the coating,
• A finishing coat giving the appearance.
Dosage of binder per cubic meter of dry sand:
• Gobetis: 500 to 600 kg
• Render body: 400 to 500 kg
• Finishing: 300 to 400 kg
*** END OF LOT ***

LOT – 5: WATERPROOFING

5.1 GENERAL

5.1.1 Scope of work

The works to be carried out by the Co-contractor under the contract and this lot are essentially the following:
The realization of the forms of slope
□ Bathrooms and wet rooms
□ Carrying out waterproofing work on accessible and non-accessible flat roofs and gutters.

5.1.2 Reference documents

The works of this batch must meet the conditions and requirements of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon, as well as those published elsewhere and made applicable in Cameroon, including the following:
□ DTU 43.1: Waterproofing of flat roofs with load-bearing masonry elements;
□ Standard NF P 84-204-1 and 2
□ NF P Standard: 84-204-1 and 2
□ DTU 43.2: Waterproofing of roofs with load-bearing masonry elements with a slope >= 5%;
□ Standard NF P 84-205-1 and 2
□ DTU 43.3: Implementation of roofs in ribbed steel sheets with waterproof coating; □ Standard NF P 84-206-1 and 2
□ DTU 43.4: Roofs in wooden load-bearing elements with waterproof coating; □ Standard: NF P 84-207-1 and 2;
□ DTU 20.12: Design of G.o. masonry roofs intended to receive a waterproof coating;
□ Standard: NF P 10-203-1 and 2;
□ DTU 26.1: Coatings with hydraulic binder mortars
□ Standard: NF P 15-201-1 and 2;
□ DTU 26.2: Screeds and slabs based on hydraulic binders
□ Standard: NF P 14-201-1 and 2;
□ DTU 52.1: Sealed floor coverings - Standard: NF P 61-202-1 and 2;
□ DTU 60.11: Calculation rules for plumbing installations and rainwater evacuation **installations;**

5.1.3 Professional rules

□ Professional rules of the National Trade Union Chamber of Waterproofing.
□ Specifications of the Office des Asphaltes.
□ Recommendations of the National Trade Union Chamber of Waterproofing, concerning:
o Permissible waterproof coatings on non-load-bearing expanded polystyrene insulating panels;
o Single-layer waterproofing coatings made using manufactured bitumen-based sheets.
□ Book of technical requirements for the execution of roofs made of load-bearing particle panels with waterproofing supports.
□ Safety sheet from the construction prevention organization for multi-layer waterproofing on terraces.
□ General conditions for the use of reinforced autoclave aerated concrete roof slabs.

5.1.4 Calculation rules

□ Rules NV 65: Rules defining the effects of snow and wind on constructions (standard P 06-002).
□ Rules N 84: Action of snow on constructions (standard P 06-006).

5.1.5 Standards and others

All the Standards cited in the normative appendices of the DTUs cited above. For the metals used for various ancillary works, reference should be made to each of the following documents depending on the nature of the metal:

DTU 40.41 - 40.42 - 40.43 - 40.44 - 40.45.

For lead, it must meet the NF A 55-401 / 402 / 411 standards.

The bituminous concrete to be used for protecting the waterproofing of flat roofs accessible to vehicles must be of the qualities described in the LCPC - SETRA Directive of September 1969. The slabs used for terraces on plots must comply with the specifications. of the CERIB.

With regard to the DTU / CCTG and standards, where applicable referred to above, it is clearly specified here that in the event of a discrepancy between the specifications, requirements and descriptions below in this document, and those of the DTU / CCTG and standards, the order of precedence will be that set out in the "Clauses common to all Lots".

5.1.6 Supplies and materials

The supplies and materials used in the works and services of this batch must meet the following specifications.

5.1.7 Sealing materials

Traditional sealing materials must meet the requirements of appendix 1 of DTU 43.1. Elastomeric and similar materials must have a Technical Assessment.

5.1.8 Insulation materials

These materials must benefit from a Technical Approval specifying that they are accepted for the type of roof and the waterproofing system concerned.

5.1.9 Metals

The metals used must meet the DTU referred to above, as well as the standards applicable to them.

5.1.10 Slabs

Depending on their type of use, they must meet the specifications of CERIB:

- For moderate use: type D2;
- For intensive use: type D3.

5.1.11 Elastomeric complexes and systems

All the elastomer complexes and systems to be implemented must benefit from a Technical Approval justifying that they are accepted for the intended use. In this document below, SOPREMA and SIPLAST complexes and systems are described, all benefiting from a Technical Assessment. The Co-contractor may always offer, for the approval of the Project Manager, complexes and systems from other brands, provided that they are equivalent and that they benefit from the required Technical Assessments.

5.1.12 Receipt of media

The Co-contractor must proceed with the acceptance of the supports to receive the waterproofing coatings. For this acceptance, the Co-contractor will check that the media meet the requirements of the DTU and professional rules, and more particularly DTU 20.12.

This acceptance will be made in the presence of the Project Manager and Control Office, and of the Co-contractor.

5.1.13 Non-compliant supports

In the event of non-compliant supports or parts of supports, it will then be up to the Project Manager to take all decisions with a view to obtaining compliant supports. The Project Manager may be required to prescribe additional work that is necessary. Depending on their nature, this additional work will be carried out by the Co-contractor.

5.1.14 General requirements

All the works must be carried out with all the precautions required under conditions such that they present all the qualities of solidity, watertightness and duration. It is expressly specified here that the Co-contractor must complete and perform all the works, methods and supplies necessary and of sufficient size to obtain perfect sealing of the roof.

5.1.15 Preparatory work

Before any start of work, the Co-contractor will have to carry out a perfect cleaning by all means, of the supports, to obtain surfaces freed from all that could harm the good performance of the waterproofing coatings.

5.1.16 Bridging joints

On the supports for which the DTUs prescribe the bridging of the joints of the support, this bridging will be implicitly at the expense of this batch.

5.1.17 Watertightness, readings, protection

Traditional complexes and systems must always be implemented under the conditions specified by the DTUs. The elastomer complexes and systems must be designed and produced in accordance with their Technical Assessment No waterproofing application work should be carried out on an undry substrate. The sealing reliefs will always be of a height that complies with regulations and standards, and in any case, of sufficient height depending on the layout of the water drainage points, the heights of parapets, etc. The visible sealing edges will always be perfectly straight on parapets or other. During the implementation of the various layers of waterproofing, all precautions must be taken to avoid any burrs, or drips, on the facings seen from the parapets or other visible edges. At the end of the work, the terraces will be carefully cleaned.

5.1.18 Metallic accessory works

Except in special cases, the metal accessory works must always be able to expand freely in all directions, and the execution must meet this condition. Consequently, all the works must always be laid with free expansion and welded caps will be strictly prohibited. All these works must include all the useful fixing accessories such as legs, bands of staples, legs and fittings in galvanized iron, etc., as well as all the small accessory works necessary such as sliders, joint covers, heels, gussets, etc All accessory waterproofing works must be of sufficient size and development to ensure perfect waterproofing in all cases. In the event that certain structures include different materials, in contact with each other, all measures must be taken to avoid any electrochemical action between them.

5.1.20 Engravings, flashings

The Co-contractor will implicitly be responsible wherever necessary for all engravings, mortar fillings, flashings, caulks, etc., necessary for a perfect seal. In the concrete works, the notches will be reserved for the structural works with the dimensions prescribed by the drawings and details of execution of the waterproofing lot. In the other masonry, the engravings will also be the responsibility of this lot.

All fillings, flashings, caulks, will be executed with a bastard mortar dosed with 200 kg of hydraulic lime, 200 kg of CPJ 45 per m3 of sieved river sand. If, in certain cases, it proves necessary to carry out these works with a mesh reinforcement, expanded metal or welded mesh, this reinforcement would also be the responsibility of this lot.

The Co-contractor may propose, for the Project Manager's approval, to replace the mortar flashings with caulking made of a pasty synthetic material product, of the type justifying a Technical Assessment certifying it as suitable for this use.

5.1.21 Protection of trafficable seals

The protections of trafficable flat roofs such as tiling or paving, slabs on studs, concrete slabs, coatings, etc. will be according to the specifications below in this document, carried out either by the Co-contractor or by specialized companies, according to indications and instructions of this batch, and under the control of the latter.

5.1.22 Watertightness tests

The Project Manager may ask the Co-contractor to carry out a water tightness test. This test will then be carried out under the conditions specified in article 10.2 of DTU 43.1. The costs of this leak test will be borne by this lot.

5.1.23 Services forming part of this lot

As part of the execution of this batch, the Co-contractor shall implicitly:

- The supply, transport and implementation of all materials, products and construction components necessary for the perfect and complete realization of all waterproofing works.
- The establishment of reservation plans, layout plans, site plans and as-built plans.
- The plans must be transmitted in paper and computer format (DWG or DXF and PDF format).
- The execution plans and the calculation notes to be provided to the Project Owner and the Control Office for agreement before execution, the establishment of the execution details in the event of specific points, all scaffolding, apparatus, machinery or devices lifting (or lowering) necessary for carrying out the works, securing their works by any means, removing all the rubble from their works and cleaning up after the works.
- The labor and supplies required for all rework, finishing, verifications, adjustments, etc. of their works at the end of the works and after acceptance.
- Updating or drawing up of all "as built" plans to be submitted to the Contracting Authority upon acceptance of the works.
- The update during the work of the DIUO (Later Intervention File on Works) and its complete delivery on the date of receipt, in paper and computer format.

 The handing over of all written instructions and instructions concerning the operation and maintenance of installations and equipment.

5.1.24 Worksite health and safety

The Co-contractor must comply, with regard to the health and safety of the construction site, with the obligations imposed by the Regulations in force on this subject, in particular:

Law No. 93 - 1418 of December 31, 1993 - Decree No. 94 - 1159 of December 26, 1994.

He will take into account the requirements formulated in the General Coordination Plan for Safety and Health Protection (PGCSPS), drawn up by the SPS Coordinator, and will provide his specific Safety and Health Protection Plan in good time. All costs inherent in compliance with these requirements are the responsibility of the winning company, and are to be included in the global and fixed amount of the price proposal.

*** **END OF LOT** ***

LOT - 6: FRAME - COVER - CEILING

6.1 WOOD FRAMEWORK

6.1.1 General

6.1.1.1 Scope of work

The works to be carried out by the Co-contractor under this lot are essentially the following:

- The realization of the wooden frame
- Installation of the aluminum tray sheet cover
- The realization of false wooden ceiling (plywood)

6.1.1.2 Reference documents

The works of this batch must meet the conditions and requirements of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon, as well as those published elsewhere and made applicable in Cameroon, including the following:

6.1.1.2.1 Standards and DTU

- DTU 31.1: Wooden frames and stairs; Standard: NF P 21-203-1 and 2
- Rules BF 88: Method of justification by calculating the fire resistance of wooden structures
- Rules CB 71: Calculation rules for wooden structures
- Rules N.V. 65: Rules defining the effects of snow and wind on constructions, and annexes.
- Draft standard NF P 30-401: roofing wood and appendix 1 of DTU 40.41;
- Wood and wooden structures: NF B 50-100, 101 and 102;
- Characteristics of the wood: NF B 51-001 and 002;
- Rules for using wood: NF B 52-001 and B 53-001;
- Wood preservation: NF B 50-101;

6.1.2 EXECUTION REQUIREMENTS

6.1.2.1 General

All the wood will be of first quality, healthy, perfectly dry, the degree of humidity in accordance with the requirements of the climate, without vicious knots, showing no significant alteration such as spalling, frosting, internal cracks or curls, etc. And guaranteed against all possible illnesses.

The wood may also not show traces of insects. The cracks will only affect the surface of the parts and will be few in number. These woods will be chosen according to their dimensional stability, their mechanical qualities the possibilities of supply. The Co-contractor will be responsible for diseases that may occur on its works after their implementation (mold, fungi, etc.). He will also be responsible for any twists, splits, splits, etc. due to the use of imperfectly seasoned wood.

6.1.2.2 Timber for ceiling

Plywood and blockboard will be defined by standards NF B 54.006 and 53.504, it being clearly specified that the appearance required is the appearance of exposed wood involving class A veneers.

The cleats and wooden slats will be defined by standards NF B 54.006 and 53.504. The cleats will be held by hangers or nailed to joists. The paneling blades will be of standard length, i.e. 2.6 m and of a thickness greater than or equal to 7 cm.

The works must be carried out in accordance with the Book of General Technical Clauses published by the CSTB and constituting DTU No. 36.1. All materials must comply with the specifications of the standards in force at the time of the execution of the work.

6.1.2.3 Timber characteristics

The wood used must meet the standards in force in CAMEROON and comparable to French standards:

• All the structural parts will be made of hardwoods, such as IROKO, MOVINGUI, or BILINGA or chosen equivalent of first quality, the humidity rate of which before machining will be less than 18%.

• The timbers (bastings, rafters, planks, cleats, etc.) will be sound and free from chafing, rot, wane o sapwood. Knots will be avoided, only knots whose diameter will not exceed 10% of the height of the piece wi be tolerated.

• The quality of the sawing will be checked, the slope of the grain on one side will be less than 12%.

6.1.2.4 Wood protection

All the wood will undergo by soaking a fungicide and insecticide treatment, of CTBF quality mark. The treatment will be carried out in accordance with the prescriptions of the CTB. All wood will be treated befor assembly. Provision will be made for whitewashing the parts that have been cut again and leaving the wood exposed without treatment. The paneling painted with a varnish, the characteristics of which must be approved by the Project Management.

Before application, the Co-contractor must submit the brand, the references and the method of application to the Project Manager for approval.

6.1.2.5 Fittings, Fittings, Assemblies

These articles must meet the conditions of article 3.4 and/or article 3.5, as the case may be, of the D.T.U. n 31.1, and those of the standards mentioned therein. All of these items will need to be protected against corrosion

• By a corrosion-inhibiting primer or by a corrosion-inhibiting primer + a coat of alkyd resin paint or b galvanizing, minimum mass of class Z 275 zinc. This protection must have been applied before installation.

• All thin sheet steel connectors and all steel elements directly exposed to the weather must be protected b Class Z275 galvanizing.

6.1.2.6 Inspection and testing

The tests will be entirely the responsibility of the Co-contractor. For each structural element, tests may b carried out under the conditions set out in the DTU.

6.1.2.7 Layout and tolerances

The Co-contractor must deliver the locations of the works in planimetry and altimetry, falling within the limit of the tolerances allowed for the implementation of the various materials used to carry out the work of the othe trades.

The Co-contractor must check the installations. In the event of an error leading to rework and delays in th schedule, the latter will bear the full financial consequences.

6.1.2.8 Fixings and seals

The Co-contractor will be responsible for all the services necessary for the fixing of the works.

The Co-contractor must provide the following elements in good time:

• Plans and sketches of reservations;

• Metal fixing parts such as plates, sealing rods, etc.

The sealings and closures of the reservations after fixing will be the responsibility of this lot.

With regard to the fixing of structural works, the co-contracting party will be responsible for:

• Wedging of all its works before sealing and fixing;

• The sealings of the pieces of wood, as well as the holes in the case where they are not reserved by the structural work;

• The supply and installation of all necessary fittings, including all sealing holes, if applicable;

• All other fixing constraints necessary to ensure the holding of the works under the conditions set by the regulations in force.

6.1.2.9 Installation of structural works

The execution of all carpentry work, as well as the assembly and installation must, except for specific explicit specifications below, be carried out under the conditions specified in DTU 31.1.

In the execution of its work, the Co-contractor must plan and carry out all the trimmers necessary according t the arrangement of the stumps and other penetrations. These headers will be assembled as stated in the D.T.U.

6.1.2.10 Joints

Unless otherwise specified by the market, assembly on site will be carried out by bolts. The bolts used will b class 5.8. They will be manufactured by stamping then threading part of the rod for the screws, by stamping a hexagonal piece then tapping for the nuts. The dimensions of the bolts and nuts will comply with the NF standards or equivalent in force (NF E 27 005) with I.50 thread.

In bolted assemblies supporting significant forces, the length of the cylindrical body of the bolts will be greater than the total thickness to be tightened and these bolts will be provided under the nuts with washers of a thickness greater than this excess length. In assemblies transmitting significant forces, bolts placed on profiles with inclined faces will be fitted with washers of variable thickness, so as to ensure correct resting of the head or nut and to allow normal tightening.

6.1.2.11 Packaging - Transport - Unloading

Packaging

The Co-contractor must provide the packaging for transport from the place of manufacture to the construction site. The parcels will be carefully identified and the parts brought together to form inseparable sets.

Small parts (gussets, bolts, etc.) will be boxed.

Loading - Transport - Unloading

Loading at the place of manufacture, transport from the place of manufacture and unloading at the assembly site is the responsibility of the Co-contractor. On the site, the Co-contractor must store the wooden structural elements in the location designated for this purpose. He must avoid any injuries resulting from incorrect handling.

He will be responsible for security and order in the storage area. At any time, the Project Manager may carry out the inspections he wishes to carry out on the elements already delivered and obtain the packages of the parts stored on the site.

Storage

The elements will be stored in a dry place sheltered from bad weather. Contact with other metals, cement, damp wood should be avoided. The storage time between delivery on site and implementation should be as short as possible.

6.1.2.12 Site Safety

The overall fixed price of this lot will include all the provisions to be taken and works to be carried out to ensure in all cases protection against falls for personnel required to work or circulate on the roof, in accordance with the regulations in force.

***** END OF LOT *****

LOT – 7: HARD COATINGS

7.1 GENERAL

7.1.1 Scope of work

The works to be carried out by the Co-contractor under this lot are essentially the following:

- Laying porcelain stoneware tiles (30/30) or similar for floors in living rooms, bedrooms, hallways, veranda and baseboards.
- The laying of 20x20 non-slip tiles in wet rooms, kitchens and toilet floors.
- Laying 15x30 earthenware tiles on the walls of wet rooms.
- Making bush-hammered screeds.

The location of the works mentioned above can be found in the plans.

Porcelain tiles of different shades and colors will be installed between the circulation spaces (hall and corridors) and the offices.

7.1.2 Reference documents

The works of this lot must meet the conditions and requirements of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon, as well as those published elsewhere and made applicable in Cameroon, including the following:

- DTU 52.1: Sealed floor coverings
- DTU 55: Sealed wall coverings intended for residential premises, offices and educational establishments
- DTU 53.1: Textile floor coverings.
- DTU 53.2: Bonded plastic floor coverings.
- Large surfaces: appendix 1 of DTU 52.1.

In the case of waterproof sealed coatings: DTU 20.12 and 43.1 and Appendix 2 of DTU 52.1.

CSTB notebook.

- 1835: CPT for execution of interior floor smoothing coatings;
- 1836: Directives for the P classification of floor smoothing products;
- 2183: Note on UPEC classification and UPEC classification;
- 2193: CPT for the implementation of textile floor coverings in removable solid slabs used in the building;

• 07-58: Specifications for the preparation of works with a view to laying thin floor coverings.

• The cladding and cladding work in sandwich panel cassettes will be carried out in accordance with standards, regulations, technical advice, DTU, instructions from manufacturers **and the control** office professional recommendations, CSTB specifications, and in particular standards NF A 34-306 , 501, 36-321.

7.2 REQUIREMENTS RELATING TO MATERIALS

7.2.1 General

The Co-contractor will be required to provide, at the request of the Project Manager, a sample of each of the items provided, both equipment and materials and prototypes. No order for equipment may be placed by the Co-contractor except at its own risk as long as the acceptance of the corresponding sample has not been materialized by the signature of the Project Manager. These samples will be required to undergo checks and tests in accordance with those provided for by the standards in force, the rules of the profession or those provided for in the contractual documents.

If, following these tests, it is found that the samples submitted do not meet the specifications of this document, the Project Manager will prohibit the use of this material on site and will refuse any work during which it will have been employed. The supply of another product to replace the one initially planned will be required and the latter will be carried out under the same conditions, the same tests as on the previous sample. The Co-contractor may not claim any additional time or compensation following the temporary or definitive refusal of a batch of a type of material or supply. The supply of all these samples is the responsibility of the Co-contractor.

7.2.2 Porcelain stoneware

Porcelain stoneware tiles and accessories must come from well-known factories, corresponding at least to CERABATI manufacturing. Their manufacturing dimensions and tolerances will be those defined by the NFB 61.311 to 61.314 standards or DTU No. 52.1 for thin elements, it being understood that the "good choice" manufacturing quality corresponds to the second classification.

The characteristics of vitrified fine porcelain stoneware tiles must be guaranteed by the test report justifying their physical qualities.

7.2.3 Earthenware

They will be of identical origin to those of the CERABATI porcelain stoneware elements with characteristics defined by DTU No. 55 and standards 61.331 to 61.334

7.2.4 Mortars and grouts

Unless otherwise specified below or in the manufacturers' instructions, the mortars and grouts used will be as follows:

Mortars for laying sealed tiles: in accordance with article 4.5 of DTU 52.1.

Grouts and mortars for joints:

• Complies with article 4.6 of DTU 52.1

• In white cement

• In mortar or special product for joints.

7.2.5 Smoothing compounds

The smoothing coatings will be exclusively products delivered ready to use, those prepared on site will not be accepted.

All smoothing coatings must be the subject of a technical opinion accompanied by a P classification at least equal to that of the room to be coated.

7.2.6 Glues and adhesives

Adhesives and mortars must be, for each type of coating, the one or one of those recommended by the Co-contractor of the coating in question.

7.2.7 Adhesives

The adhesives must be, for each type of floor covering, the one or one of those recommended by the Co-contractor of the floor covering in question.

7.3 EXECUTION REQUIREMENTS

7.3.1 Implementation rules

7.3.1.1 Preparatory work

Before any start of work, this batch will have to carry out a perfect cleaning by all means, of the supports, to obtain surfaces freed from all that could harm the good performance of the coatings.

This batch will always have to be carried out before any laying of the coating, a preparation of the support by a smoothing coating called leveling.

The choice of the type of product to be used for this smoothing coating will be the responsibility of the Co-contractor. This choice will depend on the nature and condition of the substrate, the nature of the floor covering provided, any special conditions on the site and the UPEC classification of the room in question.

7.3.1.2 General requirements

When laying the coverings, the layout and alignments will be determined in such a way as to allow execution with a minimum of tile cuts; the unavoidable cuts must always be made under the baseboards or on the edge of the premises.

All notches and cuts in line with pipes, taps or other must be very carefully adjusted; any tile with an ill-fitting cut, or one that is split or damaged during cutting, must be replaced immediately.

At thresholds and other locations where the tiled floor will be contiguous to another type of floor, the Tile Co-contractor will have to supply and install a metal stop consisting of a 30 x 30 mm angle iron.

At all salient angles, and on all free edges of vertical coverings, special tiles with rounded edge or enamelled edge will be used.

Same observation with regard to the salient angles of the plinths.

In line with the sanitary appliances, the vertical tiling covering must provide absolute watertightness between the sanitary appliance and the wall, and for this purpose, the joint between the throat of the appliance and the 1st row of tiling must be a joint. flexible in pasty product like Thiokol or equivalent, the way of this seal being the responsibility of this batch, including the supply of the product.

In the event that a layout is provided for by the project manager, the installation must respect this layout.

7.3.1.3 Division joints

The Co-contractor must plan and make all the necessary splitting joints, in accordance with the requirements of article 4.73 of DTU 52.1. Unless otherwise specified in the description below, these joints must be filled with a pasty material made of a synthetic product.

This product must have a Technical Assessment certifying it as suitable for this use.

7.3.1.4 Rules for laying sealed coverings

Flooring:

Method of execution and installation:

All porcelain stoneware coverings will be carried out on the slabs delivered raw. The tiles will be laid on laying mortar of sufficient thickness, with grout between the joints. the joints will be poured before the laying mortar has finished setting in order to ensure the necessary adhesion. The finished level of the tiles will correspond to that of the screeds.

Structural work joints will be respected and treated in the form, in the laying mortar and in the tiling.

Cleaning should take place as soon as the joint grout has hardened (beginning to set).

Peripheral seals:

For covering surfaces greater than 12 m², a gap will be noted between the last row of tiles and the lower edge of the plinth. The void of these peripheral seals will be cleared of all deposits, waste, mortars, then filled with a compressible, non-powdery material.

Tile joints. The tiles will be laid with reduced joints of 1 mm wide with pure cement filling grout, color to be defined by the Project Manager.

Stop angles:

Supply and installation of a 40x40mm steel angle iron at the junction of two coverings of a different nature (tile/screed) and at the nosing.

Installation tolerances:

- Flatness: 3 mm maximum under a rule of 2 m length walked in all directions,
- Level: no tiling point must be more or less 2 mm from the dimension 0.00 referred to the level line.

Wall covering:

The proposed earthenware tiles will be of commercial choice. The enamel will be even to your uniform without chapping or cracking.

They will be laid with glue or cement mortar, joints reduced, enameled sharp edge. The joints will be filled before the sealing mortar has finished setting in order to ensure the necessary adhesion.

During the laying of the covering, the tiler will have to make all the necessary cuts in the earthenware covering for the passage of pipes and various pipes as well as for the embedding of all electrical boxes (sockets, switches) or distribution of fluids various

Cleaning must be carried out as soon as the joints start to set.

7.3.1.5 Joint width

The laying of the tiling will be done either with wide joints or with tight joints, depending on the type of tiling and at the choice of the project manager.

For so-called wide joints, the installation will be done using a grid or with the use of shims.

The term "wide joints" means up to 10 mm in width.

7.3.1.6 Rules for laying bonded coverings

The floor coverings will be glued in full on the support, with single or double gluing according to the type of floor covering implemented. The amount of adhesive used will be such that it ensures perfect adhesion of the coating, without however, due to an overabundance of adhesive, it does not flow back through the joints.

In any case, the installation of the floor covering must be carried out in accordance with the installation instructions of the CSTB approval or, failing that, according to those of the manufacturer.

The joint covers on the right of the junctions of floors of different natures will be very carefully cut in length and adjusted in the rebate of the door frame or frame. They must be arranged exactly in line with the thickness of the door.

Those in metal will be fixed by countersunk screws, these screws arranged in the axis of the joint cover with regular spacing. The screw heads will always be made of metal with the same appearance and treatment as the joint cover.

The layouts and alignments will be determined in such a way as to allow execution with a minimum of slab cuts. The unavoidable cuts must always be made at the edges of the coverings.

The alignments must always be symmetrical with respect to the axis of the room. In the event that a layout is provided for by the project manager, the installation must always respect it scrupulously. For coatings with welded joints, these welds will be carried out strictly in accordance with the manufacturer's instructions.

7.3.1.7 Finished floor levels

The different floor coverings (tiles, thin floors, etc.) must always be at the same level at the junctions, and present a perfect flush.

All useful arrangements must be made in this regard, in agreement with the contractors of other trades.

7.3.1.8 Fitting

As part of the execution of its contract, the Co-contractor will implicitly be responsible for the execution of all tiling connections at the right of seals, pipe passages or others, relating to the work of other trades.

7.3.2 Expansion joints

In the event that coatings are to be laid in line with the expansion joints, this batch must respect them when laying the coatings.

For the execution of these joints, the Co-contractor will submit to the project manager before the start of the work, the provisions that it intends to take for this execution.

Whichever solution is adopted, the joints must be impermeable to washing water.

7.3.3 Cleaning and protecting coatings

Immediately after laying, the floor coverings will be carefully cleaned using suitable products by this lot, and the latter must protect them until receipt. In some cases, depending on the particular conditions of the site and the nature of the floor covering, this lot may be required to provide absolutely effective protection by any means of its choice.

*** END OF LOT ***

LOT – 8: SANITARY PLUMBING

8.1. OBJECT

The purpose of this Specific Technical Clauses Booklet is to recall, for the Sanitary plumbing batch, the main reference texts and regulations, to describe the works provided for in this batch, to specify the quality and presentation of the equipment and materials to be delivered, as well as the implementation requirements within the framework of the project.

8.2. CONSISTENCY OF THE WORK

8.2.1. Sanitary cold water

The work generally includes:

- The calculation notes indicating clearly and without exclusivity all the parameters of the flow at each point of the network, namely: speed, flow, pressure, pressure drop, balancing, overpressure and/or expansion;
- Studies (calculations of sections, drawings, diagrams, etc.);

- Contacts with other contractors: roads, earthworks in particular;
- Procedures with the Compagnie des Eaux (CDE) in order to obtain the following information:
o Diameter of the existing pipe on the street,
o Minimum pressure available,
o Maximum pressure (at night),
o Limit of services (valve, valve, meter, etc.),
o Meter position and access,
o Dimension of the possible manhole to be provided.
- Assistance to the Project Owner for contracts;
- The temporary water meter for the site;
- The distribution networks according to the descriptive part, from the general meter to the points of use;
- The supply of the necessary sheaths and plans;
- The labor and equipment required for the tests;
- The indication of delivery points to each trades;
- The provision of compliance plans;
- Maintenance and operating instructions;
- The cleaning of the construction site;
- Issuance of regulatory certificates;
- Tests and adjustments;
- Cleaning before commissioning, rinsing and disinfection;
- The participation of the entrepreneur in the pro rata account if there is
- The supply, installation and commissioning of water pressure boosting equipment;
- The supply, installation and commissioning of a water storage facility (water tank).
- The supply, installation and commissioning of equipment and accessories for water treatment, filtration, softening, etc.);
- The supply, installation and commissioning of water heating devices and accessories (electric hot wate accumulator, circulation pump, etc.);
- The supply, installation and commissioning of the sanitary appliances described in this lot;
- The warranty (parts and labour) for a period of one year for the works executed;
- Labeling and conventional identification of pipes, fittings and accessories.

Not included in the package:
- Ground movements;
- Masonry work (except abutments);
- The positioning of landmarks;
- The demolition of rocks and old masonry;
- Royalties to the Water Company for connection costs.

8.2.2. Wastewater and sewage

The contractor must, in general, the following work:
- The temporary installations for his lot;
- The location of its works;
- The bringing, installation and removal of all the necessary equipment and materials;
- Administrative procedures ;
- Calculation notes for horizontal collectors, drops and connections according to the following parameters:
o Standard flow rates of devices;
o Types of connection;
o Types of ventilation;
o Slope of horizontal networks;
o Filling rate;
o Coefficient of simultaneity;
o Type of tube used.
- The supply and installation of pipes adapted to their use;
- Repair of damage caused to third parties or resulting from bad weather;
- Exhaustion, including equipment;

- Regulatory tests or tests requested by the Project Manager;
- The participation of the entrepreneur in the pro rata account if it exists;
- The execution of a separative type evacuation system comprising a sewage network and a rainwater network;
- Training of operating personnel;
- The guarantee (parts and labour) for a period of one year for the works executed;
- Execution plans.

8.2.3. Services of the Water Company (CDE)

The service of this contractor will begin at the flange or outlet valve of the general meter installed by the Compagnie des Eaux.

The contractor must have the pressure confirmed by the Compagnie des Eaux and will take all necessary measures accordingly.

By assumption, the minimum water pressure on arrival at the meter will be taken as equal to 3 bars maximum.

8.3. SPECIFIC TECHNICAL REQUIREMENTS

8.3.1. Compliance with standards and regulations (EFS, EU, EV)

In carrying out the project that is the subject of this call for tenders, the successful bidder must imperatively take into account, in order:

- Regulations,
- Standards,
- Unified technical documents (DTU),
- Technical Reviews,
- Specific insurance by product.

8.3.2. The rules

The regulations to be applied are decrees, orders and circulars from the French Administration. They are published in the Official Journal of the French Republic and have the force of law.

Without being limiting, these include:

- Circular of August 9, 1978 amended in 1982/83/84 relating to the modification of the standard departmental health regulations;
- Circular 261 bis of 19 July 1976 and decrees of 1977 and 1987 for fuel distribution areas;
- Public Health Code, Title 1: general health measures;
- Labor Code 2nd part: sanitary facilities; - General provisions of the water regulations of the general water company;
- Technical Guide No. 1: health protection of water distribution networks intended for human consumption;

8.3.3. Standards

The standards to be applied will be those established by the French or European standardization society.

Without being limiting, these include:

- Steel tubes: Standards NF A 49-111, NF A 49-115, NF A 49-141, NF A 49-145,
- Plastic materials: Standards NF T 54-002, NF T 54-003, NF T 54-013, NF T 54-014-1, NF T 54-014-2, NF T 54-016, NF T 54-017 , NF T 54-028, NF T 54-030,
- Sanitary appliances: Standards NF D 11- 101, NF D 11- 104 (EN 31), NF D 11- 109 (EN 36), NF D 11- 115, NF D 11- 117 (EN 111), NF D 11 - 109 (EN 36),
- Sanitary plumbing: Standards NF D 18- 001, NF D 18- 201 (EN 20), NF D 18- 205, NF D 18 -210, NF P 41-101, NF P 41-102, NF P 41-201 , EN-12056
- Building fittings: Standards NF P 43-001 to NF P 43-018
- Water meters: Standard NF E 17 -002
- Conventional colours: standard NF X 08-100

8.3.4. Unified technical documents (DTU)

The D.T.U. to be applied are those drawn up by all French building professionals (manufacturers, installers, control offices) and the representatives of the C.S.T.B. and especially :

o DTU 60.1 and all of its additives and Erratum;
o DTU 60.11;
o DTU 60.2;
o DTU 60.31;
o DTU 60.33;

8.3.5. Technical opinions

Non-traditional implementation materials or processes used during the execution of this lot must first obtain a registered technical opinion from the C.ST.B.

This will include:

o Sanitary appliances;

o Plastic tube pipes;

o Unique falls;

o Adhesives for PVC;

o Water treatment processes;

8.3.6. Specific insurance

Any product not stamped NF or not having a technical opinion registered by the C.S.T.B. and proposed by the contractor of this lot must be accompanied by specific insurance for this site and receive the written agreement of the client, the design office and the control office.

A copy of this insurance must be given to the contracting authority, the design office and the control office.

Additional tests may be carried out and exclusively at the expense of the company.

8.3.7. Administrative procedures

Tendering contractors must contact the various security services (water, hygiene, etc.) as well as, if necessary, the Control Office designated by the contracting authority, before submitting their proposal, to take into account their recommendations or requirements.

All changes requested by them during execution are included in the package.

No change in the market price can be made later, if the contractor has neglected them.

He must carry out all the necessary steps, provide all the useful documents and provide technical assistance to the Project Owner for the signing of subscription contracts.

The contractor will carry out all the necessary administrative procedures with the various departments and will provide the requested files. He will provide technical assistance to the Project Owner.

- He will also carry out all the tests and analyzes and will carry out all the modifications requested by the Hygiene Services.

8.3.8. Practical water distribution calculations

The water pressure on arrival will be that indicated by the Public Services and checked by the contractor. The latter must ensure that no change in flow or pressure is planned before the commissioning of the building and confirm this in writing. To this end, the company will inquire with the competent services on the local wate. pressure, to plan for any constraints that may arise from variations in it.

The sections, overpressure, expansion or safety devices will be calculated so that at peak times no point is likely to run out of water due to insufficient pressure and that no damage occurs, during the high pressures recorded the night.

 Base rates

The basic flow rates (in l/s) are given for each device by the D.T.U. #60-11.

The instantaneous flows per device will be:

- Washbasin, sink and shower: 0.2l/s;
- WC with flush valve: 0.12l/s;
- Urinal: 0.15l/s.

 Minimum internal diameters of food pipes

Under no circumstances should the internal connection diameters of sanitary appliances be less than those indicated in the D.T.U. 60.11.

 Probable flows

Probable flow is the maximum flow that can exist in a pipe run. It is calculated by the formula:

Basic flow rates x simultaneity coefficients = probable flow rates

Simultaneity coefficients

Case of devices other than toilet flush valves.

The simultaneity coefficients must take into account the nature of the building and peak hours. For a buildin. used as offices, the simultaneity coefficient will be calculated using the formula:

Y=0.8/(x-1)1/2

Case of flush valves for W.-C.

For simultaneous operation, the corresponding data rates given in DTU 60.11 are applied.

The flow rate obtained for the flush valves is to be added to the probable flow rates of the other appliances

□ Residual pressure

The overpressure device and the network of internal pipes will be sized so that the piezometric height of the water at the most disadvantaged draw-off point is at least 0.5 bar at peak consumption.

□ Maximum allowed speeds

The maximum speeds allowed at full flow are as follows:

- Buried pipes: 2 m/s
- Main pipes: 1.50 m/s
- Distribution: 0.60 m/s

8.3.9. Determination of accessories on the network

□ Determination of a regulator

In the range of diameters relevant to this project, the diameter of the regulator selected will be the same as that of the pipe on which it is mounted.

It will therefore be determined by:

- The diameter of the pipe
- The admissible pressure drop in operation: a check on the manufacturer's catalog will therefore be necessary

□ Determination of a booster

The booster will be selected based on the likely flow rate and total head.

□ Determination of a water meter

The diameter and the flow rate of the water meter must correspond to the flow rates defined by the regulation of metrology services (class C meter) and the general provisions of the water regulations of the Compagnie Générales des Eaux.

It will be necessary to check the pressure drops which must be lower than those allowed by the standard.

The calculation of the diameters will be done according to the FLAMANT formula and all the recommendations of the D.T.U. 60-11

□ Establishment of the technical project

The final technical project will be drawn up by the contractor and submitted for approval to the Project Manager, the Design Office and the Technical Control Office.

It will consist of three phases:

a) The route of the general pipes and the holes to be reserved in the shell.

b) The final execution plans including the identification of all pipes, diameters, pressures, speeds, pressure drops, flow rates, etc.

c) Execution of the works in accordance with the approved plans.

d) Updating the plans after execution with the numbering of all valves, columns, etc. corresponding to the location labels in place.

The plans will be accompanied by supporting calculation notes specifying all the flow parameters.

The contractor must plan all the hole plans to be reserved during the construction of the building. If these plans are not submitted in good time (before the start of the structural work), the contractor will be responsible for all these openings which will however be carried out by the structural work company in the load-bearing elements.

□ Trace of pipes

The route of the pipes must be studied in agreement with the air conditioning, electricity and structural work contractors, in order to obtain uniform routes.

It will then be submitted for approval to the Project Manager, who may make any modifications he deems useful to take into account the proximity of other pipes or the particularities of the construction.

Purging of all circuits must be possible near a main collector.

The project will be the subject of precise plans, with location of the devices, axonometric views, etc.

□ Choice of pipes

In order to avoid the problems of corrosion and perforation of pipes and devices encountered in cold water installations and especially domestic hot water installations made of traditional materials (black or galvanized steel, copper, malleable cast iron, galvanized or not for fittings, steel, bronze and slag for fittings and accessories), the entire network of pipes and fittings for the distribution of cold water and domestic hot water will be executed in multilayer pipes of the PER type, the fittings will be of the crimp type and with the appropriate fittings.

Consequently, the choice of pipes, fittings and valves will be made as follows:

- Sanitary water pipes: pre-sheathed PER tubes, fittings, tees and elbows in brass to be crimped according to the diameters;
- Ball valves and anti-pollution valve in brass;
- Tulipe PN 25 pressure PVC watering pipes;
- Pipes for wastewater and sewage networks in PVC Standard EU NFE-NFM1;
- Pipes for rainwater networks in PVC Standard EU NFE-NFM1 including supports and fittings;
- Piping for RIA networks in imported galvanized steel.

 Pipe sizing

The cold and hot water circulation speeds must be judiciously determined in order to avoid the following nuisances:

- Emission and transmission of noise pollution;
- Increased risk of pipe erosion;
- Formation of eddy zones with local release of dissolved gases.

In all cases, the diameters of the pipes should limit the circulation speeds at peak flows, to the following maximum values:

- Buried or underground pipes: 2 m/s
- Risers: 1.5 m/s
- Main pipes: 1.5 m/s
- Distribution: 0.6 m/s

 Slopes and purges at low points

The pipes should never be perfectly horizontal, but always have a slope without reverse slopes to allow the periodic evacuation of deposits which are always difficult to avoid completely.

This requirement applies to both the flow and return pipes.

It is in practice very difficult to avoid the realization of low points in the course of the network.

These low points must be systematically fitted with a tee with a quick-opening valve (preferably of the self-lubricated plug type) of the diameter of the pipe, with a fire brigade connection allowing the easy evacuation of the purge water by flexible hose.

 Elimination of gases

The formation of gas pockets is always detrimental to the correct operation of the installation (stoppage of circulation at the top of the riser).

This is why an DHW circuit must be equipped with efficient gas purge devices at the high points of the risers.

 Taps

The faucets will be brass. Each valve must be submitted to the Project Manager for approval. The test pressure and the service pressure will be indelibly marked on the devices.

The opening and closing maneuvers must be gradual and produce neither noise nor vibration. The diameters will always be at least equal to those of the pipes ordered. The seal must be perfect and maintained for the warranty period.

8.3.10. Miscellaneous materials

Binders and aggregates must comply with their respective standards. The dosages of concrete mortars are those defined in DTU n° 20.

 Laying of pipelines

After laying, the pipe will be carefully cleaned; the ends will be plugged at each work stoppage.

- Washing with water under pressure will be carried out before commissioning and protection
- Jumpers will block the pipeline before testing
- The contractor will provide a supporting calculation note for the stops and anchors. He will determine the drain and purge points and the accessories necessary for easy operation.
- The ancillary works: taps, valves, drains, etc., will be carefully protected by means of the contractor's choice for the duration of the building construction works.

The visible elements: mouth with key, hatch, etc., will only be put in place when the road works are finished.

 Tests and controls

The tests before acceptance of the works are obligatorily due by the contractor; they will be carried out under the supervision of an approved organization and will include, in addition to the tests defined in the official texts:

- Loading tests under double the pressure of the maximum service pressure: no seepage or disorder should be observed;

- Verification of the speed of the devices furthest from the source;

During execution, it will be verified that the devices are indeed the ones chosen. The necessary evidence will be requested (labels, invoices, etc.);

If necessary expressed by the Client, the design office or the control office, the taps and valves will be subjected to resistance and tightness tests, according to standards E 29.002, E 29.408 and E 29.409 , at the expense of the company.

The modifications during execution requested by the concession companies are implicitly provided for in the contract.

□ **Warranty and maintenance**

The contractor will remedy free of charge any defects that may occur within one year of acceptance of the work, except in the case of abnormal use. He will make all the necessary adjustments.

In addition, he will remain responsible for all material or bodily accidents resulting from a deficiency in his installation.

As soon as an incident is reported to him, he must repair it as soon as possible (24 hours maximum). In the event of negligence, the repair will be carried out automatically at its expense.

□ **Briefing of operating personnel**

The contractor shall ensure the briefing of the operating personnel.

He must provide operating instructions for the entire installation as well as the list of spare parts.

8.3.11. Matching file

The contractor shall owe to the Project Owner, before provisional acceptance:

• A reassembly file including four series of updated execution plans, on which will be clearly pointed all the maneuvering devices (valves and shut-off valves, drain valves, purges, etc.)

• A detailed notice specifying:

• the brand, type and characteristics of the various devices and materials installed, the complete address of the suppliers;

• summary operation of the installations;

• instructions in the event of an incident

• A reproducible copy of this document will be provided.

This manual will be accompanied by maintenance and operating instructions, with all the diagrams and explanatory sketches allowing non-specialized maintenance personnel to carry out routine repairs.

8.3.12. Practical calculations of waste water evacuation – sewage

Calculations of base flows, probable flows and simultaneity assumptions will follow the same principles as for water distribution previously defined.

□ Base rates

The basic flow rates (in l/min) are given for each sanitary appliance by the D.T.U. #60-11.

□ Minimum internal diameters of the evacuation pipes

Under no circumstances should the inside diameters of the drains of the sanitary appliances be less than those indicated in the D.T.U. 60.11

□ Probable flows

The assumptions of simultaneity are given by the D.T.U. 60-11. The simultaneity coefficients will be the same as for cold water.

□ Calculation of diameters

The diameters for the connection of the sanitary appliances are given by the D.T.U 60-11 for a slope between 1 and 3cm/m. Any pipeline carrying sewage must have a minimum slope of 3 cm per meter. If the particular provisions of the premises do not allow this slope to be achieved, it is essential to ensure the sweeping of the pipe using a special cistern.

The diameters of the vertical pipes will be determined in accordance with the requirements of the D.T.U. 60-11.

The system will be single fall with secondary ventilation if necessary.

The diameters of the horizontal collectors filled with half-section will be determined according to the formula of Bazin.

□ Determination of the EU and EV treatment installation

Wastewater treatment (EU+EV) will be done by two compact biological units composed of a bacterial bed associated with a clarifier and a primary settling tank.

Given the specific type of activity at the airport, the sizing of the installation will be made on the basis of 300 Population Equivalent (Eqh).

If there is a water table, it will be checked that the treatment plant cannot, in the worst case, rise under the effect of underpressure, otherwise it will be ballasted accordingly.

The seal must be perfect so as not to pollute the surrounding environment. Acceptance of the work will only be granted if the micro station is in perfect working order.

There should be no smells or noises around the micro water treatment plant;

Effluent analyzes will be carried out at the expense of the contractor.

The micro station will be started up by the contractor's specialized technicians; they will instruct the maintenance staff and give them the necessary written instructions.

Periodic visits will then be carried out during the warranty year, with operating tests and necessary repairs.

The contractor will attach to his proposal a draft maintenance contract and an annual operating report.

8.3.13. Materials choice

For the evacuation of waste water and sewage, the system with separate falls will be adopted. Materials will be imported PVC as specified above.

The horizontal collectors and the connections must imperatively be stamped NF.

8.4. BRIEF DESCRIPTION OF EQUIPMENT

8.4.1. Pipelines

8.4.1.1. Sanitary water pipes (EFS/ECS)

In Multi-layer PEX ALU tubes including brass crimp fittings, valves, anti-pollution valves and all constraints for cold water/hot water pipes.

Brand: BPTUB

8.4.1.2. Pipes for wastewater and sewage network

PVC pipes EU NFE – NFM1 including supports and fittings. The horizontal collectors and the fittings, in PVC evacuation series, must imperatively be stamped NF.

8.4.1.3. Pipes for rainwater network

PVC pipes EU NFE – NFM1 including supports and fittings.

The horizontal collectors and the fittings, in PVC evacuation series, must imperatively be stamped NF.

8.4 2. Sanitary appliances

8.4.2.1. Nature and quality of materials and supplies

Sanitary equipment is Jacob Delafon brand. They will comply with A.F.N.O.R. applicable to the work of this lot on the date of signature of the contract.

8.4.2.2. Quality of facilities

Pipes, fittings, appliances, as well as fittings will be strictly watertight.

The power supplies must operate without noise, organ sounds, water hammer, vibrations, etc.

The power supplies must ensure the normal arrival of fluids under the conditions of flow and simultaneit provided for in the N.F. The evacuations will ensure the simultaneous emptying of the various devices, witho loss of priming, backflow or abnormal noise.

The drains must not allow any odor to filter into the interior of the premises.

The qualities defined above must be effectively achieved and maintained during and beyond the warrant period.

No defect, wear or alteration of any part of the installations shall appear during this period.

The Contractor for this lot must provide in the facilities all the anti-pollution devices required by local healt regulations (non-return valve, rupture tarpaulins, etc.).

8.4.2.3. Device quality

Sanitary ware is determined with respect to brands and models.

The services will be complete and will necessarily include all the fittings, drains, accessories necessary for operation and a perfect finish, whether or not they have been specified during the course of this estimate.

Choice A, attested by the supplier's labels or stamp until receipt.

Faucets entirely in chromed copper whose noise classification index meets regulatory acoustic requirements.

The Contractor must comply with the brands and types of devices provided for in the basic descriptive estimate.

The assembly and connection of appliances and pipes will be the subject of a presentation for a toilet block, presentation which will be modified if necessary until a completely satisfactory result is obtained.

8.4.2.4. Device Protection

All devices will be protected until receipt by effective protections that remain constantly under the supervision of the contractor. The fittings will be protected by adhesive paper.

All these protections will be removed at the request of the Architect, by the holder of this lot.

8.4.2.5. Quality and presentation of materials

Prior to any execution, the company must submit to the Project Manager all technical or approval sheets justifying the qualities and origin of the materials.

The samples must be presented and submitted for acceptance by the latter.

The sanitary appliances will be of first quality or of choice A.

The materials used must bear the acronyms of the qualities and trademarks, such as NF, etc.

The sanitary appliances are made of class A porcelain. The mixer taps are with ceramic discs and have a minimum E1C2A2U3 classification. The cold water only taps are of the time flow type.

The toilets accessible to people with reduced mobility are equipped with a 135° lifting bar.

If for a given supply, there are no regulations or standards, the Contractor must justify the equivalence in quality and price.

□ Basin

Vitreous china double washbasin comprising:

- Epoxy cast console.
- Chrome grid drain.
- Presto time flow cold water tap ref. 745.

□ Sink

Vitreous china sink including:

- Epoxy cast console.
- Chrome grid drain.
- Presto time flow cold water tap ref. 745.

□ WC

Vitreous china toilet bowl with vertical outlet with low flush valve, chrome stop valve, double white seat, including wedging, fixings and all subjections.

□ Urinal

Wall-mounted urinal in vitrified porcelain, hooked onto brackets or cast iron brackets and stirrup. Chrome-plated brass water effect with Tempoflux self-closing push-button self-closing tap. Chrome-plated brass siphon drain with strainer including all subjections.

□ Miscellaneous sanitary equipment

Appropriate, robust, designer and high-quality equipment will all be from recognized brands.

□ Paper dispenser

Roll paper dispenser in stainless steel W.C., wall mounted.

□ Towel rack

In stainless steel, wall mounted.

8.5. TREATMENT OF WASTEWATER AND Sewage

8.5.1. Septic tank

The treatment of waste water and sewage will be provided by judiciously sized septic tanks, located in accordance with the plans.

8.6. VARIOUS EQUIPMENT

These are various equipment and accessories necessary for the proper functioning of the facilities. Notably :

- Pipes for main water supply;
- Connection to the main network;
- Pressure reducer/regulator;
- Valves (retained and anti-pollution);
- Anti ram;
- Filter;
- Etc.

***** END OF LOT *****

LOT – 9: ELECTRICITY

9.1 GENERAL

9.1.1 Scope of work

The work to be carried out by the Co-contractor under this lot concerns the complete electrical installation of the building. As such, he will have to carry out the following tasks:

- Building grounding
- Sheathing and cabling
- Installation of light fixtures
- Installation of equipment

The location of the works mentioned above can be found in the plans and in the description of the works (part 3 of the CCTP)

9.1.2 Reference documents

The works of this batch must meet the conditions and prescriptions of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon. as well as those published elsewhere and made applicable in Cameroon, including in particular the following:

9.1.2.1 Standards and DTU

Electrical installation

The electrical installation will comply with the standards and regulations in force, in particular with the following texts:

- (NF 12.100 - C 12.200 - C 13.200 - C 14.00 - C 15.150 - C 90.120)
- NF 15.100 standards concerning electrical installations, low voltage
- DTU 70.1 and 70.2
- Texts and decrees relating to <<Fire safety>> in establishments open to the public.

The following provisions cannot replace the official prescriptions and priority will always be given to the regulations that the Co-contractor undertakes to observe even if they correspond to a more expensive solution for him than what he had planned when bidding.

The prescriptions imposed by the Distributing Company will always be taken into consideration if there is a contradiction with the prescriptions above or the prescriptions of the descriptive estimate.

9.1.3 Basis of calculation

This article defines the bases and calculation methods to be used to determine the elements of electrical installations. The Co-contractor is required to carry out the calculations necessary for the realization of the project taking into account the prescriptions below which will prevail over the diagrams or plans of this Invitation for Tenders in the event of a mismatch.

9.1.3.1 Definition of installation powers

In order to determine the characteristics of the necessary power supplies, the power of the installation in permanent energy must be estimated from the nominal powers of the devices, and by applying the following utilization and simultaneity factors to them:

- Duty cycle

For fixed incandescent lighting devices, the power taken into account will be equal to the nominal power of the device. For fixed discharge lighting devices, the power taken into account will be equal to 1.5 times the current power, when the nature of the powered devices is not known, an estimate of the power on the circuit will be determined by one of the methods described below in paragraph C.

- Simultaneity factor

Non-simultaneous operation of equipment will be taken into account by applying simultaneity factors to the different powers supplied.

Use	*Circuit levels terminals*	*Table level Divisional*	*Table level major*
Non emergency lighting	1	0,8	1
Emergency lighting	1	1	1
Other lighting	1	1	1
Power socket (N being the number	0,1 + 0,9/N	0,5	0,5
outlet powered by the same circuit) Various	1	1	1

The number of fixed devices or socket outlets supplied by each circuit will be limited so that the calculated power is not greater than that corresponding to the admissible current in the conductors of the circuit, taking into account the intended use of the premises. served. It will not be necessary to limit the number of points served by a terminal circuit when simultaneity factors can be applied taking into account the surface served.

2. When no simultaneity factor can be estimated, each fixed use must be evaluated at its nominal power, and each socket-outlet must be considered as a fixed use corresponding to the nominal current of the current socket or non-power device. individual protection. The sum of the powers supplied to a terminal circuit must not be greater than that corresponding to the admissible current in the conductors of this circuit.

3. Special circuits are provided for the supply of high-power appliances, these circuits being determined according to the function of the power of the appliances in use.

9.1.3.2 Lighting level

These levels are calculated from the form:

$$F = \frac{E * S * D}{U * R}$$

F = is the flux in lumens

D = is the depreciation compensating factor = 1.75

E = the average illumination to be maintained in lux

S = the area of the room to be lit in m²

U = utility

R = luminaire efficiency (normalized)

Plan height = 0.90 m

Lighting of the premises:

Offices 425 lux

Traffic and clearances 100 lux

Technical rooms 200 lux

300 lux room

9.1.3.3 Conductor section

The section of the active conductors will be determined according to the admissible intensities:

- Voltage drops
- Their upstream protection.

In particular, it will be necessary to take into account tables 52C to 52 H for the admissible intensities compatible with the temperature rise and tables 53A and 53B of standard NFC 15.100.

It will be allowed, between the transformer and the terminal circuits, a relative voltage drop of 6% for the lighting circuits and 8% for the driving force. This drop will be distributed as follows: 4% between the TGBT and the main distribution boards and 4% inside the buildings. The section of the conductors may not be less than 2.5 mm² for the power and socket circuits and 1.5 mm² for the lighting circuits.

The cross-section of the air conditioner conductors must respect the calculation bases and at least 2.5mm² for mono splits and 4mm² for three-phase air conditioning cabinets.

For the main lines, the section of the neutral conductor may be reduced insofar as the single-pole protection device can be calibrated to the maximum intensity admissible by this conductor. The section of the earth conductors will be determined in accordance with chapters 4 and 5 of the UTE C 15.100 standard.

9.1.4 Execution folder

PLANS

On the execution plans of the Co-contractor, composed from the architects' plans, will be carried out with the maximum precision, the passage of the pipes, the location of the tables, light points, switches and sockets. The Co-contractor will establish the civil engineering guide plans on which will be The layout of the technical room, the ducts, the reservations to be provided, the positioning of the sleeves and any layout will be carried out in a precise manner for the dimensional coordination of the works.

These plans will be submitted immediately upon any start of execution to the BET and the control office.

DIAGRAMS

On the installation diagrams, will be specified by the Co-contractor of this lot:

- The nature, ratings, setting and number of protection device tripping devices
- The number, length, and section of the conductors

• The power or intensity provided for each terminal circuit.
• The short-circuit power at each level of the distribution
• The breaking capacity of the devices

9.2 REQUIREMENTS RELATING TO MATERIALS

9.2.1 Origin and quality of devices

In general, and without necessarily being recalled in the descriptive documents, all supplies, materials, equipment, etc. must comply with the standards approved at the time of the execution of the work, from the manufacturing point of view. , characteristics, assembly, implementation and use.

The material or equipment, each time it falls into this category, is stamped with the "NF USE" label, and must bear this mark.

In the absence of standards, all supplies, materials and equipment, etc. must be of first quality and of consistent and current manufacture.

In any event, the Co-contractor is required to provide all proof of origin, and to provide all the samples requested of it for testing, in accordance with those provided for by the corresponding standards in force and the rules of the profession. In this spirit, the Co-contractor will be required to produce, in support of its tender, a statement of the supplies, materials and equipment put in place.

It is specified that the technical characteristics of the devices and materials indicated can in no way engage the responsibility of the Project Owner and the Project Manager.

It is up to the Co-contractor, who remains solely responsible for the work, to verify and control the origin of the materials and equipment, according to the characteristics and operating principles of each body concerned.

Power outlets in hallways must be waterproof.

9.3 EXECUTION REQUIREMENTS

9.3.1 Grounding

Equipotential connections.

The equipotential connections will be made on the toilets and, in general, in the premises where there are water distribution installations; they will be joined at a single point to the nearest protective conductor.

Taken from the ground

The resistance of the earth connections must be less than or equal to 3 Ohms. A preliminary measurement of the resistivity of the ground will be carried out by the successful Co-contractor allowing him to obtain this resistance in the most economical way.

In the event that this value is not reached, the successful Co-contractor must establish a number of localized sockets interconnected to the ground socket at the bottom of the excavations until the required value is obtained.

Sectioning strips will make it possible to carry out resistance monitoring measurements. The strips can only be removed using a special tool to prevent any intervention by unqualified personnel.

The connections between buried conductors must be made by soldering, very carefully. The quality of the solder will be chosen to prevent the formation of electrolytic couples and no acid will be used for pickling.

Constitution of localized earth connections:

The localized earth connections will be either vertical or horizontal. The choice of the embodiment will be made according to the characteristics of the terrain where they will be installed. The earth connection will consist of a bare wire conductor, with a section greater than or equal to 29 mm2, buried at the bottom of the excavations, and forming a loop around the building. This conductor may be made either by a cable conforming to standard NF 32 O12, chosen from one of classes 2, 3, 4, 5, or 6, or by a flat or cylindrical braid.

No class 1 rigid cable, bar or round will be used. This conductor will be between 2 layers of 10cm of topsoil free of hard bodies. If necessary, this conductor can be connected to piles to reach the given value of the resistance. These piles will be made of steel coated with a thick layer of copper. The copper-steel bond must be of very high quality in order to prevent the formation of electrolytic couples leading to the destruction of the piles.

If the Co-contractor carries out the earthing in a different way, it must notify the Project Manager before the work begins. Output of the earth sockets:

Each earth connection will terminate inside the building, on a sectioning bar mounted on an insulating support. The connection between the earth connection and its sectioning bar will be made of an insulated conductor, in copper with a section of 29mm². This conductor will be connected to the earth connection via a connection accessory comprising either a cable clamp or a connection terminal.

If it is necessary to extend the output of the earth conductor, the junction between the strands will be made by a crimped sleeve (AMP sleeve type) or by a brazed sleeve, excluding any screwed or bolted junction accessory. If solder is used, acid will not be used for pickling.

Identification of earth connections:

Each sectioning bar will be identified by engraved labels bearing the following information:

• Designation of the earth connection "to earth connection" on the side of the terminal connected to the earth connection.

• Designation of the connected installation, on the side of the terminal connected to the installation (neutral, masses, interconnections, etc.)

Measurement terminals:

Each earth connection will be accompanied by a measurement terminal. This terminal will allow clamping of a conductor of 1.5mm2 or more. It will be placed near a sectioning bar and connected to the earthing terminal of the bar. It may possibly be integrated into the sectioning bar

9.3.2 Electrical cabinets

The signaling, regulation, intervention devices and possibly all other devices corresponding to the protection, control and monitoring of the installation will be grouped together in the premises on an electrical cabinet. The location and layout of each cabinet are shown on the plans.

The Cabinet should carry the signage on which is marked in large type electrical box danger of death.

Cabinet sufficiently sized to allow good ventilation of the installed equipment. Reserve 30% of free volume after execution corresponding to the description.

Cable entry in the upper or lower part by rubber grommet or cable gland in insulating material.

Connections between the equipment and connection terminal blocks must be made of flexible conductor (type U 500 SV) preferably under trunking or fixing collars and with a section 2 rows greater than that of the outgoing cables.

No exit cable in trunking.

The ends of the flexible conductors will be fitted with crimped lugs, the shaft of which will be insulated by shrink sleeves.

Each individual connection will be locked by screw and nut with flat and stop washers.

Equipment identification will be ensured by screwed engraved labels (self-adhesive labels are prohibited).

The terminal blocks will also be identified by dilophane labels at each of their ends.

The earth conductors will be individually connected to pre-drilled collective terminals, placed near the general terminal blocks.

• The conductors will be identified by the conventional colors:

• the double green/yellow colorings will be exclusively reserved for the protective conductors the light blue color will be exclusively reserved for the neutral conductors.

• Doors earthed by flexible braids fitted with eyelets.

• Inside pocket containing the basic diagram and the equipment plan.

• The cupboards will be of the tropicalized type, with closing door. Each cabinet will receive:

• Differential circuit breakers (calibrated as appropriate).

• Miniature circuit breakers for circuit protection.

• Remote switches.

• A ground terminal.

• The plastic trunking in which all the electrical wiring will be stored.

• Lamp test buttons.

• The protections will be chosen according to their breaking capacity, which must be greater than the intensity of the short-circuit that can be generated at this point, taking into account the distance from the source and the section of the pipe.

• The circuit breakers must comply with the U.T.E.C 63.120 standard.

• The choice of circuit breakers must be made taking into account the nominal current, the setting current, the breaking capacity, the response time and the type and number of trip units. Differential type circuit breakers will have a trip threshold of 300mA and 30mA. Fault discrimination will be carried out in accordance with standard C. 15.100; in particular for differential devices, discrimination will necessarily be by time delay.

9.3.3 Pipes

From the distribution boards, distribution will be carried out in accordance with the plans and diagrams of the installation drawn up by the Co-contractor. All the pipes will be in copper H07 or VGV or U 1000 RO2 V. They will be placed under ICO - IRO - ICD conduit etc. depending on whether they are in a false ceiling, recessed or fixed directly to the walls.

The cables used for the general LV network will be U1000 RO2V series. laid buried under sheaths.

ICO/IRO/ICD Conduits:

The ducts will be made of Centrable and Deformable gray insulation, installed recessed or IRO exposed.

Cables or conductors H07 or U 1000 R02V or VGV

Wires and cable, solid or stranded copper core

Withstand voltage (750V and 1000V) PVC insulation, section according to power of use.

Elements of calculation of secondary pipelines:

These are those from the protection boards and supplying the various uses: machines, motors, lights, sockets.

The calculation intensity to be taken into account for the determination of the section of these pipes will never be excessive. It will be deducted from the nominal installed power increased by the starting current affected by a coefficient K: I calculation: I nominal + KI starting. This coefficient will be 1/3 for commonly used motors and will vary according to the frequency of starts, the time interval between each operating cycle and the manufacturers' recommendations. The planned installation must have an average power factor such that its use does not lead, through its normal operation, to a consumption of reactive energy resulting in a penalty on the part of the distributor or disturbances within the framework of a particular internal network. .

Section of active conductors:

The section of the conductors will be chosen according to the tables of the C 15 100 standard, taking care that the design intensity of the trunking is always lower than the admissible intensity of the cable, corrected for the depreciation factors due to the conditions. environment (temperature laying mode), respecting the maximum authorized voltage drops.

Neutral conductor section:

When the powers distributed in tri + N are balanced, the neutral section can be reduced according to the values in the 52 K table of NF C 15 100.

Pressure drop:

The voltage drop in the pipes between the origin of the installation and any point of use must not exceed the values in table 52 J of NF C 15 100, i.e.:

- Lighting: 6% in total, broken down into 3% for main pipes and 3% for secondary pipes
- Force: 8% in total, broken down into 4% for the main pipelines and 4% for the secondary pipelines (the latter 4% also applies to the driving forces in operation, this value may however be increased at the time of the starting point according to the tolerances given by the engine manufacturer).
- The voltage drop in the main pipelines will always be 3%, that of the secondary pipelines will comply with the specific requirements above.

Identification of pipelines:

The marking of the electrical conduits must be established in order to allow their subsequent identificatio during checks and maintenance of the installation

Each cable will have a labeling made by ring, collar, sleeve, indicating its destination or a numbered mar corresponding to the indications of the cable books, table diagrams, installation plans, etc.

Main pipes laid in the open air

This labeling will be carried out at each ins and outs, change of level, direction, crossings, on either side of the derivation boxes and in general every 10 meters for straight routes.

Buried trunk lines

This labeling will be carried out at each ins and outs as well as on each visible or accessible part of the route (draw chamber and diversion, etc.)

Secondary pipes laid in the open air

This labeling will be carried out at each holding, ending, during the course according to the needs and the complexity of the installation.

Embedded secondary pipes

- The conductors will be identified by the appropriate coloring.
- The labeling on the conduits will be carried out according to the implementation of the recess (before or aft construction, insulated sheaths, or prefabricated octopus).

Cable conductors

This marking will comply with NF C 15 100, i.e.:

. double green/yellow coloring for the ground

. blue for neutral

. orange, red, purple, brown, black for phases according to table 51 GC of NF C 15 100.

9.4 CHECKS - ACCEPTANCE - COMMISSIONING - TESTS

9.4.1 WORK CONTROL

During the work, at regular intervals or as often as necessary, the Project Manager will carry out checks on the quality of the materials and their implementation.

9.4.2 TECHNICAL ACCEPTANCE CONDITIONS

When all the "all trades" work is completed, the following tests, checks and inspections will be carried out:

• before ordering the devices and equipment, the co-contractor must produce the technical data sheets for them for validation

• systematic checks of the conformity of the equipment produced with the plans and the technical conditions set,

• verification of the various supplies made to ensure that they comply with the specifications or technical prescriptions.

9.4.3 COMMISSIONING

Except for specific terms described in the C.C.C.G., commissioning normally takes place after receipt. During this period, the company must make the final adjustments and train the operating personnel on the procedures for starting up, conducting and shutting down the installations, in conjunction with the operating document provided on acceptance.

9.4.4 TESTS

The tests are carried out by the company in accordance with the provisions defined

. The design office must be informed of the dates of their execution in order to be able to attend them, if necessary. To these tests will be added those corresponding to the operation of the equipment (automation, servo-control, signaling). Minutes.

Detailed sheets will be established by the company by referring to the technical document model and communicated to the design office as well as to the control office.

9.4.5 RECEPTION

Acceptance will be pronounced by the Project Owner upon complete completion of the works, insofar as no reservations have been made on the quality and conformity of these, as well as on the presentation of one or more certificates of conformity issued by the designated inspection body.

The supply of as-built plans and diagrams will form an integral part of the acceptance conditions.

9.5. GUARANTEES

9.5.1 GUARANTEE OF SUPPLIES

All the equipment supplied by the company is guaranteed against all defects in construction or nature, for a period of one year from the date of receipt. This guarantee does not apply to the consequences of normal wear and tear, nor to those which could result from the misuse of the devices or the non-observance of the driving instructions.

9.5.2 INSTALLATION WARRANTY

All installations made by the company are guaranteed to comply with the rules of the art and comply with the implementing provisions.

9.5.3 OPERATIONAL GUARANTEE

The installation will be guaranteed in good working order for a period of 1 year, from the date of regular commissioning after acceptance. During this period, the company will be required to rectify all operating faults, whatever their nature, and subject only to the restrictions mentioned above.

9.5.4 MINUTES

Detailed sheets will be established by the company by referring to the document model and communicated to the design office as well as to the control office.

9.6. RELATIONSHIP WITH PUBLIC SERVICES

The company must assist the Project Owner through relations with Eneo services for the necessary steps with a view to:

• obtain approval for the technical specifications of materials and equipment, and in particular electrical and mechanical protection devices,

• preliminary work carried out by Eneo for the commissioning of the installations and the installation of the metering panel,

• to carry out the necessary steps for the purpose of drawing up the contract for the delivery of Eneo power. Duplicates of correspondence exchanged between the company and Eneo services must be sent to the Project Manager

*** END OF LOT ***

LOT – 10: METAL CARPENTRY

10.1 GENERAL

10.1.1 Scope of work

The works to be carried out by the Co-contractor under this lot are essentially the following:

• Installation of railings

The location of the works mentioned above can be found in the plans.

10.1.2 Reference documents

The works of this batch must meet the conditions and requirements of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon, as well as those published elsewhere and made applicable in Cameroon, including the following:

10.1.2.1 Standards and DTU

• DTU No. 32.1 specifications applicable to metal construction work published by the CSTB, delivery 68, notebook 575 of June 1964

• DTU no. 32.2 specifications applicable to metal construction work and aluminum alloy structures published by the CSTB, issue 85, notebook 741 of April 1967, and addendum no. 1 to the specifications, issue 124 notebook 1073 of November 1971, and addendum n°2 delivery 141, notebook 1201 of September 1973.

• DTU n° 37.1 specifications and special clauses applicable to metal joinery of May 1973.

10.1.3 Samples and working drawings

Samples

Samples of all the works provided for in this batch will be submitted for the approval of the Project Manager before the start of mass production.

The Co-contractor will also submit to the Project Manager the detailed and complete specification of all the items of the hardware proposed, indicating the source and attaching a sample.

All these samples will be stored in the sample room until receipt.

Working drawings

The Co-contractor must draw up all the large-scale working drawings, as well as the sections and details natural size, and submit them in good time to the Project Manager and the control office as well as to an Contractor interested in this lot. for review and possible corrections with a view to their approval.

10.2 REQUIREMENTS RELATING TO MATERIALS

10.2.1 Steels

The steels used will be of the "merchant rolled" category, sheet metal and all locksmith profiles or square steel tubes. Rectangular or thin welded round, S.N series for locksmith work.

The rolled products used must comply with approved French standard specifications (class A metallurgy)

10.2.2 Protection of joinery

All steel works will be delivered with protection:

• Or by application after degreasing and descaling of a primer with a high zinc content

• Either by hot-dip galvanizing 48 microns.

• This treatment will be carried out after welding. For the screwed elements, these will be mounted and adjusted to blank, dismantled, treated and screwed back with stainless steel screws bolts or nuts. Before painting all the works will be accepted. Those whose protection has been damaged, even partially, will be deposited and sent back for treatment.

10.2.3 Special protections for hardware

The attention of the Co-contractor is drawn to the supply of hardware: locks, hinges, handles, sealing brackets etc., which must be of first quality, resistant and perfectly installed.

Given the high degree of ambient humidity, all hardware parts will be effectively protected against corrosion, even the hidden parts, either by hot anodic deposition of 40 microns or by passivation.

The sets of doors (handles) intended for aluminum joinery will preferably be in aluminum alloy.

The models will be subject to the Project Manager's approval for all hardware parts. Whatever they are, they must be admitted to the SNFQ or NF, SNFQ hallmark.

The recessed locks and levers must be at least 14 mm thick partition, brass follower, steel forend.

The locks and cane levers will be with a removable steel box, bronze follower.

The handles will be of the type with integral entry plate in chromed brass.

The incorporated lock barrels will also be chromed.

10.3 EXECUTION REQUIREMENTS

10.3.1 Application instructions

The profiles will be perfectly straightened and squared, the sheets flattened.

The welds by whatever means they are executed will be perfectly smoothed and ground, even on site.

Screw fixings will be made for elements having at least 2 mm for the part to be screwed and 4 mm for the tapped part.

The holes will be countersunk. The use of self-drilling screws is prohibited. In any case, the Co-contractor must submit to the Project Manager, before any start of execution, large-scale drawings of all the assembly works.

The locksmith's works will be fixed in the masonry by metal sealing tabs or by split sealing of the uprights and crosspieces or by other processes approved by the Project Manager.

The strength of the profiles will be calculated according to the dimension of the work and its weight to avoid any warping, buckling, torsion etc... The sheet metal will be of sufficient thickness to avoid any deformation during their implementation.

The fixing screws will be of first quality with very high tightening and stainless whenever the mounting constraints require it.

10.3.2 Maintenance of structures

After receipt and during the warranty period, the Co-contractor will ensure the maintenance of its works and must, whenever required, make the necessary adjustments and revisions.

If during this period, defects appear, the Co-contractor must remedy them at its own expense, until these works have been recognized by the architect as giving complete satisfaction.

***** END OF LOT *****

LOT – 11: ALUMINUM AND WOOD JOINERY

GENERAL

The work to be carried out under this lot includes:

- The supply of the materials necessary for their execution,
- Lacquered aluminum joinery (exterior and interior)
- Curtain walls in lacquered aluminum and reglit
- Locksmith works
- Varnished wooden joinery (exterior and interior)
- Treatments and protection of materials,
- Manufacture in the workshop, transport on site, storage, at the risk and peril of the company,
- The installation of works including wedging, adjustment and adjustment,
- Various seals and caulks,
- The supply and installation of seals,
- The supply and installation of hardware in accordance with the minimum requirements of the D.T.U.
- The supply and installation of glazing and mirrors in accordance with the minimum requirements of the D.T.U.
- Locks and equipment in coordination with the interior woodwork, locksmithing and weak currents lots
- The documents to be provided by the Co-contractor are as follows:
- Works Execution Plans
- Book of details of the works,
- Calculation notes,
- For all the works, the Co-contractor of this batch will establish, in accordance with all the parts of the contract, the overall plans and detailed plans necessary for the execution of these,

• The various plans will specify the locations and dimensions of the joinery, as well as the types of fixings used, the dimensions and locations of the sealing holes, the location of the sockets to be put in place by the BULK WORK lot, etc.

• The plans and details of execution which must receive the Project Manager's agreement before any production begins. They will be transmitted by the Co-contractor of this batch, during site meetings, and this after approval by the Project Manager.

• Supply of samples and prototype in situ,

• The D.O.E. (Executed Works File),...

• Will be included in the unit prices all related costs:

• The tracing and installation of the Works of this lot,

• Scaffolding and/or rental of machinery, taxes, additional costs and all subjections necessary for perfect and complete completion of the works,

• The costs related to the Phasing of the Works,

• Manufacture in the workshop or possibly the supply, transport on site, storage at the risk and peril of the company,

• The installation and fixing of joinery, as well as all protective works during the duration of the work,

• Various seals and caulks,

• The supply and installation of seals,

• On-site adjustment of the joinery including in particular the leveling, derasing, dragging, notches or necessary cuts,

• The removal of the protections at the end of the work,

• The supply and installation of fasteners in accordance with the minimum requirements of the D.T.U.,

• Supply and ancillary services essential for execution in accordance with the reference documents,

• Tarpaulin and protection of the works of other state bodies,

• Assembly and delivery of materials,

• Scaffolding, machinery and equipment necessary for the execution of the works,

• Patent, trademark or registered model costs,

• On-site inspection and testing costs,

• Removal of packaging, rubble and waste from the works,

• Cleaning as the work progresses and maintenance until acceptance thereof,

• Costs related to the management of interfaces with other batches,

• All safety devices according to labor legislation and request of the SPS, ...

11.1 ALUMINUM JOINERY

11.1.1 TECHNICAL REQUIREMENTS - REFERENCE DOCUMENTS

For technical provisions not mentioned in this Book of Special Technical Clauses, reference will be made to the documents defined below.

The works will be carried out according to the rules of the art and must meet at least the regulatory and functional technical requirements and prescriptions included in the official texts existing on the date of signature of the contract by the Co-contractor, in particular:

Unified Technical Documents (D.T.U.)

• N°.35.1: Joined facade panels

• No. 37.1: Metal joinery

• N°.39.1: Glazing work

• N°.39.4: Works of mirrors and glazing in thick glass

• N°.39.5: Requirements for the use of glazing

• Nos. 36.1 and 37.2: Applicable to classifications and choices of joinery

• DTU Rules T.H.: Rules and calculations of the thermal characteristics of the walls of construction and the basic losses of the buildings.

• DTU NV 65/67: Rules defining the effects of wind on constructions

The French Standards of A.F.N.O.R. :

• NF. P 01.001 to 01.101: Dimensions of coordination of construction works and elements

• NF. P 20.102 to 20.401: Window test criteria

• NF. P 20.501: Window test methods

• NC. P 24.101: Terminology of windows
• NC. P 24.301: Technical specifications of metal windows and French doors
• NF. P 24.351: Protection against corrosion of metal windows and French windows.
• NF. P 25.101: Definition and classification of exterior closures
• NF. P 50.710: Aluminum and aluminum alloys Extruded sections of any section Tolerances on dimensions and recommended dimensions
• NF. P 85.102: Elastomeric sealants used for waterproof caulking, vocabulary and classification
• NF. P 85.301:Profile joints for use in light facades. Materials based on rubber or similar elastomers.
• NF. P 91.450: Anodizing of aluminum and its alloys. Properties, characteristics.
• NF. B 32.002: Drawn glass, general
• NF. B 32.005: Safety glass
• NF. P 01.012 and 01.013: Fall protection glazing
• NF EN 12155: Curtain facades: Determination of watertightness – Laboratory tests under static pressure
• NF EN 12154: Curtain facades: Determination of watertightness – Performance requirements and classification
• NF EN 12153: Curtain facades: Air permeability – Test method
• NF EN 12179: Curtain facades: Resistance to wind pressure – Test method
• NF EN 12207: Windows and Doors: Air permeability – Classification
• NF EN 1026: Windows and doors: Air permeability – Test method
• NF EN 1027: Windows and doors: Water permeability – Test method
• NF EN 12208: Windows and Doors: Water permeability – Classification
• NF EN 1191: Windows and doors: Repeated opening and closing – Test method
• NF EN 12210: Wind resistance – Classification
• NF EN 12211: Wind resistance: Test
• NF EN ISO 13786: Thermal performance of windows – doors and shutters – Calculation of the thermal transmission coefficient
• NF EN 1192: Doors: Classification of mechanical strength requirements
• NF EN 1121: Doors: Behavior between two different climates – Test method
• NF EN 12219: Doors: Climatic influences Requirement and classification Behavior between two different climates – Test method
• NF EN 948: Swinging or pivoting doors – Determination of resistance to static torsion

In addition, it will refer:

• Specifications for the use of glass materials in buildings, published by TECMAVER.
• To the recommendations or requirements of the manufacturers, of the various materials and accessories used.
• Experimental standards, in particular XP P 28.002.3 DTU 33.1 – Building works – Curtain facades, semi curtain facades, panel facades – Part 3 informative appendix: Maintenance maintenance, 2000.06.01
• Professional rules:
• Professional rules for the manufacture and implementation of facades, curtains and metal panel facade (S.N.F.A.).
• Professional recommendations for liaison and coordination (S.N.F.A.).
• Professional recommendations regarding the use of sealants for sealing joints
• (S.N.J.F.).
• Rules for the calculation of the frames intended to receive the infill elements and conditions for the implementation of these infill elements (S.N.E.R.).
• Specifications DE L'EST for Studies and Research of Facades and Windows for the issuance of the "Test Certificate in accordance with C.E.R.F.F." ".

Codes and regulations:

Code of Construction and Housing :

- Art. L. 111.1 to 111.3: Provisions applicable to all buildings.
- Art. L.111.7 and following: Persons with disabilities.
- Art. R.111.19: Provisions applicable to establishments open to the public.
- Art. R.111.23: Acoustic characteristics.
- Art. R. 121.1 to 121.17: Security and protection against fire.
- Art. R. 123.18 to 123.21: Classification of LES

Labor Code :

- Art. L. 231.1: Establishment subject to the provisions concerning health, safety and working conditions.
- Art. R. 232.1: General provisions concerning the layout of workplaces
- Art. R. 232: Sanitary facilities
- Art. R. 235: Ventilation, sanitation.
- Art. R. 232.6: Thermal environment
- Art. R. 262.7: Lighting
- Art. R. 232.12 et seq.: Fire prevention – Evacuations
- Art. R. 235.1 et seq.: Hygiene rules.

Legislative texts:

Laws:

• From December 31, 1992: New Acoustic Regulations

Orders:

• June 20, 1980: General provisions of the safety regulations against the risk of fire and panic in public buildings. This order is followed by numerous amending orders.

Departmental health regulations

• Circulars of August 9, 1978 amended, April 26, 1982, January 20, 1983, May 18, 1984 aimed at revising the standard departmental health regulations

Accessibility for people with disabilities

• Decree no. 80-637 of August 4, 1980.

• Implementing decrees of December 24, 1980 and September 21, 1982.

• Decree no. 78-109 of February 1, 1978 concerning measures intended to make new facilities open to the public accessible to people with disabilities or reduced mobility.

• Order of 31 May 1994 setting the technical provisions intended to make establishments open to the public and facilities open to the public accessible to people with disabilities during their construction, creation or modification.

• Circular no. 94-55 of July 7, 1994 on accessibility for people with disabilities in establishments open to the public and facilities open to the public.

• Decree No. 2006-1089 of August 30, 2006, modifying Decree No. 95.260 of March 8, 1995 relating to the departmental advisory committee on safety and accessibility, applicable on 01/01/2007.

- Etc.

11.1.2 GENERAL INFORMATION ON JOINERY DESIGN

The exterior joinery is that which appears in the plans provided by the Architect of the Department of Engineering for Local Development Projects of FEICOM.

They will be made of aluminum profiles with thermal break.

The joinery can be prefabricated in the workshop or chosen from industrialized joinery, respecting the dimensions of the Architect.

They will be equipped with double glazing with air gap, double glazing at the expense of this lot with exterior face in laminated glass on the ground floor and depending on location.

The implementation will include the means of fixing, the caulking joints ensuring the tightness, etc...

Classification:

The exterior joinery will be designed and manufactured in such a way as to meet the criteria of air permeability, watertightness and resistance to the effects of the wind taking into account the exposure of the facades.

The minimum classification requested is: A*3 - E*4 - V*A2

Caulking - Facing:

Installation of joinery with COMPRIBAND seals.

Application of a 1st category S.N.J.F waterproof mastic seal on exterior edges.

11.1.3 SURFACE TREATMENT

A - Steel:

The steel elements used in the composition of the structures must be protected by zinc metallization (subframe, etc.).

Thickness 40 microns after careful stripping according to A.F.N.O.R. 91.201.

Before they leave the factory, they will receive a coat of primer paint.

B - Aluminum alloy profiles:

Will be treated by anodic oxidation to be proposed on samples for the approval of the Architect.

This anodization will be carried out according to the prescriptions of the A.F.N.O.R. 91.401 to 91.412 91.450.

C - Lacquered profiles:

These profiles will be treated by continuous anodic oxidation, lacquered finish by EPOXY paint in the factory under the QUALICOAT label, AND COMPLIANT WITH STANDARD NF.P.24.351.

Samples to be presented for approval by the Architect.

11.1.4 INSTALLATION OF STRUCTURES

The window installation tolerances defined by the D.T.U. 37.1 will be as follows:

A - Verticality:

False plumb: deviation of ± 2 mm for a height of 3.00 m, deviation of ± 3 mm for a height greater than 3.00 m

B - Horizontality:

Level, maximum deviations:

- ± 1.5 mm up to 3.00 m
- ± 2 mm up to 5.00 m
- ± 2.5 mm above 5.00 m

The caulking must ensure air and water impermeability with the HEAVY-DUTY

11.1.5 WATERPROOFING

The tests will be carried out in accordance with the provisions laid down in the NF standards. P 20.501 and NF. P 20.302.

Neoprene seals will be provided between the frames and the openings which will be crushed during locking.

Return gutters to the outside will evacuate wash water and any condensation water without stagnation. It is also recalled that an external peripheral seal in addition to the internal seal must be ensured.

11.1.6 RABBITS

The rabbets of the joinery will be provided to receive double glazing.

The glass products will be installed in the factory during the design of the joinery elements. These glass products will be held by glazing beads with clips ensuring assembly under pressure.

Neoprene seals will seal between the openings and the glazing.

Vulcanized corners will complete the sealing by the continuity of the joints.

The rabbets will be of the "Dry rabbet" type.

The checks necessary for proper operation must be carried out after the installation of the glazing before delivery to the site.

11.1.7 GLAZING

Materials :

All glasses will be of the first quality of the trade. The volumes must be clear, smooth, have a uniform hue free from any significant defects.

All the glazing used must benefit from the CEKAL label

Any iridescent or burnt glass will be refused.

For the sealants used for the glazing used in the aluminum assemblies, use will be made of sealant with good qualities of adhesion and plasticity over time.

The materials used to seal the joints must not clamp the glass materials.

In addition, they must seal the rabbets against water and air.

The company must comply with the specifications of chapter 4.3 of the D.T.U. No. 39 regarding the wedging of the glazing.

Implementation :

Although the implementation of glass products is done in the factory, it will include all the accessories and perfect finishing work. At the site, after the installation of the joinery sets, all the glasses will be white marked to make them visible and prevent breakage.

These double glazing volumes will be of suitable thickness according to their dimensions and nature of the rooms

(application of the standards and D.T.U. in force at the time of the execution of the work).

These thicknesses will be determined according to:

- Needs for thermal and acoustic losses defined below

• Maximum possible pressures caused by the winds.

11.1.8 WARRANTY FOR GLASS PRODUCTS

Five years for the sealants used, ten years for the tinting of windows and mirrors.

The Project Manager may refuse any glass or volume of glazing that does not comply with the samples chosen (colour, thickness) or that has defects (installation, flatness).

11.1.9 EXECUTION DRAWINGS AND DETAILS

All sketches of execution details will be submitted beforehand to the approval of the Architect and the Control Office. The Co-contractor must:

• All the details of the execution of the works from the plans constituting the tender dossier.

• The harmonization of all the opening and fixed parts so as to standardize the dimensions of the glazings of all these sets in the direction of the width.

• Ensure internal and external sealing by all means and peripheral sections, in particular on the main structure and on the lining.

11.1.10 HARDWARE - LOCKS

The hardware will be first choice and will be subject to the acceptance of the Architect.

The locks will be of first quality, with a combination according to the flowchart.

The Co-contractor will approach the Client for the development of the organization chart.

11.1.11 SEALING OF WORKS

All precautions will be taken to ensure the fixing and sealing of joinery or assemblies on the supporting frame.

11.1.12 CONSERVATION AND PROTECTION OF JOINERY

The Co-contractor will have to install at its own expense, and this until the reception, the protection necessary for the conservation of the works.

Given the lacquered finish of the joinery elements, the Co-contractor is requested to protect this joinery in particular by adhesive strips or colored varnish or by any other plastic film providing good protection against cement, plaster or paint splashes (all joinery scratched and damaged will be refused by the Client and the Architect)

11.1.13 INSPECTION OF WORKS

A control office chosen by the Client will carry out the technical controls within the framework of the regulatory missions. The Co-contractor to communicate to him in good time his technical studies, calculations and execution plans and in general, all the documents mentioned in this C.C.T.P.

11.1.14 SITE CONSTRAINT

With regard to work to be carried out in an urban environment, the Co-contractor will take all necessary precautions to minimize the nuisance caused by the construction site, with particular care given to noise, delivery access, dust, etc.

11.1.15 MATERIAL INFORMATION SHEET

According to attached model:

11.2 WOOD JOINERY

11.2.1 GENERALITY ON THE DESIGN

The works to be carried out by the Co-contractor under this lot are essentially the following:

• Supply and installation of solid wooden doors,

• Supply and installation of technical shaft doors.

According to the definitions of the French standard NF B 53510, only wood obtained with first choice pieces, cabinetmaking quality, such as KOTIBE, SIPO, IROKO, will be accepted for joinery to be varnished. All the wood used will be of first quality, sound, perfectly dry, the degree of humidity in accordance with the requirements of the local climate, without vicious knots, showing no significant alteration, such as spalls, frost cracks, internal cracks or curls, etc. .. and guaranteed against all possible illnesses.

The wood may also not show traces of insects, the cracks will only concern the surface of the pieces and will be few in number. These woods, with the exception of softwoods whose use is expressly specified in the description, will be chosen according to their dimensional stability, their mechanical qualities, the possibilities of supply.

The Co-contractor will be responsible for any diseases that may occur on its works after their implementation (mold, fungi, etc.)

He will also be responsible for all twists, splits, splits, etc... due to the use of imperfectly seasoned wood.

The attention of the Co-contractor is drawn to the need for unity of appearance of certain visible woode composite elements such as solid doors. The Co-contractor must endeavor to harmonize the different woods used. He will take all measures to ensure that the veneers on doors and panels are of the same origin, even if th manufacturers of the finished materials are different. The panels will be chosen and harmonized for color an grain. The Project Manager reserves the right to choose the cut timber with The Co-contractor.

The location of the works mentioned above can be found in the plans and in the description of the works par 3 of the CCTP)

11.2.1.1 Reference documents

The works of this lot must meet the conditions and requirements of the legislative, regulatory, technical an technological texts in force in the Republic of Cameroon, as well as those published elsewhere and mad applicable in Cameroon, including the following:

11.2.1.2 Standards and DTU

- Technical documents applicable to wood carpentry work
- Approved French standards (NF) in particular the standards:
- NFP 23-101 Terminology
- NFP 23-300 Dimensions of leaves in interior doors
- NFP 23-302 Flat interior wooden doors - General characteristics
- NFP 23-303 Interior flat wooden communication doors - specifications
- the standards of the Ministry of National Education
- The REEF published by the scientific and technical building center (CSTB) and in particular th requirements of the Cahiers des clauses techniques des documents Unifiés techniques (DTU) No. 36-1 Woo joinery
- As well as the special clauses attached to the DTUs
- Safety rules published by the Ministry of Labor
- The Construction and Housing Code, book 1, general provisions, title 2 Safety and
- Protection of buildings, chapter 3 protection against the risk of fire and panic in establishments open to th public, articles L 123-1 to L 123-2, articles R 123-1 to R 123-55 (orders of March 23 1965 and June 25, 198 and following)
- The order of January 31, 1986 relating to fire protection in residential buildings.
- The Specific Administrative Clauses (CCAP)
- This Book of Specific Technical Clauses (CCTP)

The Co-contractor will be responsible for the supply of all materials and equipment necessary for thei implementation as well as all transport and miscellaneous handling. It will also be due, all ancillary wor necessary for the perfect performance and finish of the works.

11.2.1.3 Special requirements

Will be included in the market prices, all the elements not included in this CCTP necessary for the perfec realization of the works described. The tracing of the partitions on the ground will be carried out by the Co-contractor. The drilling of works will also be at his expense.

11.2.1.4 Choice of materials

The equipment, products and materials listed in this CCTP have been chosen with reference either to thei technical characteristics, their appearance or their qualities. The Co-contractor who plans to install simila products must clearly specify this in its estimate and must provide technical advice and samples at the same time to justify their equivalence. Any product not covered by a technical opinion or not covered by insurance cannot be retained.

11.2.1.5 Temporary protection

The Co-contractor, being solely responsible for its works until acceptance of the works, must provide protection for the duration of the work and careful cleaning at the end of the work, as well as checking th appearance, the good performance of the assemblies, the correct operation of moving parts (ease of operation smooth and silent operation, lubrication, etc.).

As soon as they are installed, the bottom frames, over a minimum height of 1m, must be protected. As a result any carpentry that has been damaged or broken by any worker, regardless of their employer, will be refused.

11.2.1.6 Independence of sets

The devices for fixing and maintaining the assemblies (sockets, legs, brackets, etc.) due to this batch will b studied to ensure the perfect holding of the works.

11.2.2 GENERAL REQUIREMENTS

11.2.2.1 Hardware and fittings

The hardware and fittings will be of first quality (NFO label required) of a robust type taking into account the weight and dimensions of the leaves and will be protected against corrosion either by nature (stainless steel) or by treatment at the expense of the Co-contractor, and will be chosen by the Project Manager on presentation of samples.

All hardware parts such as anchors, brackets, furring strips, etc., will be galvanized.

All the locks used must have the NFQ quality label. A combination table with 4 levels of locks concerning all the openings will be drawn up by the Project Manager and given to the Co-contractor and presented to the Client for approval. The Co-contractor must provide for the compliance of its locks with this table. A set of four keys will be provided per lock;

The Co-contractor will be responsible for the keys throughout the duration of the work.

11.2.2.2 Model element

The Co-contractor must provide in its offer at the request of the Project Manager, the presentation before the start of execution, of a witness element (door unit) as a model of the most common type and equipped with its glazing and these accessories. .

It will be shown in its final location or on an independent medium. The implementation of the works can only be started after agreement of the project manager and the Control Office.

11.2.2.3 Special doorsets

The Co-contractor must provide the CSTB test reports corresponding to the services requested in the CCTP for all door units for which fire protection (CF), flame protection (PF) degrees or sound or heat insulation levels are prescribed, or burglar proof.

11.2.2.4 Melamine panels

The Co-contractor must request the colors of the various panels or frames of the works to be produced and present samples before any implementation. All framework frames seen and panel fields seen will be treated identically, except for special requirements.

11.2.2.5 Frames or frames

The dormant or door frames are made of hardwood according to standard NF B 53510, such as KOTIBE, SIPO, IROKO. The interior joinery sets of composition of the door blocks will be deemed complete, except for specific specifications with:

- Sleeping frame or door frame in hard exotic wood,
- Flat frame moldings 50 mm wide in trapezoidal shape or metal door frame depending on the case
- 40 mm thick isoplane door. Compliant with nfp 23 300 - 302 - 303 - 304 - 306 standards of the CTB label
- 2-sided facing in isogyl fiber panel - factory prepainted
- Colors chosen by the Project Manager for all doors unless otherwise specified.
- Hardware including:
- Galvanized seals
- Nqf hinges
- Mortise lock for hospital type cylinder
- Hospital-type cane-nose mortise lock
- Mortise lock with hospital type locking
- Double radial profile cylinder si (cowhide)
- Door trim set stainless steel series 83 ref. Zg 83 with long plates for door handles locks and condemnation according to needs of brand bezault or equivalent
- All the profiled cylinders that will equip the door locks will be of international standard size.

11.2.2.6 Wood treatment

All the wood defined in this CCTP will be treated at the expense of the Co-contractor, or soaked, after cutting but before assembly, with an insecticide, fungicide, CTBF brand and quality product compatible with the NFP 23.305 and DTU 36.1 standard.

Before they leave the factory, the wood must be protected against moisture absorption. All carpentry must have arrived on the site with protection. The nature and date of application of this protection must be indicated on each structure in accordance with standard NFP 23.305.

*** **END OF LOT** ***

LOT – 12: PAINTING

12.1 GENERAL

152.1.1 Scope of work

The works to be carried out by the Co-contractor under this lot are essentially the following:

- Painting on masonry
- Paint and varnish on wooden joinery
- Painting on metal joinery

The location of the works mentioned above can be found in the plans and in the description of the works par- 3 of the CCTP)

12.1.2 Reference documents

The works of this batch must meet the conditions and requirements of the legislative, regulatory, technical and technological texts in force in the Republic of Cameroon, as well as those published elsewhere and made applicable in Cameroon, including the following:

12.1.2.1 DTUs

- DTU 59.1: Painting.
- DTU 59.2: Thick plastic coatings.
- DTU 42.1: Repair of facades in service with waterproof coatings.

12.2 REQUIREMENTS RELATING TO MATERIALS

12.2.1 Characteristics

All products must come from factories known for their manufacturing quality.

The composition of traditional paints or paints not bearing a mark must comply with CSTB requirements and be subject to checks on samples taken during the worksite provided for in these same requirements.

In the case of covering a coat of paint or varnish by applying a product from a different family, or delivered by another manufacturer, even if this product is considered to be similar, the Co-contractor must, before using it, submit to the Project Manager the certificate from each manufacturer guaranteeing the compatibility of the covering layer with the covered layer and vice versa.

In any event, the Co-contractor assumes full responsibility for incidents and damage resulting from the incompatibility of paint and varnish layers.

If a trademark is indicated below, it is for information only, and should always be considered followed by the term "equivalent". If the Co-contractor proposes to use products that it considers to be equivalent, it is required to attach to its proposal the identification elements allowing the Project Manager to determine that the products offered are indeed equivalent. The product identification data sheets must include the following information:

- Attachment to official AFNOR UNP standards
- Characteristics and performances:
- Type (eg Glycero, acrylic, solution, emulsion, dispersion)
- Ready to use or not, thinner and adjustment products for use
- Density
- Dust-free and recoatable drying
- Thickness of dry fuel in microns for a specified covered area
- Concordance or disparity of each of the products with the performance concerning susceptibility to soiling set out in CSTB notebook no. 80 (book 695) relating to tests
- Appearance and relief

In the absence of these details and the Project Manager's agreement, the system of products offered by the Co-contractor will not be accepted. However, acceptance of the system and products offered by the Co-contractor will always remain subject to the execution of control surfaces. The acceptance, by the Project Manager of a proposal, that it includes the brand offered as a similar or a brand given by the Co-contractor, in no way removes the responsibility of the Co-contractor as to the quality of the work to be provided.

The manufacturer(s) of the selected products must provide all useful information concerning the conditions of use, the method of application, the drying characteristics, of the different products to be used. Paints, coatings and varnishes designated by their brands must be housed in cans sealed at the factory. The cans must be unsealed at the time of use according to the needs of the site.

12.2.2 Paint marks

As a basic solution, the use of "LA SEIGNEURIE" brand paint is prescribed. The Co-contractor will have the possibility of proposing other brand paints, of quality at least equivalent to the brand and the type of quality referenced. However, the Project Manager reserves the right to return to the brand and the quality referenced, if

the event that it is considered that the paints proposed by the Co-contractor are not deemed to be at least equivalent.

12.3 EXECUTION REQUIREMENTS

12.3.1 General

Work should only be carried out on perfectly dry surfaces. The application of paints, varnishes, coatings and similar preparations must only be carried out under climatic and hydrometric conditions prescribed in the contractual technical documents. Paints and varnishes must be, before and during use, maintained in a state of perfect homogeneity by stirring, and possibly sieving.

The paints must be able to be applied either by roller, spray gun or brush. The choice of tool is the responsibility of the Co-contractor (unless specified in the description) depending on the nature and surface condition of the materials and the possibilities of the site. However, any primer or background coats will still be applied by brush.

12.3.2 Surface recognition

The surfaces to receive the application of coats of paint will be carefully examined by the Project Manager, in the presence of the Co-contractor. This recognition of the different surfaces will be undertaken before any start of the execution of the painting work, and the Co-contractor must lift all the reservations formulated by the Project Manager for the proper execution of these works, failing which, he will be responsible for the poor performance of materials or poor finish of painted surfaces. Defects, such as cracks, unevenness, false plumb, roasted coatings, dead plaster, etc... will be redone or rectified according to the nature of the fault, by the Co-contractor, at its expense.

12.3.3 Preparatory work

All the primers necessary for a perfect execution, as well as those required for a perfect adhesion of the paints will be due, the enumerations of primers given in the course of the description of the works are not limiting and constitute only minima.

The price agreed for execution of the painting includes the preparatory operations such as: ginning, brushing, sanding, filling, puttying, dusting, washing, degreasing, unrolling, filling porous parts, etc., which are necessary for the good presentation of the work. These operations are carried out in accordance with CSTB's technical clauses.

Definition of the main operations:

a) Brushing and ginning

In general, the Co-contractor must carefully brush or gin all surfaces with a hard brush. On the metal, it must the possible raw scraping with removal of rust and scale. This work of ginning cement, or concrete, will be carried out using Carborundum stone.

b) Filling

It consists of sealing, locally, the small cavities that remain on the surface. This filling work includes obligatorily, the coating of all notched parts and fittings.

c) Sanding

The operations of raking, filling porous parts must be accompanied by sanding to eliminate grains and imperfections harmful to the surface condition. The sandings will be carried out as follows:

- With pumice or abrasive paper with water in the case of very neat work
- Sandpaper and dry abrasive paper in other cases.

d) Degreasing

It is carried out with trichlorethylene with wiping with a mop for all exCENTREant wood and with a degreaser, of a well-known brand for all metal works where necessary.

e) Sanitation of poured concrete surfaces

The Co-contractor is required to remove all traces of formwork products from the concrete structures to ensure paint adhesion. On all surfaces with too high an alkalinity PH 8, the Co-contractor must provide for the application of a neutralizing solution that does not require rinsing.

f) Anti-rust printing

The impression of rustproofing will be carried out on locksmith works, metal frames, pipes. The Co-contractor must therefore provide all the primer coats on the surfaces to be treated, including brushing and scraping raw of the chipped parts, as well as degreasing if necessary.

g) Filling plasters

The Co-contractor will carry out on the walls and ceilings to be painted delivered in rough concrete (finished facing), all the necessary filling coatings, before the application of the paint.

*** END OF LOT ***

LOT – 13 VRD

13.1. Channels

It will be carried out around the buildings with gutters in concrete agglomerates filled with 12.5, 40cm wide and 40cm deep, with a poured bottom and smoothed using an ordinary cement mortar dosed at 400kg/m3. Wall thickness 12 Cm.

These gutters will be covered with prefabricated slabs at the entrances over a width of 4m.

A minimum slope of 2% will be executed at the bottom of said gutters to facilitate the collection and flow of water towards the outlet.

13.2. Exterior paving

The basement walls will be protected by paving 80cm wide and 8cm thick all around the building.

This paving will be in ordinary concrete dosed at 300kg/m3. Bush-hammered screed finish.

The coherence of the VRD plans for the entire site must be done by the project team in collaboration with the representatives of the decentralized services of the Ministry in charge of urban development.

13.3. Planting of trees and living hedges

Trees will be planted around the site housing all the dwellings, while living hedges will be planted around each plot in order to delimit the lots.

*** END OF LOT ***

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 FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION

	Description	U	Unit price in figures	Unit price in words
100	**1PRELIMINARY WORKS**			
101	Installation of project information board	LS		
102	Installation of site	LS		
103	Conveyance and folding-up of equipment	LS		
104	Construction of site hut	LS		
106	Studies (execution planning, reports, etc.)	LS		
	Subtotal 100:			
200	**DEMOLITION WORKS**			
201	Roof section to be demolished	m^2		
202	Scraping of affected plaster on walls	m^2		
203	Doors and windows to be removed for replacement	No		
	Subtotal 200:			
300	**MASONRY AND WOODWORK**			
301	Wall repair with plastering at the Ground Floor	m^2		
302	S and F Matte floor tiles (40x40) including all fittings and baseboards	m^2		
304	Rendering with cement mortar dosed at (300 kg/m^3) for the exteran and internal walls of the First Floor only	m^2		
	Subtotal 300:			
400	**ROOF WORKS**			
401	Treated roof trusses (5x15 cm hardwood)	m^3		
402	Purlins (5x8 cm treated wood)	m^3		
403	Rigid covers	m^2		
404	Roofing sheets for replacement at some spots on the roof (Tol Bac 5/10ths including all installation requirements)	m^2		
405	Facia boards (15 cm wide, treated)	m.l.		
406	Facia boards with tole band 5/10	m.l.		

704	Renovation with staff within the structure (Faux-plafond en STAFF y/c toutes sujétions de pose)	m^2			
407	Tole lisse on veranda at 1m width	m^2			
408	scaling (flocking) all leakages on the roof				
	Subtotal 400:				
500	**DOORS, WINDOWS, AND ACCESSORIES**				
501	Double wooden doors of (120x210) to be replaced in the entire structure	U			
502	Double alluminium glass doors of 120x210 to be replaced	U			
503	double metallic doors to be replaced with all accessories included	U			
504	single wooden doors **90x210** to be replaced with all accessories included	U			
505	**Installation** of 120x120 offices and 60x60 for the toilets aluminum glass window to be replaced with all accessories included	M2			
506	furnishing and installation of door accessories (locks)	U			
	Sub total 500				
600	**METALLIC WORKS**				
601	Metallic doors to be replaced 90x90cm	U			
602	metallic window protectors to be replaced	m2			
603	metallic gate (5x4) m at the entrance of the council garange	U			
	Sub total 600				
700	**PAINTING**				
701	Scraping of walls ready for painting	m2			
702	repainting of all the external walls	m3			
703	repainting of all the internal walls and ceilings	m3			
704	oil paint for skirting of all the external and internal walls	m2			

705	application of oil paint on all metallic door	m2		
706	repainting of all the internal doors and window frames with pantex 300 (two coats)	m2		
	sub total			
800	**PLUMBING**			
801	Supplying and fitting water meter and 2 stand taps including connecting to the network	ls		
802	supplying and fitting sewage pipes including and other related tasks	ls		
803	supplying and fixing complete toilet in white vitreous china	u		
804	supplying and fixing complete toilets pot in white vireous china including all accessories			
805	supplying and fixing toilet tissue holders	u		
806	supplying and fixingin double line towel trails	u		
807	supplying and fixing toilet mirrors	u		
808	supplying and fixing soap dishes	u		
809	Supply and instal wash hand basins with tap head including accessories	u		
	Sub total 800			
900	**ELECTRICAL WORKS**			
901	supplying and fitting a 380V electricity meter, including connecting to the network	U		
903	supplying and fitting insulation cable sleeves, using orange tubes and HT cables including junction boxes, Fuse boxes, push buttons	LS		
904	Supplying and fitting water-resistant 1,2m fluorescent bulbs	U		
905	Supplying and fitting wall lamps in the canteen	U		
906	Supplying and fitting water resistant 75W round light bulb (Hublot)	U		
907	Supplying and fitting VG.V1.5mm2 for lighting	ROLL		
908	Supplying and fitting cables TH - 2.5 mm² for sockets	ROLL		

909	Supplying and fitting telephone sockets	U			
910	Supplying and fitting one-way switches	U			
911	Supplying and fitting two-way switches	U			
912	Supplying and fitting 3-pin sockets	U			
	Subtotal 900:				
1000	**EXTERNAL / DRAINAGE WORKS**				
1001	drain gutters in concrete around the building to be renovated	ML			
1002	Laying of concrete on area between building and gutter outside	M3			
1003	Concrete ramp (1.2m wide) of RC dosed at 350kh/m3 on veranda entrainee	U			
	Subtotal 1000				
	GRAND TOTAL WITHOUT TAXES				
	VAT 19.25%				
	AIR 2.2%				
	TOTAL TAXES INCLUSIVE (ttc)				
	NET PAYABLE				

DOCUMENT NO 8

THE BILL OF QUANTITIES AND ESTIMATES

BILL OF QUANTITIES AND COST ESTIMATES FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION

	Description	U	QTY	UP	TP
100	**1PRELIMINARY WORKS**				
101	Installation of project information board	LS	1.00		
102	Installation of site	LS	1.00		
103	Conveyance and folding-up of equipment	LS	1.00		
104	Construction of site hut	LS	1.00		
106	Studies (execution planning, reports, etc.)	LS	1.00		
	Subtotal 100:				
200	**DEMOLITION WORKS**				
201	Roof section to be demolished	m^2	264.70		
202	Scraping of affected plaster on walls	m^2	489.00		
203	Doors and windows to be removed for replacement	No	41.00		
	Subtotal 200:				
300	**MASONRY AND WOODWORK**				
301	Wall repair with plastering at the Ground Floor	m^2	501.00		
302	S and F Matte floor tiles (40x40) including all fittings and baseboards	m^2	340.36		
304	Rendering with cement mortar dosed at (300 kg/m^3) for the exteran and internal walls of the First Floor only	m^2	1200.76		
	Subtotal 300:				
400	**ROOF WORKS**				
401	Treated roof trusses (5x15 cm hardwood)	m^3	2.50		
402	Purlins (5x8 cm treated wood)	m^3	2.00		
403	Rigid covers	m^2	14.00		
404	Roofing sheets for replacement at some spots on the roof (Tol Bac 5/10ths including all installation requirements)	m^2	450.00		
405	Facia boards (15 cm wide, treated)	m.l.	95.00		
406	Facia boards with tole band 5/10	m.l.	95.00		

704	Renovation with staff within the structure (Faux-plafond en STAFF y/c toutes sujétions de pose)	m²	684.71		
407	Tole lisse on veranda at 1m width	m²	95.00		
408	scaling (flocking) all leakages on the roof		0.00		
	Subtotal 400:				
500	**DOORS, WINDOWS, AND ACCESSORIES**				
501	Double wooden doors of (120x210) to be replaced in the entire structure	U	2.00		
502	Double alluminium glass doors of 120x210 to be replaced	U	2.00		
503	double metallic doors to be replaced with all accessories included	U	2.00		
504	single wooden doors **90x210** to be replaced with all accessories included	U	21.00		
505	**Installation o**f 120x120 offices and 60x60 for the toilets aluminum glass window to be replaced with all accessories included	M2	27.00		
506	furnishing and installation of door accessories (locks)	U			
	Sub total 500				
600	**METALLIC WORKS**				
601	Metallic doors to be replaced 90x90cm	U	2.00		
602	metallic window protectors to be replaced	m2	27.00		
603	metallic gate (5x4) m at the entrance of the council garange	U	1.00		
	Sub total 600				
700	**PAINTING**				
701	Scraping of walls ready for painting	m2	909.00		
702	repainting of all the external walls	m3	582.14		
703	repainting of all the internal walls and ceilings	m3	1741.79		

704	oil paint for skirting of all the external and internal walls	m2	93.47		
705	application of oil paint on all metallic door	m2	20.00		
706	repainting of all the internal doors and window frames with pantex 300 (two coats)	m2	190.24		
	sub total				
800	**PLUMBING**				
801	Supplying and fitting water meter and 2 stand taps including connecting to the network	ls	1.00		
802	supplying and fitting sewage pipes including and other related tasks	ls	1.00		
803	supplying and fixing complete toilet in white vitreous china	u	0.00		
804	supplying and fixing complete toilets pot in white vireous china including all accessories		7.00		
805	supplying and fixing toilet tissue holders	u	7.00		
806	supplying and fixingin double line towel trails	u	7.00		
807	supplying and fixing toilet mirrors	u	7.00		
808	supplying and fixing soap dishes	u	7.00		
809	Supply and instal wash hand basins with tap head including accessories	u	7.00		
	Sub total 800				
900	**ELECTRICAL WORKS**				
901	supplying and fitting a 380V electricity meter, including connecting to the network	U	1.00		
903	supplying and fitting insulation cable sleeves, using orange tubes and HT cables including junction boxes, Fuse boxes, push buttons	LS	1.00		
904	Supplying and fitting water-resistant 1,2m fluorescent bulbs	U	25.00		
905	Supplying and fitting wall lamps in the canteen	U	4.00		
906	Supplying and fitting water resistant	U	6.00		

	75W round light bulb (Hublot)				
907	Supplying and fitting VG.V1.5mm2 for lighting	ROLL	5.00		
908	Supplying and fitting cables TH - 2.5 mm² for sockets	ROLL	5.00		
909	Supplying and fitting telephone sockets	U	22.00		
910	Supplying and fitting one-way switches	U	18.00		
911	Supplying and fitting two-way switches	U	16.00		
912	Supplying and fitting 3-pin sockets	U	22.00		
	Subtotal 900:				
1000	**EXTERNAL / DRAINAGE WORKS**				
1001	drain gutters in concrete around the building to be renovated	ML	64.00		
1002	Laying of concrete on area between building and gutter outside	M3	3.00		
1003	Concrete ramp (1.2m wide) of RC dosed at 350kh/m3 on veranda entrainee	U	3.00		
	Subtotal 1000				
	GRAND TOTAL WITHOUT TAXES				
	VAT 19.25%				
	AIR 2.2%				
	TOTAL TAXES INCLUSIVE (ttc)				
	NET PAYABLE				

This estimates has been closed at the sum of ,,,,,,,,,,,,,,,,,,(amout in words) FCFA ATI

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 DE BUI----------

COMMUNE DE ELAK

COMMISSION INTERNE DE PASSATION DES MARCHES

REPUBLIC OF CAMEROON

PEACE – WORK – FATHERLAND

NORTH WEST REGION

BUI DIVISION

ELAK COUNCIL

INTERNAL TENDERS BOARD

Contract N^{O} ...../ONIT /EC/ ECITB/NWR/2026 OF THE ____09//2026 AWARDED BY OPEN NATIONAL INVITATION TO TENDER N^{O} 12/ONIT/MINDDEVEL /EC/FEICOM/ ECITB/NWR/2026 OF 21/10//2026 FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION(THROUGH EMERGENCY PROCEDURE)

HOLDER: .....
BP ..... TEL. .....
N°R.C. .....
N° TAXPAYER. .....
Account N°. ..... at .....
Agency of .....

SUBJECT ; **THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION**

PLACE: **ELAK COUNCIL**

DURATION: *sixt (06)* months

AMOUNT: ..... **FCFA TTC**

IAT	
EVAT	
VAT (19.25%)	
IR (2.2 %)/5.5%	
Net to be paid	

FINANCING: **FEICOM /ELAK COUNCIL Budget 2026 Fiscal Year**

SUBSCRIBED on.....
SIGNED on.....
NOTIFIED on.....
REGISTERED on.....

BETWEEN:

The ***REPUBLIC OF CAMEROON***, represented by the ***Lord Mayor of ELAK 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

WITH The enterprise ..... P.O. Box .....

SUBJECT; **THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION**

EXECUTION DEADLINE: *sixt (06)* months
AMOUNT OF CONTRACT IN FCFA:

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

READ AND APPROVED BY THE ENTREPRENEUR **ELAK , the.....**	**THE LORD MAYOR OF ELAK COUNCIL** **ELAK , the.....**

Document No. 11:

MODEL FORMS

Table 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

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 rehabilitation of the Town Hall in ELAK Council, Bui Division of the North West 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 ELAK Council

Republic of Cameroon

Invitation to Tender No. .....

BID BOND FOR THE REHABILITATION OF THE TOWN HALL IN ELAK COUNCIL, BUI DIVISION OF THE NORTH WEST REGION.

The Contractor (5) .....hereby submits on ..... to the **Mayor of ELAK Council a bid for the rehabilitation of the Town Hall in ELAK Council, Bui Division of the North West Region.**

To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the **Mayor of ELAK 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 ELAK 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 ELAK 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 ELAK 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 ELAK Council (Contracting Authority)

The enterprise.....

SECURITY BOND FOR THE GUARANTEE OF GOOD EXECUTION OF THE **REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION**

We, Bank..... have been informed that between the **Mayor of ELAK Council** acting as the Contracting Authority , and..... acting as entrepreneur, a contract has been concluded for the **rehabilitation of the Town Hall in ELAK Council, Bui Division of the North West 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 **Lord Mayor of ELAK Council** and within eight (08) weeks maximum period, up to the amount of thispresent guarantee, the sum of .....
All that could be due the **Lord Mayor of ELAK 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 **Lord Mayor of ELAK 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 REHABILITATION OF THE TOWN HALL IN ELAK COUNCIL, BUI DIVISION OF THE NORTH WEST 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 REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST 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 Lord Mayor of ELAK Council BUI Division
Republic of Cameroon
Invitation to Tender N°. .....

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING **TO THE REHABILITATION OF THE TOWN HALL IN ELAK COUNCIL, BUI DIVISION OF THE NORTH WEST REGION.**

We..... (Bank) have been informed that a contract shall be signed between the **Lord Mayor of ELAK Council, acting** in the capacity of Contracting Authority, and..... ....., acting **FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION**

.

In compliance with the provisions of Article ..... of Contract N° ....., the contractor shall be bound to present to the **Lord Mayor of ELAK 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 **Lord Mayor of ELAK Council**, at the written request the **Lord Mayor of ELAK 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 **Lord Mayor of ELAK 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: OPEN NATIONAL INVITATION TO TENDER N° 12/ONIT/MINDDEVEL /EC/FEICOM/ ECITB/NWR/2026 OF 21/10//2026 FOR THE REHABILITATION OF ELAK COUNCIL TOWN HALL IN ELAK COUNCIL AREA, BUI DIVISION OF THE NORTH WEST REGION

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.

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;
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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:

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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.