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REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET LE DEVELOPMENT LOCALE
REGION DU NORD OUEST
DEPARTEMENT DE LA MENCHUM
ARRONDISSEMENT DE FUNGOM
COMMUNE DE ZHOA

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT
NORTH WEST REGION
MENCHUM DIVISION
FUNGOM SUB-DIVISION
ZHOA COUNCIL
Website: *www.zhoacouncil.com*
E-mail: infos@zhoacouncil.com
CONTACT :

TENDER FILE

OPEN NATIONAL INVITATION TO TENDER NO 09/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF 05 OCT 2026 ___/___/2026 FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION. "RELAUNCHED"

CONTRACTING AUTHORITY:THE MAYOR ZHOA COUNCIL

FINANCING: ZHOA COUNCIL/FEICOM 2026 FISCAL YEAR

RECORD NUMBER: .....
BUDGET HEAD: .....

THE AUTHORISING OFFICER: THE MAYOR ZHOA COUNCIL

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REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET LE DEVELOPMENT LOCALE

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MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT

NORTH WEST REGION
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Website: *www.zhoacouncil.com*
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CONTACT :

DOCUMENT 1

TENDER NOTICE

OPEN NATIONAL INVITATION TO TENDER
NO 09/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF 05/10/2026
FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION "RELAUNCHED"

1) SUBJECT OF THE TENDER: Within the framework of the execution of the 2021 state budget, the State of Cameroon represented by THE MAYOR ZHOA COUNCIL hereby launches in an OPEN NATIONAL INVITATION TO TENDER NO ____/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF 05/10/2026 FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION "RELAUNCHED"
The estimated cost of the project is 24,034,011 (Twenty four million and seventy thirty four and eleven francs)

2) CONSISTENCY OF WORKS: The construction works subject to this invitation to tender include detail description of the items found in the bill of quantities (detail cost estimate).

3) NATURE OF SERVICE: The services involved in this invitation to tender shall require THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL

4) PARTICIPATION: Participation in this invitation to tender is open to only registered and qualified companies or groups of companies based in the Republic of Cameroon with the required technical and professional expertise in the domain of construction accompanied by the necessary financial capability

5) EXECUTION DEADLINE: The maximum deadline for the execution provided for by the Contracting Authority shall be **three months (90 calendar days)** with effect from the date of notification of the Service Order to start works.

6) TENDER OF TENDER FILE: The Tender documents may be consulted and obtained immediately after publication of this invitation to tender from the Service of the Contracting Authority (Service in charge of the award of contracts) during working hours at the ZHOA COUNCIL. The document shall be obtained upon presentation of a receipt testifying to the payment of a non-refundable sum of **Thirty Thousand Francs** (30,000) Francs CFA payable to the Municipal Treasury Zhoa Council. Tel: **677 26 44 26**

7) ADMISSIBILITY OF BIDS AND BID BONDS: Each bidder shall enclose in his administrative documents a bid bond (provisional guarantee) that respects the model in this tender file of **Four Hundred and eighty** Thousand (480,000) francs CFA issued by a first-rate bank approved by the Ministry in charge of Finance featuring on the list in document 10 of the tender file and valid for thirty (30) days beyond the validity of the tenders.

Only originals or true copies certified by the issuing services of the required administrative documents (Senior Divisional Officer, Taxation Officials, etc.), including the bid bond, must imperatively be produced in accordance with the Special Tender Regulations or such bids shall be subject to rejection. They must obligatorily not be older than three (03) months. Double certification shall not be accepted. Any bid that shall not be in conformity with the prescriptions of this tender shall be declared inadmissible.

The provisional guarantee will be released no later than thirty (30) days after the period of bid validity for unsuccessful bidders. For the bidder who is awarded the contract, the provisional guarantee will be released after constitution of the final guarantee.

NB: The successful bidder shall during site installation present the originals of the respective documents for strict verification of their authenticity.

8) SUBMISSION OF OFFERS: Each bid written in English or French shall be signed by the bidder or by a duly authorized representative and presented in seven (7) copies, that is one **(01) original and six** (06) **copies** labelled as such. These shall be submitted in one sealed pack containing three (3) envelopes, that is, **Envelope A: Administrative Documents, Envelope B: Technical file** and **Envelope C: Financial file**. The sealed pack shall bear no information about the company and shall reach the, Service in charge of the award of contracts *Zhoa Council* not later than 06/11/**2026 at 10:am** local time and note should be taken that in case of any ambiguities or differences during opening, only the original shall be considered authentic.

The sealed pack shall bear the following inscriptions:

OPEN NATIONAL INVITATION TO TENDER NO 09 **/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF** 06/10**/2026 FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION "RELAUNCHED"**

(To be opened only during bids opening session)

9) DURATION OF TENDER VALIDITY: Bidders will remain committed to their offers for a period of Ninety **(90) days** from the last date of the submission of tenders, that is, the tenders shall be valid for 60 (sixty) days with effect from their submission deadline.

10) OPENING OF BIDS: The offers shall be opened in a single phase, according to the following schedule, in the Zhoa Council. Only bidders or their authorized representatives having a perfect knowledge of the file may attend the bid opening session. Any bid which shall not comply with the requirements of the tender file shall be rejected. Bids shall be opened and assessed in a single (01) phase and two stages.

a) **Stage I shall involve:**

i) Opening and appraisal of validity, authenticity and completeness

ii) Opening of envelopes containing administrative and technical documents to appraise and evaluate technical proposals

NB: Any bid which shall not obtain **75%** score in the technical evaluation shall simply be eliminated.

b) **Stage II** Opening of financial offer to appraise proposed amount for the project.

11) ASSESSMENT CRITERIA: Tender conformity shall be evaluated as per the following:

A) **Eliminatory Criteria**.

- Bids submitted in unsealed envelopes and packs;
- Offers (bids) submitted after the deadline or time limit;
- Failure to submit administrative documents after 48 hours,
- Administrative documents more than 3months old;
- Incomplete technical or financial documents;
- Omission of unit price schedule ;
- Change of a quantified quantity in the bill of quantities
- None justification of capacity to pre-finance ;
- Technical and administrative evaluation mark less than 75.% ;
- False declaration or forged documents ;
- Absence of BID BOND with CDEC receipt;
- Absence of Categorization certificate or deposit receipt;

B) **Evaluation Criteria**: The preliminary evaluation shall be the binary method (YES/NO) based on the following essential criteria:

NB:

- Any Bid that shall not obtain 75% evaluation shall simply be rejected.
- Details of these main qualification criteria are specified in the assessment grid found in the Special Tender Regulations (RPAO).

12) AWARD OF CONTRACT: The contract shall be awarded to the lowest bidder, who fulfils the technical and administrative requirements.

13) FINANCING: The said works shall be financed as per the following programmed budget head of the 2026 **ZHOA COUNCIL/FEICOM** assigned to THE MAYOR ZHOA COUNCIL.

14) FURTHER INFORMATION: Additional (supplementary) technical information may be obtained during working hours from the CDO Zhoa Council.

15) **AMENDMENT TO THE TENDER FILE:** The Contracting Authority reserves the right, if warranted, to subsequently amend this invitation to tender.

16) **Maximum number of lots:** Any bidder may bid for and hold more than one (1) lot but in this case we have just one lot. However for reasons of assiduity, effective presence of the contracting partner and proper realization of works this must be so with different sets of personnel.

Zhoa , the 06 OCT 2026

THE MAYOR Zhoa COUNCIL
(Contracting Authority)

MAYOR OF ZHOA COUNCIL

Hon Titus Ndongkeh

Copies:

- ARMP (for publication and archiving)
- CRTV/Cameroon tribune
- Notice boards (for information)
- Contracts Service (for archiving)
- Chairman, Tenders Board, Zhoa

AVIS D'APPEL D'OFFRES

<<AVIS D'APPEL D'OFFRES NATIONAL OUVERT No 09 /AONO/MINDDEVEL/ZC/FEICOM/ZCITB/2026 DU 06/10/2026 POUR LES TRAVAUX DE CONSTRUCTION D'UN BLOC DE DEUX SALLES DE CLASSE AVEC UN BLOC DES TOILLETTE A GPS DE KALAKALA WEH, COMMUNE DE ZHOA, DEPARTEMENT DE LA MENCHUM. REGION DU NORD-OUEST« RELANCER »

1) **Objet de Avis De TENDER :** Dans le cadre de l'exécution du Budget d'Investissement Public 2026, l'Etat de Cameroun représenté par, le MAIRE DE ZHOA lance **en procédure d'urgence** un Appel d'Offres national ouvert pour les travaux **DE CONSTRUCTION D'UN BLOC DE DEUX SALLES DE CLASSE AVEC UN BLOC DES TOILLETTE A GPS DE KALAKALA WEH, COMMUNE DE ZHOA, DEPARTEMENT DE LA MENCHUM. REGION DU NORD-OUEST « RELANCER »**

2) **Consistance des travaux :** Les travaux objets du présent appel d'offres consistent les détails des descriptions mentionnées dans le cadre du détail estimatif.

3) **Nature du service :** Le service requis dans cet Appel d'Offres concerne la **DE CONSTRUCTION D'UN BLOC DE DEUX SALLES DE CLASSE AVEC UN BLOC DES TOILLETTE A GPS DE KALAKALA WEH, COMMUNE DE ZHOA, DEPARTEMENT DE LA MENCHUM. REGION DU NORD-OUEST**

4) **Coût prévisionnel**
Le coût prévisionnel de l'opération à l'issue des études préalables est de Vingt-quatre millions trente-quatre mille onze (24,034,011) FCFA

5) **Participation:** La participation au présent avis d'appel d'offres est ouverte seulement à égalité de conditions aux Entreprises ou groupes d'entreprises ayant une bonne réputation ainsi qu'expertise professionnel, technique et financier dans la Fourniture basées au Cameroun

6) **Délai d'exécution :** Le délai prévu pour l'achèvement des travaux du présent appel d'offre est de **quatre-vingt-dix jours continus (trois mois)** à partir du jour de la notification de l'ordre de service.

7) **Consultation du dossier d'appel d'offres:** Le dossier d'appel d'offres peut être consulté dès publication du présent avis d'appel d'offre aux services de l'Autorité Contractant pendant les heures ouvrables à la Commune de ZHOA

8) **Acquisition du Dossier d'appel d'Offres**
Le Dossier d'Appel d'Offres peut être obtenu dans la Commune de ZHOA, contre présentation d'une quittance de versement ā la recette municipale commune de Bamenda III de la somme non remboursable de **Trente Mille (30,000) FCFA**

9) **Admissibilités des offres et Garanties de soumission :** Chaque soumissionnaire doit pour chaque lot inclure dans ses documents administratifs, une **garantie** de soumission qui respecte le model prescrites dans le DAO établi par un établissement bancaire agrée par le Ministère en charge des Finances d'un montant égal à **480.000 (Quatre cent quatre vingts milles) francs CFA**. Les cautionnements provisoires seront libérés au plus tard trente (30) jours après le délai de validité des offres pour les soumissionnaires n'ayant pas été retenus. Pour le soumissionnaire attributaire du marché, le cautionnement provisoire sera libéré après constitution du cautionnement définitif.

Pour éviter les rejets, tous les documents doivent être les originaux ou des copies certifiées conformes issus des autorités administratives (Préfets ou Sous-préfets, Chefs des centres des imports) depuis une duré n'excédant pas trois mois et présentes selon les règlements spéciaux de cet appel d'offre. Les copies certifiées qui seront certifiées pour la deuxième fois ou des copies falsifiées ne seront pas acceptées. Les chapitres seront séparés par format en couleur. Les offres qui ne seront pas en conformité avec les prescriptions de cet appel d'offre seront déclarés inadmissibles.

NB: Pendant l'installation de l'attributaire au site de la construction, il sera oblige de présenter les originaux des documents respectifs pour une vérification stricte de leurs authenticités

8) **Remise des offres :** Chaque offre rédigée en français ou en anglais en Sept (07) exemplaires, c.-à-d. Un original et six copies marqués comme tels sera remise au Service de Passation des Marchés, situé à commune de Zhoa à Zhoa, au plus tard le 03/NOV/2026 à **11heures.** Il doit être dans un paquet contenant trois enveloppes marquées A : pour le dossier Administratif, B : pour le dossier technique et C : pour le dossier financier. Ce paquet devra seulement porter la mention :

<<AVIS D'APPEL D'OFFRES NATIONAL OUVERT No _____/AONO/MINDDEVEL/ZC/FEICOM/ZCITB/2026 DU ___/___/2026 POUR LES TRAVAUX DE CONSTRUCTION D'UN BLOC DE DEUX SALLES DE CLASSE AVEC UN BLOC DES TOILLETTE A GPS DE KALAKALA WEH, COMMUNE DE ZHOA, DEPARTEMENT DE LA MENCHUM. REGION DU NORD-OUEST "RELANCER"

"A N'OUVRIR QU'EN SÉANCE DE DEPOUILLEMENT"

9) **Durée de validité des offres :** Les soumissionnaires restent tenus par leurs offres pendant **QUATRE-VINGT-DIX** (90) jours à partir de la date limite fixée pour la remise des offres.

5. 10) **Ouverture des plis:** L'ouverture des plis se fera le 06/11/2026 **à ____heures,** heure locale en une phase par dans la **SALLE DE CONFERENCE DU COMMUNE DE ZHOA** en présence de chaque soumissionnaire qui le désire, ou son représentant dûment mandaté et ayant une parfaite connaissance des offres dont il a la charge. Une seule personne par offre remise, seule ou en groupement, sera admise.

Les offres qui ne vont pas respecter les prescriptions du DAO seront rejetées. L'ouverture des plis sera faite dans une phase à deux étapes, comme suite.

Etape I : L'étape I qui ne concerne rien que les dossiers administratifs et les offres techniques sera ouvert par les membres de la Commission de Passation des Marchés.

Etape II : L'étape II qui ne concerne que l'ouverture des offres financières des entreprises se fera par les membres de la même Commission de Passation des Marchés

Seules les entreprises ayant obtenu au moins 75% de la notation sur des dossiers administratifs et techniques seront retenues.

11- **Évaluation des Offres:** Les offres seront évaluées selon les conditions suivantes.

A) **Critères éliminatoires**

- Offres remise dans les enveloppes ou paquets ouverts,
- Offres remise après le délai
- Absence de l'original ou des documents administratifs bien certifiés hors du délai de trois mois
- Dossier technique ou financier incomplet
- Omission, dans le bordereau des prix, d'un prix unitaire
- Capacité financière non justifiée
- Note technique inférieure à 75% au niveau de l'évaluation administrative et technique
- Fausse déclaration ou pièce falsifiée
- Ingénieur des travaux du génie civil ne justifiant d'une expérience d'au moins cinq (05) ans
- Technicien des travaux du génie civil ne justifiant d'une expérience d'au moins cinq (05) ans

C) **Critères essentiels :** L'évaluation des offres sera faite sur le **critère binaire** (OUI/NON) des critères essentiels suivants :

Remarque :

- Seules les entreprises ayant obtenu au moins 75% de la notation sur des dossiers administratifs et techniques seront retenues.
- Les détails de ces critères essentiels sont précisés dans la grille d'évaluation figurant au Règlement Particulier de l'Appel d'Offres.

12) **Attribution:** Le marché sera attribué au soumissionnaire présentant l'offre la moins disante et remplissant les capacités techniques et administratives requises.

13) **Financement :** Les travaux, objet du présent appel d'offres sont financés par le Budget d'Investissement Public de la République du Cameroun, Budget du Ministère D'Education de Base au titre de l'exercice 2026 assigné au le maire de ZHOA

14. **Les Renseignements Complémentaires :** Les renseignements complémentaires d'ordre technique peuvent être obtenus aux heures ouvrables au Service de CDO

15- **Additif à l'appel D'offres**: L'Autorité Contractante se réserve le droit, en cas de nécessité, d'apporter toute autre modification ultérieure utile au présent appel d'offres.

16) **Nombre maximum des lots:** Par la circulaire No. 001/CAB/PR du 19 Juin 2012 relatif à la passation et au contrôle de l'exécution des marchés publics, chapitre 3, section 38, il ne peut être attribué au maximum que deux (02) lot par soumissionnaire par cette commission de passation de marchés Etant donné qu'il s'agit de deux lots, le nombre maximum de lots pouvant être attribué à un soumissionnaire est deux (02), avec personnels techniques différentes.

Zhoa , the 06 OCT 2026

LE MAIRE COMMUNE DE ZHOA
(AUTHORITE CONTRACTANTE)



Njah Titus Ndongkeh

Ampliation:

- ARMP (pour publication et archivage)
- CRTV/Cameroon tribune
- Notice boards (for information)
- Contracts Service (for archiving)
- Chairman, Tenders Board, Zhoa
- Chrono

DOCUMENT No 2:

THE SPECIAL REGULATIONS GOVERNING THE INVITATION TO TENDER

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Article 01: Definitions and duties under the invitation to tender
Article 02: Purpose of the invitation to tender
Article 03: Conditions for participation
Article 04: Funding
Article 05: Duration for execution of the contract
Article 06: Constituent documents of the tender file
Article 07: General requirements of the invitation to tender
Article 08: Presentation and content of bids
Article 09: Submission of bids
Article 10: Duration of validity
Article 11: Compliance of bids with the tender file
Article 12: Opening and assessment of bids
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Article 14: Clarifications on the tender file
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Article 16: Notification of award of the contract

Article 01: DEFINITIONS AND DUTIES UNDER THE INVITATION TO TENDER

CONTRACTING AUTHORITY: *THE LORD MAYOR ZHOA COUNCIL*

PROJECT OWNER: *THE LORD MAYOR ZHOA COUNCIL*

AUTHORISING OFFICER: *THE LORD MAYOR ZHOA COUNCIL*

PROJECT ENGINEER : *DIVISIONAL DELEGATE FOR PUBLIC WORKS - MENCHUM.*

PROJECT MANAGER: *CHIEF OF TECHNICAL SERVICE MINTP MENCHUM*

CONTRACT MANAGER: *THE CDO ZHOA COUNCIL*

AUTHORITY CHARGED WITH EXECUTION OF THE PROJECT: *THE DIVISIONAL DELEGATE PUBLIC CONTRACTS MENCHUM*

Article 02: PURPOSE OF THE INVITATION TO TENDER: The purpose of this Open National Invitation to Tender is FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION

Article 03: CONDITIONS FOR PARTICIPATION: Participation in this present invitation to tender is opened to all registered and qualified enterprises of the Republic of Cameroon, with the necessary financial capability, technical and professional expertise in Public works (construction domain).

Article 04: FUNDING: The project shall be financed by the 2026 Public Investment Budget of the Republic of Cameroon imputed to THE MAYOR ZHOA COUNCIL-, that is:-

a) Funding of works: Works shall be funded by the Public Investment Budget of Cameroon.

b) Budget: Works shall be charged to the 2026

Article 05: DURATION FOR EXECUTION OF THE CONTRACT: The deadline for the completion of the works shall be **Ninety (90) calendar days**, with effect from date of notification of the service order bearing information to start works.

Article 06: CONSTITUENT DOCUMENTS OF THE TENDER FILE

This tender file shall include the following documents:

- the open national invitation to tender
- the special regulations governing the invitation to tender , i.e. the General Tender Regulation and the Special Tender Regulation.
- the special administrative conditions (SAC/CCAG)
- the special technical conditions (STC/CCTP)
- the price list, i.e. Form for Unit Prices (PES) and Form for Price Elaboration (PE)
- the detailed cost estimate, i.e. Form for Bill of Quantities and Cost Estimates (BQCE)
- the model performance bond
- the model bank guarantee for the refund of the start-off advance
- the model undertaking by the bidder.
- execution plan

Article 07:GENERAL REQUIREMENTS OF THE INVITATION TO TENDER

Bidders shall comply with the instructions listed Zhoa and shall provide the required information, failing which they may be disqualified. They are bound to give full and accurate answers to the information required in the documents appended hereto.

At the request of the Tenders Board, the Contracting Authority shall reserve the right not to respond to the Invitation to tender if he considers that it has not received an acceptable bid. He may therefore declare the Invitation to Tender unsuccessful and re-launch or cancel it.

Bids presented by groups of enterprises

Bids may be presented by groups of enterprises. An enterprise may be associated to a Non Governmental Organisation if the later offers all the guarantees and experience required and complies with the laws in force.

In the case of groups of enterprises, any notification relating to the Invitation to Tender, and possibly to the bidder shall be valid if addressed to either enterprise acting as the proxy for the bidder(s) with which it is associated. The representative of a group shall be spelt out in the bid and proxy given to it.

Article 08: **PRESENTATION AND CONTENT OF BIDS:** Each bid shall include the following documents:

1. ENVELOPE A-Administrative documents

The bid submitted by a bidder shall comprise the following:

A1. The declaration to tender signed and stamped by the bidder or group representative with a valid Fiscal stamp of 1500 FCFA. *(see Form N° 01 for the format)*

A2 A Treasury Receipt showing the payment for the tender fee of **Thirty Six thousand (30,000) FCFA.**

A3 An attestation of a bank account in the name of the enterprise.

A4. The original copy of a bid security (Bank caution) of **Four hundred and eighty Thousand (480,000)** FCFA per lot from a bank accredited by the Ministry of Finance and recognised by COBAC ("Commission Bancaire pour l'Afrique Central") *(see Form N° 04 for format).*

A5. Attestation of fiscal conformity.

A6. A certified copy of Tax payer's card (with regime same as in Business Licence).

A7. An original certificate of non-bankruptcy from the court of First Instance of the Headquarters of the enterprise (Affidavit).

A8 Certificate of categorization

A9 An original current certificate from the National Social Insurance Fund (CNPS) certifying that the bidder has effectively paid his social contributions.

A10. A certified copy of certificate of incorporation

A11. An original Certificate of non exclusion from the Public Contracts Regulatory Board (ARMP).

A12. An original Attestation of site visit signed by The by contractor on honour.

A13. Attestation and plan of localisation of the enterprise

A14. The Special Tender Regulations initialized and signed on the last page.

A15. The Special Administrative clauses initialized and signed on the last page

A16. Power of attorney where necessary

A17. Group agreement as the case may be, that is, the agreement of association must be drawn up by a notary in case the bidder is representing a group of enterprises

N.B:

*Absence of the following documents shall result to out right rejection of the bidder's file

- ✓ Receipt for the purchase of tender file
- ✓ Bid security *(bid bond)*
- ✓ Bids not containing all the documents listed above or not in conformity with the models.

*All documents shall be originals as requested or certified true copies legalised by competent authorities or by authorities who issued the originals and must not be more than three (03) months old. All documents shall be arranged in the order listed above and separated from each other by colour separators

*Any document with double certification shall not be accepted.

2. ENVELOPE B-Technical documents

It shall contain the documents cited and placed in the following order:

No	DOCUMENT	SPECIFICATION	AUTHENTIFICATION
B1	**Equipment list**	It shall show clearly the means at the disposal of the enterprise to carry out the job *(See annex 11 for format))*	Attach certified copies of title deeds, receipts, etc. These equipment and tools must be present at the site before and during each phase
B2	**Personnel list**	It shall contain: ☞ **Works Supervisor**: Civil Engineer with at least 05 years' experience in the field of construction. ☞ **Foreman**: At least Civil Engineer with at least 3 years' experience in the field of	Attach for each person a CV *(signed and dated by the individual)* as well as a certified copy of highest diploma of each person concerned *(see annex 09 for format)* and a presentation of original of certificate, certified copy of the identity card.

		construction ☞ **Other support Staff**: A Builder, , carpenter, painter and electrician with at least 3 years' experiences	**NB-All key personnel must present commitment of availability duly signed & certified by the personnel concerned**
B3	**Methodology/ Organization of works**	Bids shall be assessed technically based on the understanding by the enterprise of the operations and the organisation intended for the execution of works, that is, it shall show clearly the organisation of the enterprise *(methodology of execution, work schedule, site installation, supply of materials, works to be sub-contracted, relating to the use of local manpower, etc)*	Date, signature and stamp of bidder at the end of document
B4	**Sub-contracting**	Information on the sub-contractor (equipment, personnel, references, etc)	Date and signature of sub-contractor (only 30% of the contract can be subcontracted)
B5	**Attestation of site visit**	Attestation of site visit where the works are to be carried out. It requires a site visit report containing coloured picture(s) of the contractor or representative conspicuously on site, signed by the Works Supervisor or site Foreman.	Dated and signed by the contractor or the Director of CDENO upon presentation of the Report of site Visit and site visit pictures
B6	**References of the enterprise.**	List of similar jobs executed by the enterprise and/or other civil engineering works realised within the past five years.	Amount of works, copies of (1st and last pages) and minutes of reception or attestation of effective realisation. Include accessible telephone number(s) of beneficiary service(s) to enable verification when need arises. *(see annex 10 for format)*
B7	**Financial capability**	Attestation of pre-financing delivered by a banking institution recognised by MINFI/COBAC of at least 55%	Date and signature of bank Manager in charge. *(filled format of annex 05 must be attached to it)*
B8	**Technical specifications**	Provided in tender file.	Initialled on every page and signed and stamp on the last page

1. **ENVELOPE C- Financial Documents**

No	DOCUMENT	SPECIFICATION	AUTHENTIFICATION
C1	**The tender**	Format to be completed and tender amount inserted.	Signature, date and stamp of bidder. *(see annexes 02 & 07 for format)*
C2	**Price enclosure Slip**	Sub-detail of prices proposed in the price list, that is, the price list in accordance with the model and stating prices exclusive of VAT in words and in figures	Initials on every page and signed on last page. All pages must be stamped with enterprise function stamp. *(see annex 13 for sample)*
C3	**Bill of Quantities and Cost Estimates**	Detailed cost estimates of the works.	Initials on every page and signed on last page. All pages must be stamped with enterprise function stamp.
C4	**Unit Price Schedule**	Format to be completed showing detail breakdown of prices.	Initials and stamped on every page

NB:

-All these documents are to be arranged in the above order and separated with colour separators.

-Plans supplied with tender file should not be submitted.

- Any bid that shall not include the above documents or contain documents non-compliant with the models shall be rejected
- The constituent documents of each envelope shall be numbered according to the order of the tender file.
- The entire constituent documents of (envelopes A, B, C), shall be sealed in a large anonymous external envelope labelled as follows:

All the constituent documents of envelopes A, B and C, shall be sealed in a large anonymous external envelope (fourth envelop) labelled as follows:

Note:

-All these documents are to be arranged in the above order and separated with colour separators.

-Plans supplied with tender file should not be submitted.

- Any bid that shall not include the above documents or contain documents non-compliant with the models shall be rejected
- The constituent documents of each envelope shall be numbered according to the order of the tender file.
- The entire constituent documents of (envelopes A, B, C), shall be sealed in a large anonymous external envelope labelled as follows:

All the constituent documents of envelopes A, B and C, shall be sealed in a large anonymous pack labelled as follows:

Address: TO ZHOA COUNCIL INTERNAL TENDERS BOARD

TENDER FILE
NO ____/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF ____/___/2026
FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION "RELAUNCHED"
"To be opened during the official session by the tender's board"

NB: Envelopes bearing any other inscriptions shall be purely and simply rejected

The three (03) constituent envelopes in the anonymous pack shall be labelled as follows:

ENVELOPE A « *Administrative documents* »
Name and address of bidder:
OPEN NATIONAL INVITATION TO TENDER
NO ____/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF ____/___/2026
FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION"RELAUNCHED"
"To be opened during the official session of the tender's board"

ENVELOPE B: «*Technical documents* »
Name and address of bidder:
OPEN NATIONAL INVITATION TO TENDER
NO ____/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF ____/___/2026
FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION"RELAUNCHED"
"To be opened during the official session of the tender's board"

ENVELOPE C: «*Financial documents* »
Name and address of bidder:
OPEN NATIONAL INVITATION TO TENDER
NO ____/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF ____/___/2026
FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION"RELAUNCHED"
"To be opened during the official session of the tender's board"

Any bid that shall not include the above documents or contain documents non-compliant with the models shall be rejected.

Article 09: SUBMISSION OF BIDS : Each bid shall be drafted in English or French, bound and presented in several copies:

- Seven (7) copies for envelope A, that is, **an original** and six copies , respectively labelled as such
- Seven (7) copies each for envelopes B and C, that is, **an original** and six copies , respectively labelled as such

These bids shall be submitted, against a duly signed receipt, at the Service for the award of contracts, ZHOA COUNCIL, **on or before** ...03 NOV 2026 **2026 at 10am prompt.** After this deadline no bid shall be submitted and no bid regularly submitted or dispatched shall be withdrawn, supplemented or modified. Each bidder after submission shall before departure ensure that the pack *(enclosing envelopes A, B and C)* is stamped sealed by this service. Hence, in the case where the pack shall not be sealed or without the inscription on it, the administration shall decline all responsibility for misdirection or premature opening. Any bid opened prematurely shall be rejected and returned to the bidder.

Hence all documents submitted by a bidder in any capacity, following this open national invitation to tender, must be established exclusively:

- In English or French language,
- Using the metric system for quantities,
- Expressing all costs prices in francs currency (FCFA),

Article 10: DURATION OF VALIDITY: Bidders shall remain committed to their offers for a period of Sixty (60) days from the last date of the submission of tenders, that is, the tenders shall be valid for 60 (Sixty) days with effect from their submission deadline. During this period, the Delegated Contracting Authority shall notify the successful bidder of his decision.

Article 11: COMPLIANCE OF BIDS WITH THE TENDER FILE: Shall be taken into consideration only bids received within the time-limits prescribed by the Public Notice for the Invitation to tender and presented pursuant to the provisions of articles of the Special regulations governing the invitation to tender. The Tenders Board shall make sure that each bid meets all the requirements, conditions and specifications of the tender file without any restriction. Bidders are bound to strictly comply with this measure as there can be no negotiation on the provisions of the tender file.

Article 12: OPENING AND ASSESSMENT OF BIDS: Bids shall be opened on a date and at the venue specified in the Notice of invitation to tender.

Very important remarks to note during evaluation:

- Any Bidder who shall not have 75% of the total score of the evaluation shall simply be eliminated.
- The competent Tenders Board shall open the envelopes in single phase and in the presence of the representatives of bidders who wish to attend at the date, time and address specified in the Special Regulations. Representatives of bidders shall sign a register attesting to their presence.
- 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 this withdrawal and if this notification 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.
- 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.
- Offers (and modifications received in accordance with the provisions of the article 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.
- 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.
- 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.
- 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 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.

  - No 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 to bidders nor to any person concerned with the said procedure before the announcement of the results.
- Any attempt by a bidder to influence the Evaluation sub-committee of bids or the Contracting Authority in his award decision may cause the rejection of his offer.

- Notwithstanding the provisions of paragraph above, between the opening of bids and the award of the contract, if a bidder wishes to enter into contact with the Contracting Authority, with reasons having to do with his offer, he may do so in writing.
- To ease the examination, evaluation and comparison of offers, the chairperson of the Tenders Board may, if he/she desires, request any bidder to give clarifications on his/her offer. This request for clarification and the response given are formulated in writing but no change on the amount or content of the offer is sought, offered or authorised, except it is necessary to confirm the correction of calculation errors discovered by the Evaluation Sub-committee during the evaluation in accordance with the provisions of the General Regulations.
- Subject to the provisions 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.
- 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.
- 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.
- 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 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 to the Tenders File.
- 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.
- The Contracting Authority reserves the right to accept or reject any modification, divergence or reservation. Modifications, divergences, variants and other factors which are beyond the requirements of the Tender File shall not be considered during the evaluation of offers.
- 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 Special Regulations. It is essential to avoid any arbitrariness in determining qualification.
- 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.
- 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.
- If the bidder who presented the lowest bid refuses the correction thus carried out, his offer shall be rejected and the bid bond may be seized.
- Only offers considered as being in conformity, as per the provisions of the General Regulations, shall be evaluated and compared by the Evaluation sub-committee.
- 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 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 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 the General Regulations and the Special Regulations by applying the rebates offered by the bidder for the award of more than one lot, if this invitation to tender is launched simultaneously for several lots.

g) If need be, in accordance with the provisions of 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 Contracting Authority in the Special Regulations.

➔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 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.

➔If the offer judged the lowest bid is considered abnormally low or strongly unbalanced in relation to the estimates of the 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 Contracting Authority may reject the offer.

➔As concern the Preference granted national bidders, if this provision 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.

12.1 **Eliminatory criteria:** Presentation of bids and compliance of administrative, financial and technical documents pertaining thereto shall be eliminatory criteria. Non-compliance with these criteria shall lead to the elimination of the bidder. The eliminatory criteria include:

- Bids) submitted in unsealed envelopes and packs;
- Offers (bids) submitted after the deadline or time limit;
- Absence of original or properly certified administrative documents, more than three months old in the administrative dossier;
- Incomplete technical or financial documents;
- Omission of unit prices ;
- None justification of capacity to pre-finance ;
- Technical and administrative evaluation mark less than 75% ;
- False declaration or forged documents ;
- Work Supervisor of the company having less than three (03) years of experience
- Site foreman having less than five (05) years of working experience;

12.2 **Essential criteria**

The preliminary evaluation shall be binary and Secondaired (YES/NO) based on the following essential criteria:

GENERAL PRESENTATION OF THE BIDS	- Table of content - Quality of the binding *(spiral binding recommended)* - The presentation of all documents required in order - Clarity of the documents i.e. ligibility - Availability of colour separator
EXPERIENCE OF THE CONTRACTOR (For old contractors) *See annex N° 02 for format*	- List of contracts successfully realised in the last 3years - At least 3/4of projects used above in the domain of construction. - Copies (first and last pages) of at least 2 of the contract presented - Copies of reception minutes (provisional/final) presented with exception for projects of last year (2025) *That is, Bidder's experience with similar works.*
QUALITY OF PERSONNEL AND MANAGEMENT OF THE COMPANY	- Company's organizational chart - Project's organizational chart - List of personnel deployed to the project Work Overseer: At least A Civil Engineer with at least 5 years

For the engineer show proof of current membership in the National Order of Civil Engineers NB-**All key personnel must present commitment of availability duly signed & certified by the personnel concerned with a certified copy of national Identity card** *See annexes N° 04 & Form N° 08 for format*	experience in the field of construction or Civil Engineering. Foreman; At least A Technician Civil Engineering with experience with at least 3 years' in the domain or GCE 'A' level Technical in construction or equivalent with at least 5 years' experience in the domain of Construction) - Curriculum Vitae (CV) of the above personnel signed and dated by the individuals respectively *(see annex N° 01 for format)*. - Certified copies of certificate(s) or diplomas of at least the key personnel relevant to the works concerned *That is, Qualification, skills and professional experience of key personnel relevant to the works.*
TECHNICAL EQUIPMENT NB- *These equipments and tools must be present at the site before and during each phase* *See annex N° 03 for format*	- The list of equipment for the project - List of tools for the project - Proof of ownership or performance invoices that to be hired. - Description of equipment (giving mark, registration ,etc) - Evidence of normal functioning of equipment - Distance between current and intended location of equipment *That is, Compliance with technical specifications of the tenders file as well as equipments and tools vital for the execution of the works.*
METHODOLOGY FOR THE EXECUTION OF WORKS	- Description of the organization of worksite and methods of execution of works with technical details - The planning (schedule of the execution of works) - Site visit attestation and Site visit report - The duration for the execution of the works - Environmental protection - Security measures on site - Sources and quality of materials - Appropriate technical specifications *That is, Methodological approach and relevance of proposed solutions as well as work planning and schedule.*

Bids shall be opened and assessed in two stages taking into account the Very important remarks mentioned above:

a) Stage I shall involve:

i) Opening of envelopes containing administrative documents which shall consist in cross-checking the compliance of documents, that is:-

- The administrative file must be complete and the constituent documents valid and authentic
- The bid bond shall comply with the prescribed model. Only bids that are found administratively compliant shall then be opened and assessed.

ii) Opening of envelopes containing technical documents which shall consist in cross-checking authenticity of the documents to see if they are complete, original copies and valid, if the documents are duly signed and if on the whole, the bids are in the right order.

Copies of the bids shall be assigned to an evaluation sub-committee for cross-checking of administrative documents and evaluation of technical documents.

NB: At this stage any offer that shall not Score at least 75% of the above criteria shall simply be eliminated.

b) Stage II shall involve only bids of Bidders who had at least 75% of the marks in stage I and whose financial bids (Envelope C) will be compared to have the lowest realistic bidders.

Remarks

- When the amount(s) of the lowest bidder shall look questionable, he/she shall be called upon to explain and if the explanations are not realistic, the next Enterprise on the ranking of amounts will be given the chance.
- The Sub-Committee of evaluation and analyses shall examine and fix the final amount of bid as follows:-
  - If the amount in figures and the amount in words differ, the amount in words shall be considered authentic.
  - If there is an inconsistency between the unit price and the total price obtained by multiplying the unit price by the quantity, the unit price shall be considered authentic, unless this is considered as a mistake in the unit price, in this case, the total price as it is stated, shall be considered authentic while the unit price shall be corrected.

- By adjusting according to relevant technical or financial criteria, any other quantifiable modificati difference or reserve.
- By taking into consideration the various durations for execution proposed by bidders, if they authorized to do so.
- Bids in which the bidder does not specify the unit prices for some items of the detailed estimate sh be rejected. Moreover, prices proposed for items for which quantities are not provided, shall not considered as part of the contract.

On a whole, the financial file shall be assessed over 100 points, the realistic lowest bid shall awarded the majority of points; the others shall be assessed as follows:

Article 13: **AWARD OF THE CONTRACT :** According to article 99(a) of the Public Contract Code, contract shall be awarded to the meritorious and lowest bidder through careful study which is carried out the details of prices, unit prices, the bill of quantities and cost estimates presented to make sure the bidder study the prices and has not made an arithmetic error to arrive at his final contract amount. Hence **contract shall be awarded to the bidder with the lowest realistic bid and who has the technical financial capacities required in the eliminatory criteria**. As concern the procedure for the award, it sh consist of:-

* The preparation, awarding and execution according to the rules and procedures defined by the legislat in force for Public contracts.
* The winner shall be notified through his official address or public media. He shall in two (02) days fulfil formalities related to the awards, especially to submit ten (10) copies of the proposed contract (complet and signed) to the office of the Contracting Authority. * In the case where the enterprise does not fu these conditions, his/her chance shall simply be annulled without further notice and the next contend shall be called in for replacement.

NB: Once the Contracting Authority has signed the contract, the contractor shall be notified. T contractor has three (03) days to contact the Contracting Authority for the beginning of execution works following notification of the Service Order to start work by the project owner. Failure to resp the duration shall call for withdrawal and eventual cancellation of contract.

* The contract can be cancelled outright in the cases provided for by Decree N°.:2018/366 of 20th Ju 2018 to institute the Public Contracts Code.

Article 14: **CLARIFICATIONS ON THE TENDER FILE:** Request for clarifications may be addressed by let or fax to the Contracting Authority at the following address:

THE LORD MAYOR ZHOA
THE Service for the award of Contracts
Useful information to enterprises

The Special regulations governing the invitation to tender provide instructions to bidders and set the genera conditions for the award of the execution of **THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL MENCHUM DIVISION,NORTH WEST REGION**

These instructions draw on the requirements of the strategy for the development of our Economic system implemented by the Government of the Republic of Cameroon taking into consideration the special provisio of the Public Contracts Code.

The general conditions for payment of the work executed are set out in the Special administrative conditio governing the tender file.

All the works are defined in compliance with the specifications, estimates and plans provided in this tender and shall be executed in partnership with the population of the said localities.

Observations :

- Bidders are advised to visit and inspect the work-site and its surroundings to obtain at their own cost, a information that may be necessary in preparing the bid and executing the works. Costs of the visit to the s shall be borne by the bidder.
- The Contracting Authority may organize a visit to the work-site dedicated for the preparation of the b referred to under the Special regulations governing the invitation to tender.
- Only works and services actually earmarked and executed under the contract shall be paid to t contractor without exceeding the prescribed quantities. Payment shall be done by application of unit prices the quantities and/or volumes of the tasks executed
- Control and follow-up operations of the building-site shall be carried out by the Divisional Delegate Public Works MENCHUM in collaboration with the Delegation of Public Contracts *(Staff of the Control Briga and other staff as the case may be)*. He shall report on the works executed, prepare payments that shall

Remarks:
- A unit price which shall be the price of an element of a good or service, of a type or an item of work, t
quantities of which are estimates in the contract shall be calculated in Francs CFA and furnish in figures a
in words without taxes, while the total amount shall be calculated without taxes and then with taxes accord
to the BQCE. The currency that shall be used for payment shall be the FCFA.
- As this invitation to tender will consist of a contract whose duration of execution is not more than one (
year, it shall not be subject to price revision.
- It shall be forbidden to introduce a price revision clause by way of additional clause in the contract awar
on the basis of a firm price.

6: Supplies equipment and authorised services

6.1: Supplies equipment and services that shall form the subject of the contract must originate from count
meeting the criteria of origin defined in the Special Regulations of the invitation to tender and
expenditure done within the context of the contract shall be limited to the said supplies, equipment
services.

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

7: Qualification of bidder

7.1 As an integral part of their offer, bidders must update the information requested of them, such as:-

(i) Access to a credit line or availability of other sources of funding; considering the scope of the services
production of recent balance sheets and turnovers may be required;

(ii) Orders acquired and contracts awarded;

(iii) Pending litigations and

(iv) Availability of indispensable equipment.

7.2 Bids presented by two or more associated undertakings (joint-contracting) must satisfy the follo
conditions:

(a)The offer must include all the information listed in article 6(1) above;

(b) The offer and the contract must be signed in a way that is binding on all members of the group;

(c) The nature of the group (joint or several) must be specified and justified with the production of a
venture agreement in due form;

(d) The member of the group designated as the representative will represent all the undertakings vis à v
Contracting Authority with regard to the execution of the Contract.

(e) In case of joint co-contracting, the co-contractors shall share the sums which are paid into a
account; on the other hand, each undertaking is paid in its own account where it is several co-contracti

7.3 Bidders must equally present sufficiently detailed proposals to demonstrate that they conform
technical specifications and delivery time-limits set in the Special Regulations of the invitation to te

7.4 National bidders and groups of national bidders requesting to benefit from the margin of preference
percentage is set at ten percent (10%) must furnish all the necessary information to prove that they sati
eligibility criteria set in article 32 of the General Regulations of the invitation to tender.

8: Signature of bids – *Power of Attorney*

8.1 All the signatures and initials needed for the tender and indicated in this article must be those
bidder himself or his/her representative duly mandated.

8.2 If the bidder is a group of enterprises, each group member or representative must sign the
documents such that the result shall be a joint offer. The group shall choose a common repres
who shall receive Service Orders and carry out all transactions in the name of the group.

Article 15: ADDENDUM TO THE TENDER FILE: The Contracting Authority may, at any moment befo
deadline for the submission of bids and for any reason, on his own initiative or following a request for
clarification addressed by a bidder, modify the tender file.

The addendum shall be written or addressed by fax to all the bidders who have acquired the te
and shall not be opposable to them.

Article 16: NOTIFICATION OF AWARD OF THE CONTRACT

- Notification

Within three (3) days maximum as from the date of reception of the award proposal, the Co
Authority shall publish the results and notify the successful bidder by letter, telex or fax and confirm th
of the contract.

- Release of the bid bond

The bid bond of unsuccessful bidders may be refunded on written request addressed to the Co
Authority after publication of the result of the Invitation to tender.

THE LORD MAYOR ZHOA COUNCIL
(CONTRACTING AUTHORITY)

VISAED by the **MAYOR ZHOA COUNCIL** and transmitted for payment into an account opened by the contractor to this effect.

- Works are placed under the supervision of the MENCHUM Participatory Project Follow-up Committee.
- Members of the Follow-up Committee may separately visit the site at any stage of the construction works and have access to the entire document pertaining to the follow-up for proper execution of works.

Hence, as concern:-

1: The scope of the tender

1.1 The LORD MAYOR ZHOA hereinafter referred to as the Contracting Authority, hereby launches an open national invitation to tender for the construction of the works described in the Tender File. The works, which form the subject of the invitation to tender features 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.

2: **Financing:** The source of financing of the works forming the subject of this invitation to tender shall be specified in the Special Regulations.

3: **Fraud and corruption:**

3.1 The Contracting Authority requires of bidders and contractors the strict respect of rules of professional ethics during the award and execution of this contract. By virtue of this principle, the Contracting Authority:

a) Defines, within the context of this clause, the following expressions in the following manner:

i) Shall be guilty of "corruption" whoever offers, gives, requests or accepts any gifts in view of influencing the action of a public official during the award or execution of this contract;

ii) Is involved in "fraudulent manoeuvres" whoever deforms or distorts facts in order to influence the award or execution of this contract;

iii) "Collusive practices" mean any form of agreement between two or among several bidders (whether the Contracting Authority is aware or not) aimed at artificially maintaining the prices of offers at levels not corresponding with those which will result from the forces of competition;

iv) And "coercive practices" mean any form of harm against persons or their property or threats against them in order to influence their action during the award or execution of a contract.

b) Will reject any award proposal if he determines that the proposed successful bidder is directly or through the intermediary of an agent, guilty of corruption or is involved in fraudulent manoeuvres, collusive or coercive practices for the award of this contract.

4: **Candidates allowed to Compete:**

(a) A bidder (including all members of a group of enterprises and all sub-contractors to the bidder) must not be in a situation of conflict of interest.

A bidder shall be judged to be in a situation of conflict of interest if he:

i) Is associated or was associated in the past with an enterprise (or a subsidiary of this enterprise) which provided consultancy services for the conception, preparation of specifications and other documents used within the scope of contracts awarded for this invitation to tender; or

ii) Presents more than one offer within the context of invitation to tender, except authorised variants according to article 18, where need be; meanwhile, this does not prevent the participation of sub-contractors in more than one offer.

(c) The bidder must not have been excluded from bidding for public contracts.

(d) A Cameroonian public enterprise may participate in the TENDER if it can demonstrate that it is:-

(i) Legally and financially autonomous,

(ii) Managed according to commercial laws and

(iii) Not under the direct supervisory authority of the Contracting Authority or his immediate collaborators.

5: **Calculation of prices:**

5.1 The amount shall be calculated on the bases of variable prices.

The bidder shall fill, in letters and in figures, the unit prices in the price enclosure slip and the unit prices are to be multiplied by the quantities given in order to obtain the amount of his offer for each item.

5.2 The price enclosure slip must be completed. Any price lacking on this form shall be considered as follows:

- The corresponding price on the bill of quantities and costs estimates;
- The highest corresponding price furnished by the bidder technically qualified, if it exist in the same lot,
- The average of all the prices of bidders in the same lot if the bidder is the only qualified one.

5.3 The bidder shall express the prices in the Price Elaboration Schedule (PES) and BQCE in francs CFA excluding taxes before adding the taxes to the BQCE only.

The prices on the PES shall have priority over those of the BQCE and PE. They shall serve as the bases of calculation of the bidding amount.

The eventual calculation errors shall be corrected by the Sub Committee for Analysis and the amount altered if necessary without any complaints from the bidder.

DOCUMENT No 03:

THE SPECIAL ADMINISTRATIVE CONDITIONS

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CHAPTER I: GENERAL PROVISIONS

Article 1: PURPOSE OF THE CONTRACT: The purpose of this contract is for the CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION

Article 2: LAWS AND RULES APPLICABLE: The laws and rules applicable are those in force in the Republic of Cameroon.

Article 3: MODE OF CONTRACT AWARD: This contract has been awarded following an OPEN NATIONAL INVITATION TO TENDER NO ____/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF ____/___/2026 FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION "RELAUNCHED" in accordance with decree N°: 2018/366 of 20th June 2018 instituting the Public Contracts Code.

Article 4: LANGUAGE APPLICABLE IN THE CONTRACT: English and French shall be the languages applicable in the contract.

Article 5: FUNDING: Works referred to in the Invitation to Tender shall be funded through the 2021 Public Investment Budget PIB.

Article 6: CONSTITUENT DOCUMENTS OF THE CONTRACT:

Documents of specific nature

- Special administrative conditions
- Special technical conditions
- Unit price list
- Detailed cost estimates (Contractor's bid)

Documents of general nature

- Decree No.2002/030 of 28th January 2002 relating to the setting-up, organisation and functioning of Public Contracts Tenders Boards;
- Decree No.2003/651/PM of 16th April 2003 to lay down the tax and customs regime applicable to Public Contracts;
- Decree No. 2018/366 of 20th June 2018 to lay down the Public Contracts Code;
- Order N° 033/CAB/PM of the 13th February 2007 bearing the general administrative conditions
- Circular letter N°002/CAB/PM of 31st January 2011 relative to the amelioration of the performance of Public Contracts system;
- Decree N°2012/075 of 8thMarch 2012 bearing the organisation of the Ministry of Public Contracts ;
- Decree N°2012/076 of 8th March 2012 modifying and completing certain dispositions of Decree N°2001/048 of 23rd February 2001 bearing the organisation and functioning of the Public Contract Regulatory Agency (ARMP) ;
- Circular letter N°001/CAB/PR of 19th June 2012 relative to the award and the control of the execution of public contracts.
- Circular letter N° 00000242/001/C/MINFI of 30th December 2021 on the instructions relating to the execution of the Finance Laws, the monitoring and control of the execution of budgets of the state and other public entities for the 2021 fiscal year
- Norms in force ;
- Instruments on environmental management.
- The circular No 000014.C/MINMAP/CAB OF 23 July 2025 on the condition for the constitution , guarantee preservation, release, restitution and realization guarantees in Public contract
- Other instruments specific to the domain concerned with the Contract
- Norms in force in the Republic of Cameroon and Other texts specific to contracting fields
- Other instruments specific to the domain concerned with the Contract

Article 7: **DEFINITIONS AND DUTIES:** For the implementation of the provisions of this contract:

1. **The Contracting Authority** (signatory authority) is the Mayor ZHOA Council
2. **The Authorizing Officer**, that is, The MAYOR ZHOA COUNCIL who shall address to the Divisional Delegate of Public Contracts for MENCHUM periodic reports on the financial situation. These reports will make known the state of the advancement of works, the financial situation (payment of the deductions) as well as the difficulties met during the execution of works.
3. **The Project Engineer: Divisional Delegate For The Ministry Of Public Works MENCHUM** in charge of supervising and controlling the execution of works and preparation of documents for payments...
4. **The Project Manager** is devolved to the *CDO Zhoa Council*
5. **The Contract Manager** is devolved to the Chief of Technical Service MINTP MENCHUM
6. **The Control Brigade** of the Divisional Delegation of Public Contracts for MENCHUM will carry out control rounds for the works of the Contract as per their attributions.

Article 8: **REPRESENTATIVE OF THE CONTRACTOR:**

8.1- Within fifteen (15) days that follow the date of notification of the service order to begin work, the contractor shall confirm the site foreman who shall have the right of representation and sufficient authority to direct the site. Signed by the contractor, this confirmation shall be addressed by letter to the Project Manager. Within 8 days, the confirmation shall be considered approved if the Contracting Authority does not give objection to it.

8.2- For the execution of the present Jobbing Order, the contractor "elects Residence in the Zhoa Sub-Division. In case of change of domiciliation without informing the administration, all notifications destined to the contractor shall be addressed care of *(c/o)* the Divisional Officer of the Sub-Division where the project is being executed

Article 9: **CONTENT OF WORKS:** The Works which form the subject of this contract are spelt out in the Special Technical Conditions.

Article 10: **NOTIFICATION/SERVICE ORDER AND CORRESPONDENCES**

Service Order: The Service Order shall be signed by the Contracting Authority and service order to start works by the technical service relating to the normal execution period of works.

Correspondence: The contractor shall address all written technical correspondences to the Project Engineer with copies to the authorising officer and the Contracting Authority.

NB:-The contractor has ten (10) days within which to give observations on all Service Orders received. The fact of giving out some reservations does not free the company from executing the Service Orders received.

Article 11: **KNOWLEDGE OF THE SITE, GENERAL CONDITIONS OF WORKSAND RESIDENCE OF THE CONTRACTOR**

The contractor (entrepreneur) shall visit the site at his expense to acquaint himself with the effective work to be done and make concrete performance proposals. He is expected to have visited and acquainted himself with the site of works and the surroundings so as to have adequate knowledge of all its features, the nature of works to be executed, the type of materials to be supplied, ways and means of access to the site, the necessary facilities, and also the following:-

- The general conditions of execution of works and in particular the specific needs.
- The proper physical conditions of the work site (the nature of soil, the nature and quantity of materials met on the surface or likely to be met underground, etc).
- The local, normal and exceptional meteorological and seismic conditions: their consequences (water erosion, the possibilities of flooding and the position of the water table).
- The local conditions, particularly those of supplying and storage of the materials.
- The means of communication, transportation, and the supply of water and electricity.
- The possibility of sufficiently providing the qualified manpower.
- All constraints resulting from the social legislation, the fiscal and customs regime applicable to him.
- The possible presence of nearby enterprises also executing distinct contracts.
- The obligation to conform himself to the hygienic and security plans as well as to the yard regulation and to the staff's security and discipline.

The contractor shall be bound to take up residence close to the work site. Failure to comply with this obligation or to indicate his new place of residence by writing to the Project Engineer, any notification addressed to his company shall be validly done at the office of the Divisional Officer of the Sub-Division where the project is being executed.

Conclusion-The contractor must obtain all information concerning the risks and the circumstances likely to influence the conditions of execution of works or their prices. To this effect, he will not be able to take advantage of any mistake, omission or imprecision contained in the clauses of the Jobbing Order at his own cost. He will regularize if the case arises, the damages without intervention of the administration.

Field inspection of the installations of preliminary works like the information to be posted on site, fencing of the site, etc by contractor with his/her personnel shall be carried out by Commission comprising of:

- The CA or his Representative — Chairman
- The Project Engineer — Secretary
- DDMINEPAT MENCHUM, — Member
- The CDO Zhoa Council — Member
- DD MINMAP MENCHUM — Member
- The Contractor — Member

CHAPTER II: EXECUTION OF THEWORKS

Article 12: CONSISTENCY OF THE WORKS, TIME-LIMITS FOR EXECUTION/TIME-LIMITS FOR MOBILIZATION

The works that form the subject of the present Jobbing Order, consist of all works foreseen in the bill of quantities estimated for THE CONSTRUCTION OF 16 MARKET SHEDS IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION

Time-limits for execution covers:

- Transfer of networks and traffic maintenance.
- Supply of materials;
- Realization of works;

Under no circumstances shall the duration for execution exceed **Ninety (90) calendar** days except in the situation of Force Majeure.

Time-limits for mobilization shall run as from the date of reception of the service order to start work. Within this time, the contractor shall not modify any of his unit prices.

Article 13: OBLIGATION OF THE CONTRACTING AUTHORITY

In case the Contracting Authority gets them by himself, the contractor shall refund him the amounts spent. He shall not claim payment for additional works executed unless they have been duly authorized in writing or by an additional clause.

Article 14: ROLE AND RESPONSIBILITY OF THE CONTRACTOR (ENTREPRENEUR)

The contractor shall provide to the Contracting Authority seven (07) copies of the registered contract, that is, four original copies and three photocopies. The contractor has as mission to assure the execution of works under the control of a Project engineer and in accordance with the rules and norms in force. Hence, the contractor is responsible with regard to the administration, for the organization and the conduct of the site, the quality of the materials and supplies used by him, their perfect adaptation to the needs of the site and the good execution of works. Works will be executed in accordance with the plans and technical specifications, that is, according to the rules of the art. To this effect, the contractor shall take all measures to provide all necessary means to hire competent staff.

NB:

-The contractor remains responsible for the totality of the site including interventions of his accepted Sub-Contractors. It is his responsibility to assure the coordination of the activities of the suppliers, of the Sub-Contractors whose contribution is necessary to him for the different working groups on site.

-Regular site meetings shall be held at the initiative of the Project engineer. The participation of the Work Supervisor and site Foreman in site meetings shall be obligatory. To this effect, the contractor shall keep a site register that shall be available to the project engineer and contractor's representatives.

-The contractor shall put in place all human and material resources necessary for the execution of works within the prescribed time-limits.

Hence:

*He shall fulfil his fiscal duties to the staff deployed for the execution of the works and shall put in place an installation and shall ensure the organization of the site, thereby guaranteeing the security of supplies and people on the site.

* He shall be held responsible therefore for any damage that may occur on the material and people on the site because of his works until the end of the period of guarantee.

*The contractor is responsible with regard to the contracting Authority for the quality of the materials and supplies used their perfect adaptation to the needs of the site and the good execution of works.

*The contractor shall be held fully responsible for accidents and damages of all nature that may occur to his staff, third parties, members of the Project team, his material for the realization of the present contract, during the execution of the works.

*He has the obligation to put back to its original state the surrounding environment damaged during the execution of the project.

Article 15: INSURANCE AND PROTECTION OF THE SITES

Civil liability

The contractor shall prove that he has taken out an insurance policy for damages of all sorts caused to third parties

- by his personnel,
- by the equipment used;
- Surrounding properties.

Comprehensive risks insurance: In addition, all the works under the project shall be covered by a comprehensive risks insurance issued to the contractor by a company approved by the competent authority.

Within fifteen (15) days as from the date of notification of the service order to start executing works, the contractor shall present an attestation from an insurance company attesting to the full payment of premiums and contributions relating to this contract. After this deadline, the contract may be terminated.

Protection of the site: The contractor shall be bound to ensure protection and safe-guarding of his construction site. He shall make sure that the populations stay away from the site, notably by demarcating the site clearly. He shall be held responsible for any accident that may occur on the sites and affecting the populations.

Ten-year guarantee: It shall be managed by the Civil Code.

Article 16: **PLANNING OF WORKS AND SUB-CONTRACTING:** Within ten days from the date of notification of the service order to begin works, the entrepreneur will submit to the Delegated Contracting Authority the program of works (planning) in five copies for onward transmission to the Project Engineer for appraisal and approval. Failure to submit this document within the stipulated period shall lead to suspension of the works. The contractor shall constantly update the planning of works, considering the advancement on site. Any important modifications to this program will only be applied after having received the project engineer's prior agreement. It shall be established every month end at the contractor's diligence and at his expenses, the state of advancement of works to be sent to the administration in seven copies.

The contractor may assign execution of part of the contract to one or several sub-contractors. The contractor shall not sub-contract work without the prior authorization of the Delegated Contracting Authority. This authorization shall not free the contractor from any of his contractual obligations. The contractor shall see to it that the sub-contractor is in order with Cameroon's Administration. Sub-contractors shall fulfil the same conditions as the main contractor. Non-compliance with the above provisions shall give rise to termination of the contract. Sub-contractors shall fulfil the same technical and financial conditions with the contractor. They shall execute the works under the sole and full responsibility of the main contractor

Whatever the case, before the Delegated Contracting Authority, the contractor shall remain solely responsible for the discharge of the contract as per the contractual obligations.

All subcontracting to a third enterprise of the execution of a part of the works foreseen in the present Jobbing Order is subordinated to the prior authorization of the Delegated Contracting Authority at a maximum of 30% of the total works described in this Jobbing Order.

Article 17: **CONSTRUCTION DRAWINGS AND DOCUMENTS:** Detailed drawings and other documents necessary for the execution of works shall be down up by the contractor based on the documents of the tender file.

These drawings shall be submitted to the Contracting Authority at least ten (10) days before the start of any work. Designs shall be checked and completed, if necessary, by the contractor who shall then give them to the Contracting Authority at least eight (08) days before the start of works. Within seven (07) days, the Contracting Authority shall make his remarks and observations known to the contractor. After this deadline, the Contracting Authority shall be considered as having given his approval.

The approval of the Contracting Authority shall in no way reduce the responsibility of the Project Engineer for controlling the execution of works.

Before the provisional reception, the entrepreneur will furnish the Contracting Authority five (05) copies of the report of works actually executed (plan de récolement) with one reproducible original. (Consult the Contracting Authority for the format)

That is, plans of details and other necessary documents for the execution of works will be established by the contractor on the basis of the technical file.

Article 18: **EQUIPMENT AND PERSONNEL FOR THE PROJECT:** The contractor shall undertake to mobilize the human and material resources necessary for satisfactory execution of works as required by the Special Administrative and Technical Conditions.

Any amendments to this contract shall be subject to the prior written approval of the Contracting Authority. In case of any replacement of personnel, the contractor shall replace personnel with personnel of at least equal competence (qualifications and experience) or in case of equipment, with of equal performance and in good working condition.

Whatever the case and except in case of force majeure, the contractor shall not replace more than fifty percent (50%) of his personnel without being liable to the procedure for termination of the contract.

If the Project Engineer requests for the replacement of a worker for serious misconduct duly recorded by both parties, the contractor shall immediately replace the said worker at his own expense.

Article 19: REPLACEMENT OF SUPERVISORY STAFF

In case of replacement of supervisory staff - either the work supervisor or the site foreman, the qualification of the personnel proposed shall at least be equal to that of the staff replaced. The contractor must notify the delegated contracting authority and other project team members in writing. **In case the qualification of the personnel proposed is lower than that of the staff replaced but complies with the requirements of the tender file, the contractor shall be liable to a penalty worth five over one thousand (5/1000th) of the amount of the contract.**

Article 20: MODIFICATION TO STRUCTURES

During execution, the Delegated Contracting Authority shall reserve the right to bring any changes, suppressions and additions to the structure as well as possible suppressions of some works without financial incidence necessary for the proper execution and successful outcome of works. However, this shall be the subject of additional clauses and shall not entitle the contractor to claim compensations or indemnity whatsoever, apart from those provided for in the Special Administrative Conditions.

Article 21: MATERIALS

The contractor shall, at his own expense, look for extraction sites of materials necessary for the execution of works if it is incumbent on him to supply materials.

The materials shall comply with the Special Technical Conditions. They shall be subject to tests and trials that the Project Engineer may prescribe in accordance with the specifications of the contract.

The contractor's means of control, put in place by him at his own expense, shall enable him to carry out the extraction, preparation or production on site, as well as on the construction site, to ensure constant, regular and permanent control.

Article 22: DEMOLITION OF FAULTY STRUCTURES, UNAPPROVED MATERIALS, PENALTIES AND RESTRAINT OF DELAY

The Control Brigade in collaboration with the Project Engineer shall have the right to order in writing:

1) Removal from the site within forty-eight (48) hours of all materials considered non-compliant with the specifications of the contract and their replacement by the right materials approved following laboratory tests.
2) Proper demolition and reconstruction of any structure or part of structure considered non- compliance with the requirements of the contract, with regard to the mode of execution as well as the materials used.

In case of non-compliance, expenses shall be charged to the contractor.

In case of delay on the duration of execution of works fixed by this Jobbing Order, the contractor shall be liable to lateness penalties which rate corresponds to 1 /2000th of the amount of the Jobbing Order from the first to the thirtieth day of delay and 1 /1000th of the amount of the Jobbing Order for each day above 30 days of lateness. Where the total penalty (amount) exceeds 10% of the contract sum, the Jobbing Order shall be terminated.

Article 23: RIGHTS AND PATENTS

The contractor shall, if necessary, agree with owners or holders of patents whose processes he has applied or intend to apply. He shall pay the required royalties and protect the Contracting Authority against any legal proceedings in the matter.

Article 24: WORK PHASES

The contractor shall respect the breakdown of works into various phases as spelt out in his bid so as to make control easy and meet the duration stated in his work plan.

Article 25: ACCESS TO THE SITE

The Project Engineer and any other authorized person by the authority in charge of Public Contracts may at any time, have access to works, on the site, to workshops and any work place, as well as any place where the materials, manufactured products and tools used for works obtained.

Moreover, as part of the duty of checking the effectiveness of works, duly mandated representatives of bodies in charge of payment shall have access to the site and to any information necessary for the achievement of this mission.

Article 26: DUTIES OF THE PROJECT ENGINEER

The duty of the Project Engineer is to ensure that works are executed properly and in accordance with the terms and conditions of the contract. The Project Engineer shall not relieve the contractor of any of his obligations under the contract or order any task that may delay the execution of works or lead to additional payment by the Delegated Contracting Authority or order any significant modification to the structure to be constructed. The Project engineer shall have the power to prepare and sign orders for technical services.

At the request of the contractor and Project Engineer, counter-records may be drawn up to fix quantities for some structures. Such records shall be needed in case a structure may not be measured again. The Project Engineer shall have the following duties:

- Controlling works on the site to ensure that they are advancing in accordance with the agreed schedule of execution;
- Controlling and approving execution plans, drawings and designs;
- Cross-checking and approving the implantation of works, as each implantation shall be subject to an approval report signed by the Contracting Authority and the contractor;
- Controlling and approving origin of materials and compliance with the terms and conditions of the contract;
- Making a daily statement on works and supplies presented by the contractor;
- Controlling the detailed accounts and provisional monthly statements on works submitted by the contractor;
- Proposing solutions or specifications about works underway to the foreman or contractor;
- Making proposals for preparation of provisional or final acceptance to the Delegated Contracting Authority at the request of the contractor;

Article 27: PROJECT SITE MEETINGS

Project site meetings shall hold on weekly basis on the project site except at the initiative of the Project Engineer. The contractor shall be bound to attend these meetings, the reports of which shall be signed on the spot by the participants. The minutes of this meeting shall be forwarded the authority in charge of Public Contracts within 72 hours.

Article 28:SITE RECORD

A project record shall be kept by the contractor and put at the disposal of the Project Engineer or contractor's representative.

On a daily basis, entering in this record it shall include the following details:

- Administrative procedures relating to the execution and settlement of the contract (notifications, trial results, daily statements);
- Weather conditions;
- Receipts of materials and authorizations of all sorts;
- Incidents or details of all sorts having some interest with regard to the future handling of the structures or the actual duration of works;
- Works done during the day, the personnel and material used;
- Works progress;
- Required prescriptions;
- Detailed quantities of works;
- Works done by sub-contractors;
- Non- compliances;
- Official visits.

The contractor may also record incidents or remarks that are likely to give rise to complaint on his part.

This record shall be countersigned by the Project Engineer and the foreman following each visit to the site, and visa after each project meetings. For any claim that the contractor may make, only events or documents mentioned in due time in the project record shall be taken into consideration. Any refusal to present, or any attempt to destroy all or part of this journal or to forge it, shall give rise to sanctions. Whatever the case, the contractor shall not take advantage of the impossibility to consult the project record.

Article 29: PUTTING THE SITE AT THE DISPOSAL OF THE CONTRACTOR

All the provisional structures necessary for the execution of works such as offices, garage, workshops, and accommodations for personnel, quarries, borrow pits and paths shall be constructed only on premises approved by the Project Manager in agreement with the administrative and traditional authorities of the locality.

Within the limits of their powers, the administrative or traditional authorities of the locality shall put at the disposal of the contractor, free of charge and for the duration of works, the State private or public property necessary for the project. State property put at the disposal of the contractor shall be cleaned at the end of works.

Article 30: SECURITY MEASURES

The contractor shall have the duty to supply and maintain, at his own expense, any lighting, security, fence and guarding device necessary for a proper execution of works as demanded by the competent authority.

Article 31: ENVIRONMENTAL PROTECTION

The contractor shall be bound to comply with instruments governing environmental protection in the Republic of Cameroon and notably Framework Law No. 096/12 of 05 August 1996 on Environmental Management.

He shall particularly comply with the Special Technical Conditions relating to environmental protection.

Article 32: CLEANING OF THE SITE

Cleaning of the site includes disposal of structures, equipment, materials and debris. It shall be performed within thirty (30) days as from the date of acceptance and before approval of the general and final statement of works.

Article 33: OPERATIONS REQUIRED BEFORE ACCEPTANCE

Prior to the acceptance, the contractor shall request in writing to the Project Engineer, the organization of a technical visit before acceptance. The team for this visit will be composed of:-

- The Project Engineer ..... Secretary
- The Contractor or Representative ..... Member

Remark: ***For each of the receptions, a report shall be prepared by the Secretary on the site and signed by all the members on the site.***

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 Engineer and countersigned by the contractor.

Following this pre-acceptance visit, the Commission 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. The Project Engineer shall ensure that the reserves are effectively lifted before the Provisional acceptance is convened.

Article 34: ACCEPTANCE *(Provisional reception)*

Provisional acceptance shall be granted at the request of the contractor in case the execution of works is satisfactory.

The acceptance committee shall be made up as follows:

- Contracting Authority or Representative..... Chairman
- The Project Engineer ---------- Secretary
- The DDMINEPAT..... Member
- The CDO Zhoa Council..... Member
- DDMINMAP MENCHUM..... Member
- DDMINDDEVEL MENCHUM..... Member
- The Stores Accountant Zhoa Council..... Member.
- Beneficiary---------- Member.
- The contractor ----------

As soon as the contractor by writing informs Chairman of the reception committee, he shall summon meeting of the committee to carry out the provisional reception.

The provisional reception shall proceed the technical acceptance comprising the project engineer, chief control brigade, project manager (chief of award of contracts) and the contractor

After a visit to the site, the committee shall examine the report or minutes of the operations required before reception and carry on the reception if appropriate.

The provisional acceptance shall give rise to a reception report which shall be signed on the spot by all the members of the committee. This report of provisional technical reception shall mark the end of works.

Remark: ***For each of the receptions, a report shall be prepared by the Secretary on the site and signed by all the members on the site.***

Article 35: PERIOD OF GUARANTEE

The period of guarantee concerns works relating to the structure and exhaust equipment that may be installed.

This period shall last for twelve (12) months as from the day of provisional acceptance.

Article 36: MAINTENANCE DURING THE PERIOD OF GUARANTEE

During the period of guarantee, the contractor shall repair, at his expense and in due time, any disorder that may occur as a result of defects in the structure.

Before the Contracting Authority, the contractor shall be responsible for any disorder that may occur to the structure, except those resulting from fair wear and tear, even those which have not been recorded by the Project Engineer. The contractor shall within twenty (20) days carry out the repairs. After this deadline, the Project Engineer shall have the right to have the repairs carried out at the contractor's expense.

Article 37: FINAL ACCEPTANCE

After visiting the site, the acceptance committee shall examine the report of provisional acceptance and carry on the final acceptance if appropriate. The final acceptance shall give rise to an acceptance report signed on the spot by all the parties.

The acceptance committee shall be the same as those for the Provisional Acceptance above..

Following final acceptance, the Chairperson of the committee shall draw up a report which may declare the following:

- Acceptance of works without reserve;
- Refusal of acceptance of works;
- Acceptance of works with reserve.

Within the time specified by the committee, the contractor shall:

- either lift the reserve made during the provisional acceptance
- or carry out a new acceptance.

Remark: ***For each of the receptions, a report shall be prepared by the Secretary on the site and signed by all the members on the site.***

Article 38:LAWS GOVERNING LABOUR

The contractor shall abide by the laws governing labour in the Republic of Cameroon. As far as possible, he shall give pride of place to Cameroonians during recruitments.

CHAPTER III- FINANCIAL CONDITIONS

Article 39: AMOUNT OF THE CONTRACT

The amount of this contract shall be ..... **Francs CFA** and shall be stated in the detailed estimates, on the fly leaf and on the signature page.

Article 40: PRICE CONSISTENCY

Contractor's price:

The prices stated on the unit price list shall be considered as having been set on the basis of the economic conditions prevailing in the Republic of Cameroon during the month preceding that of submission.

The contractor shall be considered as having perfect knowledge of all the constraints relating to the execution of works and all the conditions that may influence this execution, as he must have personally been to the site before submitting his bid, notably:

- the nature and quality of the land and soils;
- transport and access conditions to the site at any period of the year;
- constraints relating to the geographic situation of works;
- water regime and rainfall in the area and possible risk of flood ;
- presence or absence of a Development association in the village.

The amounts of the price list comprise all the expenses of the manpower participating directly or indirectly in the execution of works, including salaries and allowances, insurance charges, wage bill, travelling expenses.

They also comprise the following headings:

- Conveyance, assembling, maintenance, dismantling and folding up of all the structures including offices, laboratories, possible quarry material, workshops, accommodation etc;
- Conveyance, supply, storing and transport of all the materials, ingredient, fuel, lubricant, etc;
- Maintenance of existing structures used for the execution of this contract;
- Prospecting for sources of materials, extraction, storing , drainage of deposits;
- Measures aimed at reducing direct environmental impacts;
- Maintenance of structures during the period of guarantee;
- Insurance including civil liability;
- Insurance charges for the project;
- Financial charges and overheads for the project;
- Remuneration for profit and unknown factors.

Prices on the price list shall include all the execution charges whether or not they are provided for in the Special administrative conditions or the Special technical conditions. A modification of quantities may be brought in the volume of works, increasing or reducing it, irrespective of the volume of the works actually executed; unit prices of the unit price list shall be applied.

Article 41:SUB -DETAILED PRICES

The contractor shall have provided in his bid, the price sub-detail schedule, drawn up in accordance with the rules in force, and stating details on the amount of charges, allowances and manpower as well as the assembling, maintenance, dismantling, depreciation of the structures, tools and equipment as well as miscellaneous charges, overheads, incidental expenses and profits.

Article 42: ADDITIONAL WORKS - VARIATION IN THE VOLUME AND NATURE OF WORKS

In case of increase of the volume of works, or structures not provided for in the contract, no additional work shall be executed by the contractor unless the competent authority has issued a service order to request the said service.

Unit prices of the Price list shall be applied if the additional works have new prices. The validation of these prices shall give rise to an additional clause. Shall be considered as new any price not provided for in the unit price list or the detailed estimates of this contract but which has been presented in the contractor's bid.

Article 43: MODE AND VENUE OF PAYMENT OF WORKS EXECUTED

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

- Record of works carried out:

At the end of every month, the contractor and the Project Engineer shall draw a joint statement summarizing and setting the quantities achieved and recorded for each heading of the Price list during the month and which may give right to payment.

- Monthly account
- Not later than the fifth (5th) of the month following the month when the work was carried out, the contractor shall furnish to the Project Engineer seven (07) copies of three draft (03) provisional monthly accounts.

End of work account

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

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

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

- General and final account

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

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

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

- Payment of works:

Payment shall be done by the Municipal Treasurer upon a VISA affixed by the LORD MAYOR ZHOA COUNCIL after commitment by the Divisional Controller of Finance after receiving accounts drawn up by the enterprise and signed by the Authorizing Officer upon presentation of an account drawn up by the contractor seven (07) copies including the stamped original copy.

Each request for payment shall include the following documents:

- Seven copies of the account mentioned above;
- Seven copies of signed Statements of work done;
- Acceptance report signed by all the members of the acceptance committee;
- Report of execution of work signed by the Project Engineer and bearing the visa of the authorising officer ;
- Release of the retention guarantee signed by the Project Engineer in case of final acceptance of work;
- A copy of the following documents making up the tax file certified by the relevant Authorities and dated less than three (03) months:
  - a tax payer's card;
  - a business licence;
  - a clearance attesting to the payment of taxes;
  - an attestation of Fiscal conformity;
  - an attestation of localisation;
  - a plan of localisation;
  - an attestation of solvency;
  - an attestation of Bank account;
  - an attestation of NSIF.
  - ARMP certificate

- Default interests

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

- Currency

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

REMARK

Payment on account may be spread over the duration of the execution of the jobbing order according to technical execution phases as defined in the jobbing order. The amount of payment shall not exceed the value of the technical execution phases carried out. In such a case, for payment to be effected the contractor shall before the 5th of the every month following the works executed transmit seven (7) copies of the partial invoices to the Project Engineer who shall within a time-limit of seven (7) days approve and forward for processing by the services of MINFI.

Article 44: START-OFF ADVANCE

a) 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 banking institution Secondaired in Cameroon and approved by the Ministry in charge of Finance. The bond shall be drafted according to the model enclosed in Appendix.

b) 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.

c) Release of bond

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

Article 45: FINAL BOND

a) Guarantee

The security to guarantee the proper execution of the contract shall be provided within twenty (20) days as from the date of notification of the contract. It shall be kept by the Contracting Authority. The bid bond shall be refunded to the contractor once the final bond has been provided

b) Amount of the final bond

The amount of the final bond shall be 2% of the value of the contract all taxes inclusive (ATI). This security guarantee may be replaced by a bank guarantee issued by a first-rank banking institution approved by the Ministry in charge of Finance.

c) Release of bank guarantee

Upon completion of works, the bid bond or the bank guarantee shall be refunded at the written request of the contractor.

Article 46: RETENTION BOND

To guarantee the proper execution of works, 10% of the value of the contract of the structure concerned shall be deducted from the amount of each payment on account.

Article 47: PAYMENT

Within the meaning of the security regime laid down by decree No. 2018/366 of 20TH June 2018, the following definitions shall apply:

- Authority in charge of settlement of the expenditure: the Contracting Authority;
- Authority in charge of paying the VAT: the Contracting Authority ;
- The Municipal Treasurer shall be in charge of payments;
- Security shall be subject to the rules governing public contracts;
- Payments shall be done by bank transfer.

Article 48:INSURANCE AND PROTECTION OF THE SITES

Civil liability

The contractor shall prove that he has taken out an insurance policy for damages of all sorts caused to third parties

- by his personnel, salaried in service;
- by the equipment used;
- due to works.

Comprehensive risks insurance

In addition, all the work under the project shall be covered by a comprehensive risks insurance issue by a company approved by the competent authority. The expenses incurred for this insurance shall b charged to the contractor.

Within fifteen (15) days as from the date of notification of the service order to start executing work the contractor shall present an attestation from an insurance company attesting to the full payment premiums and contributions relating to this contract. After this deadline, the contract may be terminated.

Protection of the sites

The contractor shall be bound by protection and guarding of his construction sites. He shall make su that the populations stay away from the sites, notably by delimitating the sites clearly. He shall be he responsible for any accident that may occur on the sites and affecting the populations.

Ten-year guarantee

It shall be managed by the Civil Code.

Article 49: VARIATION OF PRICES

Under this contract, prices shall be unit and fixed prices. These prices shall be final and unchangeable.

Article 50:STAMP AND REGISTRATION

Seven (7) original copies of each constituent document of this contract shall be stamped registered by and at the expense of the contractor, in accordance with the laws in force; within fifteen days as from the date of notification of the contract.

Article 51: TAX AND CUSTOMS REGIME

As concerns taxes, this contract shall be subject to the laws in force in the Republic of Cameroon.

Article 52:PENALTIES

In case of failure by the contractor to complete the work within the contractual time-limits, he sha subject to the following penalties:

- 1/2000th of the amount of the contract per calendar day overrun, from the 1st to the 30th day;
- 1/1000th of the amount of the contract per calendar day, beyond the 30th day;
- Penalties for lateness shall not exceed ten per cent (10%) of the amount of the contract;

A percentage higher than 10% shall lead to termination of the contract.

CHAPTER IV: FINAL PROVISIONS

Article 53:RISKS, RESERVES AND FORCE MAJEURE

Force majeure shall include the effects of natural disasters or any other external events th contractor could not have reasonably foreseen or avoided, and which make works impossible and no costly.

In case of force majeure, the contractor shall be relieved of his responsibility only if he has not writing to the Project Engineer of his intention to put forward this force majeure. This shall be done bef end of the 20th day following the event.

It is up to the Project Manager to decide on the nature of force majeure and the evidence given contractor.

Article 54: SETTLEMENT OF DISPUTES

Any dispute arising between the parties shall be subject to an attempt at a direct amicable settlement. In the absence of an amicable settlement, any dispute relating to this contract shall be carried before the Cameroonian court of competent jurisdiction.

Article 55:TERMINATION OF CONTRACT

The contract may be terminated as per article 182 of Decree No.2018/366 of 20/06/2018 to lay Instructions on the Public Contracts Code and the following special conditions:

- Death of Allotttee; In the case of the project owner may where applicable, authorize that the proposals made by the rightful claimants to continue service provisions be accepted;
- Bankruptcy of the Allottee ; In this case, the project owner may, where applicable, accept proposals that could be made by creditors to continue service provisions ;
- Judicial liquidations; If the administrations contracting partner is not authorized by the court to continue operating business;
- In the case of subcontracting, co-contracting or subsidiary orders without the prior authorization of the project owner;
- Default by the administrations contracting partners duely established and notified by the project owner;
- Failure to comply with the laws and regulations;
- Significant price variation under the conditions laid down by the general administrative clauses due to changes in economic conditions or in the initial quantities of the contract;
- Duly established fraudulent and corrupt practices;
- Non-payment of insurance charges.

Article 56:SPECIAL COMMERCIAL CHARGES

The contractor declares that this contract agreement has not given and shall not give rise to the collection of special commercial charges.

In case special commercial charges are provided for under this contract agreement, the contractor shall reserve the amount of these charges for the Project Engineer on behalf of the Contracting Authority.

Moreover, if it is established that the contractor has received special commercial charges, he shall be subject to the sanctions provided for by the laws.

Article 57:INTERNATIONAL TRANSPORTS

In case the execution of this contract requires transport of materials and equipment from abroad to Cameroon and vice versa, this transport shall be carried out in compliance with the provisions of international covenants and agreements at the expense of the contractor.

Article 58: VALIDITY AND ENTRY INTO FORCE OF THE CONTRACT

This contract shall become valid only after it must have been visaed by the Divisional Controller of Finance and signed by the Contractor and the Contracting Authority. It shall enter into force upon notification of the contractor by the Competent Service.

Article 59: INFORMATION TO BE POSTED

The Contractor shall put up a visible sign board (*total height=2,80meters, width=1,20meters, board thickness=2,5centimeters at 1,20meters above the ground level with poles embedded in concrete*) at the entrance of the site on a place approved by the Project Engineer, bearing the following text:

REPUBLIC OF CAMEROON
Peace - Work – Fatherland
JOBBING ORDER N°.....
FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION.
CONTRACTING AUTHORITY/AUTHORISING OFFICER: THE LORD MAYOR ZHOA COUNCIL
CONTRACT MANAGER: *THE CDO ZHOA COUNCIL*
PROJECT MANAGER: THE CHIEF OF TECHNICAL SERVICE PUBLIC WORKS MENCHUM
CONTRACTOR:.....
PROJECT ENGINEER: THE DIVISIONAL DELEGATE FOR THE MINISTRY OF PUBLIC WORKS MENCHUM
FINANCING: 2021 PUBLIC INVESTMENT BUDGET (MINEDUB)
AMOUNT:.....
DURATION OF CONTRACT: NINETY(90 calendar days)

DOCUMENT N° 04: THE SPECIAL TECHNICAL CONDITIONS

TECHNICAL SPECIFICATION

INTRODUCTION

These present technical specifications are aimed at prescribing the norms relative to the CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA JN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION.

The different phases of the project shall be realized in conformity with the present technical specifications. The works shall be realized under the strict control of seasoned civil engineers and competent technicians.

B-METHOD FOR THE EXECUTION OF THE WORKS

a) Works of micro-project a.

The following are the various works of the micro-projects

a.1: The Construction of the locked-up market sheds

The works here include the following task

- Preliminary works which include site installation and setting out of the building
- Earth works
- Foundation works
- Elevation of the walls
- Concreting of pillars
- Building of the sales slabs
- Roofing works
- Plastering and Electricity works
- Painting works
- Cleaning of the site.

a-2: The Construction of the warehouse

The works here include the following task

- Preliminary works which include site installation and setting out of the building
- Earth works
- Foundation works
- Elevation of the walls
- Concreting of pillars
- Roofing works
- Fitting of metallic works
- Plastering and Electricity works
- Painting works
- Cleaning of the site.

a-3: The Construction of the VIP Latrine

The works here include the following task

- Preliminary works which include site installation and setting out of the building
- Digging of the pit
- Foundation works
- Concreting the floor slabs
- Elevation of the walls
- Concreting of pillars
- Roofing works
- Fitting of metallic works
- Plastering and Electricity works
- Painting works
- Cleaning of the site.

a-4: The extension of water to the Market

The works here include the following task

- Trenching for the pipeline
- Trenching for the stand tap
- Laying of pipes and backfilling

b. Equipment of the site

Equipment, materials or furniture for exploitation

MARKET SHED S CONSTRUCTION WORKS

EXCAVATION WORKS.

4.1] Description.

This item shall consist of all excavation and backfill works in accordance with these specifications and in conformity with the building drawings and as indicated by the supervisor. All tree stumps and roots shall be removed and boulders blasted to achieve a minimum level of foundation depth. Extra care shall be taken to avoid damage to underground services such as telephone lines, water mains and electricity. Any damage caused to these services will be maintained at the contractor's expense. Soil testing to ascertain the bearing capacity o the subsoil shall be at the contractor's expense. Excavations for the foundation, soakaway pit, drain pipeline, gutter and gully chambers shall be performed by the contractor.

BACKFILLING

* Backfill for the piping system shall be performed by the local communities.
* Backfill for all other items shall be performed by the contractor.

2] Execution methods.

Excavation works for foundation implantation shall be manual and carried out by the contractor. The supervisor shall inspect the excavations before the contractor can begin any construction work. Excavation shall be made to reduced levels and dimensions depending on the type of soil but shall be at least 100cm in depth. All structures shall be constructed on hard bearing subsoil. The supervisor shall approve the depth of the excavation before the construction work starts. The foreman must see that all plant stumps and other obstructions encountered in the course of excavation are removed.

3] Maintenance of excavations.

The contractor shall carry the risk of collapse of excavated trenches by taking necessary precautions and the nature of earthwork support shall be entirely at his/her own discretion. Any earthwork support to avoid collapse of trench and embankment shall be at the contractor's expense.

No water shall be allowed to accumulate in any portion of the excavations.

The excavations shall be protected against flooding and any water entering in it whether by seepage, rains, storms, floods or any other way. Water in the excavations shall immediately be removed by pumping or bailing. It is the contractor's responsibility to keep excavations dry and the contractor shall remove all water, at his expense.

FOUNDATION WORKS

3.1 Description.

This refers to all works below ground level and the super structure and shall include foundation concrete and block masonry. The foundation type shall be strip foundation implanted on good bearing subsoil. The foundation concrete shall be PC.35kg/m3 and 15cm thick in accordance with the specification of mixes mentioned herein after and construction plans. The sub-super structure will be constructed in block masonry with a mortar mix of 250kg/m3, for more details see specification of stonework.

3.2. Construction method

Lean concrete 70mm thick in PC.150kg/m3 shall be laid in the trench to receive the reinforced with ø0concrete foundation. The foundation concrete shall be 15cm thick of mix .350kg/m3and ø12mm iron rods, consolidated. The construction of foundation substructure in cement block masonry shall be in stretcher courses of 20cm height with cement blocks of 40cm x 20cm x 20cm. The mortar mix shall be as PC.250kg/m3 specified in the mixture table for block masonry work.

WALL RAISING WORKS

4.1.Description.

They refer to all works in raising the walls to ceiling level depicted in the building construction plans. Standard blocks of 40cm x 15cm shall be used for the wall construction and wall height is 3.15m. Reinforced concrete lintels shall be cast over doors and windows openings and a reinforced concrete beam wall plate shall be cast round the external wall on which the roof truss rafters shall be anchored.

4.2 Method of construction.

Concrete block walls shall be built in stretcher bond to course heights of 21.5cm inclusive of 15mm mortar joint thickness. Cement mortar with the specified sand grade and dosage of PC.250kg/m3 and the mixture batch in the table shall be used both for concrete block works.Door and window hiehgts shall be 220cm above floor level and the frames shall be fixed with 6-inches nails into the walls. Reinforced concrete lintels of dosage PC.350kg/m3 and iron rods of 4ø10mm with stirrups of ø6mm spaced at 15cm shallbe used. The wall plate beam shall be in reinforced concrete of dosage PC.350kg/m3 and iron rods of 4ø10mm with stirrups of ø6mm spaced at 15cm. Anchor iron rods of ø8mm shall be cast into the concrete wall plate beam to fix the timber truss rafters at intervals specified on the construction drawings.

ROOF WORKS

Description

They refer to the construction of the roof with wood, the fixing of roofing sheets to the building and ceiling works. The types of wood to be used are mahogany and iroko and the use of eucalyptus may only be recommended by the supervisor. Only mature well seasoned hardwood will be allowed for use. Corrugated Aluminum Tôles bar 5/10è roofing sheet of 6m shall be shall be a gable end rood.

Method of construction.

The type of roof will be gable end rood with a pitch angle slope>12°on both sides. The roof framework will be timber truss rafters jointed with 6-inches nails and anchored to the reinforced concrete wall-plate beam with 8mm reinforcement iron rods as specified in the construction drawings. The purlins will be fixed to roof trusses with 5-inches nails and the roofing sheet shall be fixed to the purlin with corrugated hook bolts to which has been applied tar creosote. A single coating of wood preservative of solunium will be applied to all wood surfaces. Only skilled carpenters should be employed on the roof work.

METAL WORKS

6.1 Description.

Metal work shall refer to all finishing works done to doors and windows such as door shutters, frames or protections made with metal sheets or angle bars etc. it will imply its provision and fixing into position as specified in the construction drawings.

6.2. Construction method.

The metal components shall be constructed as specified and all metal sheets shall not be less than 1mm and angle bars less than 3mm in thickness. All metal anchors into walls shall not be less than 10cm and shall be fixed solid andfirm. Door and window metal work shall be done with solid welding and stud to breakage by rubbery. Only skilled metal workers shall be employed. No rusted or recycled metal will be allowed for use in metal work.

PLUMBING WORKS

8.0. Plumbing work

No plumbing and installation work shall be part of this project.

ELECTRICITY WORKS

8.1.Description

There is no electricity network but the building will be electrified. electrical wiring includes the supply of materials such as switches, cables, fixtures, bulbs, main switch and coJakiriit etc. per these specifications and plans, connection from the high tension main grid is not part of the electrical installation works of this project. The type of cable size to be used here is the twin 2.5mm2 one strand and ø13mm plastic electrical coJakiriits.

8.2.Installation method

The wiring shall be by use of the ring circuit and the lighting circuit carried out using the loop-in method. A circuit breaker will be installed to cut overload of the circuit from the supply. Florescent bulb and fixtures of 90cm shall be installed for lighting the building externally. Ø20cm lublois and 100 watts incandescent bulbs shall be used for lighting internally. The cables will be installed on walls with ø13mm plastic electrical coJakiriits and looped into outlet boxes terminals. The minimum height for switch installation on walls is 120cm, while that for sockets is 60cm. Electrical installation regulations will be strictly applied by the supervisor and only skilled electricians shall be employed on any electrical installation work. Only the specified fixtures and appliances in the bill of quantities shall be allowed!

PAINTING, GLAZING AND DECORATION WORKS

9.1.Description.

They refer to construction aesthetic to give the building good visual appearance. Use will be made of washable distemper (white wash), varnish and emulsion/oil paints applied in various coatings to protect the building fabric and other components from damage as well as decorative purposes. They will be applied to internal and external walls, doors and shutters, frames, metalwork and ceiling board etc.

9.2. Method of application.

All internal and external walls will receive 2 coats of washable distemper prime and second coat and 2 coats of emulsion and oil paint-prime and finishing coats. Its application will be by brush. Door shutters will receive 2 coats of varnish, one being a prime coat and the other the finishing coat. Metal doors and window protectors shall be applied 2 coats of prime and finishing coats in emulsion paint. Only skilled painters should be employed for painting work.

DRAINAGE AND EXTERNAL WORKS

10.1 Description.

They refer to waste water evacuation and its disposal from roof and gutters constructed round the building. It shall be constructed with stones or concrete blocks of 40cm x 15cm x 20cm by choice of the contractor and the mortar dosage shall be 250kg/m3.Drainage facilities for waste disposal shall be constructed at least 3.00m from the building.The piping material shal be in diameter 100mm UPVC.10.2. Method of construction.

A gutter with girth of 70cm shall be constructed round the building to draft surface water-its construction shall be solid in PC 250kg/m3 mass foundation, built with stones or blocks of 40cm x 15cm x 20cm in PC 250kg/m3 mortar. The gutter shall be plastered and rendered with cement mortar mix M400 (1.0) as specified and trowel finished.

Document N°5 –THE PRICE SCHEDULE

CHAPTER I: GENERAL PROVISIONS

CONTENT

CHAPTER I GENERAL PROVISIONS

Article 01- General
Article 02- Definition and consistency of prices

CHAPTER I: GENERAL PROVISIONS

Article 01: GENERAL

In general, the contractor is supposed to be fully aware of all the expenses relating to works as well as all the conditions prevailing in the area and likely to influence the execution and cost of works. Therefore, he shall not present any complaint, except in the conditions provided for by this contract. Works done by the contractor shall be paid to him by applying prices of the Price list to the quantities actually carried out and assessed according to the conditions of the contract.

Costs and various charges not giving rise to any payment are supposed to be taken into account in the costs for execution of quantifiable works and shall be included in the various Price lists. The costs and charges are as follow:

- Personnel charges (salaries, travelling expenses, transport and leave allowances, allowances for housing on the building site, miscellaneous allowances, premiums, insurances, medical expenses, etc. .)
- Charges for the conveyance of personnel, equipment and materials, overheads, taxes, duties, registration fees and licence as well as any other charges relating to works *(and notably expenses for the acceptance of works on the field)* and to the running of the enterprise.

Similarly, running charges, write-off and maintenance costs of building equipment and rolling equipment, vehicles of all categories are also supposed to have been included in the costs for execution of quantifiable works.

Prices shall be given in full and in figures. The contractor shall make sure that unit prices in full agree with unit prices in figures.

The contractor shall not put forward his good faith to shirk his commitment if the global amounts of his bid happen to be modified after verification of compliance of unit prices in figures or calculation of the detailed estimates.

2- Open-work windows:

All window shutters shall be of Wooden glazed fabricated. Window protectors shall be fabricated out of 25mm square metallic tubes and fitted internally on the window frames. To ensure light and full ventilation, the window shutters shall be provided with hinges.

General remarks
Schedule of prices and detailed estimates

1. The Schedule of prices must be taken into account by the bidder jointly with the General Regulations of the invitation to tender, the General and Special Administrative Conditions and the Technical Specifications and the plans.
2. The quantities specified in the Bill of Quantities and Estimates are estimated quantities and provisional. They shall be a common base for the evaluation of offers and the award of the contract. The base of regulations shall be the real quantities of ordered and executed works such as measured by the contractor and verified by the Project Manager and evaluated at the rate and price specified in figures in the Schedule of prices presented by the contractor in his offer.
3. Except otherwise stated in the contract, the prices offered by the contractor in the Schedule of prices in figures included in his offer must include all the construction installations, labour, supervision, building materials, mounting, maintenance, insurance, overheads and profits, taxes, duties and dues as well as coverage for general risks, commitments and other obligations implicitly specified in contract.

4. A price must be indicated for each item in the bill of quantities and estimates in figures, whether the quantities are specified or not. The cost of items for which the contractor did not indicate a price shall be considered as being covered in the bill of quantities and estimates in figures.
5. The complete cost in accordance with the provisions of the contract should be included in the items specified in the Schedule of prices and the Bill of Quantities and Estimates in figures. Where an item is not specified, the corresponding cost shall be considered as having been distributed among the other prices mentioned.
6. The general indications and the description of works and building materials are not necessarily repeated or summarized in the Schedule of prices and the Bill of Quantities and Estimates included in the Tender File. The references, explicit or implicit, to the appropriate sections of the file must be considered before giving a figure to the prices for each item of the Schedule of prices and bill of quantities and estimates in figures submitted in the offer.
7. During the evaluation of offers, possible arithmetical errors noticed in the Schedule of prices and the Bill of Quantities and Estimates will be corrected according to the provisions of article 28 of the General Regulations of the invitation to tender.
8. The method used to establish executed services in view of the regulations must be in accordance with the norms and directives mentioned in the Special Technical Conditions of the invitation to tender.

A: UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AT GPS KALAKALA WEH

N°	DESCRIPTION	UNIT	Q'TY	UNIT PRICE IN FIGURES	UNIT PRICE IN WORDS
	100:PRELIMINARY WORKS				
101	Inspection of worksite installations (fencing, project information board, etc) and site installation	ff	1		
102	Studies (execution planning, report of execution etc.)	ff	1		
103	Clearing and removal of vegetable soil	m2	280.5		
104	Implantation of the building	ff	1		
	SUB TOTAL 100				
	200:EARTHWORKS				
201	Digging of foundation trenches and footings	m3	24.3		
202	Backfilling with selected lateritic soil	m3	80.6		
	SUB TOTAL 200				
	300:FOUNDATION				
301	Blinding (Lean) concrete mixed at 150kg/m3	m3	1.2		
302	Foundation in filled frog blocks	m2	190.5		
303	R.C. for footings and ground beams	m3	4.9		
304	Concrete floor (8cm thick dosed at 300kg/m3) with the veranda inclusive	m3	7.95		
	SUB TOTAL 300				
	400:WALL MASONERY				
	Blocks of 15×20×40 for wall elevation	m2	182.2		
	C. for pillars, lintels, and beams dosed at 350kg/ m3	m3	2.5		
	g (Plastering of walls) with cement mortar kg/ m3	m2	364.4		
	(500x120)cm with cement paste finish th good quality black paint	U	4		

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405	Floor finish in cement screed of 3cm thick and cement paste	m2	162.2		
407	Blackboard stages with angle bars at the edges	U	2		
	SUB TOTAL 400				
	500:ROOF				
501	Truss (complete in hard wood treated, king-post=175cm)	u	9		
502	Purlins (5x8)	ml	600		
503	Noggins (4x4)	m2	160		
504	Ceiling in hard plywood (4mm thick & red on both sides)	m2	160		
505	Ceiling at the eaves (external perimeter) with smooth zinc sheet (tôlelisse)	m2	32.5		
506	Aluminum roofing sheets (tôle bac 5/10mm)	m2	210.5		
507	Fascia board (tôle bac 3.5/10mm of 30cm height) including lining	ml	60.5		
508	Angle sheets of 50cm large	ml	23.7		
509	Aluminum ridge cap	ml	24.3		
510	Ventilation of roof with pre-fabricated air block and wire mesh at the eaves	u	2		
	SUB TOTAL 500				
	600:JOINERY				
601	Complete metal doors of 210cm high;100cm wide with accessories like in-locks (VACHETTE OR PACO), two pad locks, etc.	u	4		
602	Complete metal window framing of 150cm high; 110cm width having window protectors of 150cm high; 110cm width (tube 25mm) fitted internally with triple shutters of Lampersen	u	8		
603	30mm angle metallic bar at veranda/door	ml	22		
	SUB TOTAL 600				
	700:ELECTRICAL INSTALLATIONS				
701	11mm conduit pipes	Roll	2.5		
702	Cables V.G. V 1.5mm2 for lighting	Roll	2.5		
703	Cables TH 2.5mm2 for power sockets	Roll	2.5		
704	Complete fluorescent lamps 4ft (1,20m)	u	15		
705	Complete fluorescent lamps 2ft (0,60m)	u	2		
706	Two way switches built-in	u	6		
707	Power sockets built-in	u	8		
708	Master switch for sockets	u	2		
709	Complete earthing of the structure (copper cable 3m, earth rod 1m etc.)	ff	1		
	SUB TOTAL 700				
	800:PAINTING				
801	Priming coat in ordinary paint (National paint)	m2	436		
802	Two coats of cream water based paint on internal walls (KEL-PRO)	m2	195.2		

803	Two coats of water resistant paint on external walls(Kelly Moore Professional)	m2	143.3		
804	Red oxide oil paint on metallic door & skirting with up to window level from floor internally and externally	m2	120.5		
805	Painting of the classrooms and veranda ceiling with two coats of white glue paint(crystal white)	m2	162		
	SUB TOTAL 800				
	900: EXTERNAL WORKS				
901	Concreted rain water (run-off) gutters 35cm wide at slope of 10%	ml	60		
902	Concreting of external veranda	m2	48		
903	Concrete slab on gutters at entrances (1.2m wide) protected with 30mm angle bar at edges	u	2		
904	Concrete ramps (1.2m wide) protected with 30mm angle bar at edges	u	2		
	SUB TOTAL 900				

B: UNIT PRICE SCHEDULE FOR THE CONSTRUCTION OF A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH

N°	DESCRIPTION	UNIT	QTY	UNIT PRICE IN FIGURES	UNIT PRICE IN WORDS
LOT 100	**PRELIMINARY WORKS**				
101	Studies (work execution documents and as built plans and installation of the site)	LS	1		
102	Site sign board	LS	1		
	Sub Total LOT 100				
LOT 200	**EARTH WORKS**				
201	Site clearance and leveling	LS	1		
202	Digging of foundation and pit	M3	57.400		
203	Disposing of excavated soil	M3	49.300		
	Sub Total LOT 200				
LOT 300	**FOUNDATION**				
301	Lean Concrete	M3	1.500		
303	Blocks of 20x20x40 filled with concrete	M2	8.000		
302	Reinforce concrete for foundation, footings, pillars and beams(dosed at 350kg/m3)	M3	2.300		
304	Oversite Concrete (8cm thick) 350kg/m3	M2	25.00		
	Sub Total LOT 300				
LOT 400	**BLOCK LAYING**				
401	Blocks of 15x20x40	M2	165		
402	Cement plastering	M2	330		
403	Reinforce concrete slab for pillars, lintels, window sill and tie beams (350kg/m3)	M3	2		

404	Clusters (fancy blocks)	M2	7.2		
	Sub Total LOT 400				
LOT 500	**ROOF AND ROOF COVER**				
501	Wooden rafters(2x6) treated with xylamon	M3	1		
502	Purlins (2x3) treated with xylamon	M3	1		
503	Ceiling 5mm with plywood	M2	21.1		
504	Ceiling knocking	M3	1		
505	Fascia Board zinc	ml	12		
506	Roof cover (Toles bac alu 5/10e)	M2	61.4		
507	Roof ridge 50 cm wide	ml	10		
508	Plain aluminum sheets all-round the building	M2	3.5		
	Sub Total LOT 500				
LOT 600	**METALIC WORKS**				
601	Simple metallic doors (97x220) for external and (70x210) for internal and complete	U	8		
	Sub Total LOT 600				
LOT 700	PAINT				
701	Ceiling paint pantex 800	M2	30		
702	External two coast wall paint pantex 1300	M2	76		
703	Internal walls two coast paint pantex 800	M2	86		
704	Wooden and metal works with oil paint	M2	14		
	Sub Total LOT 700				
800	**VRD**				
801	Gutters	ml	80		
802	Concrete Paving round the Toilet including step	M2	25.9		
803	Drainage pipes 100(pvc)+ accessories for air vent	U	3		
	Sub Total LOT 800				
	TOTAL B				

DOCUMENT N°06: BILL OF QUANTITIES AND COST ESTIMATES

A: BILL OF QUANTITIES AND COST ESTIMATE FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AT GPS KALAKALA WEH

N°	DESCRIPTION	UNIT	Q'TY	UNIT PRICE	TOTAL PRICE
	100:PRELIMINARY WORKS				
101	Inspection of worksite installations (fencing, project information board, etc) and site installation	ff	1		
102	Studies (execution planning, report of execution etc.)	ff	1		
103	Clearing and removal of vegetable soil	m2	280.5		
104	Implantation of the building	ff	1		
	SUB TOTAL 100				
	200:EARTHWORKS				
201	Digging of foundation trenches and footings	m3	24.3		
202	Backfilling with selected lateritic soil	m3	80.6		
	SUB TOTAL 200				
	300:FOUNDATION				
301	Blinding (Lean) concrete mixed at 150kg/m3	m3	1.2		
302	Foundation in filled frog blocks	m2	190.5		
303	R.C. for footings and ground beams	m3	4.9		
304	Concrete floor (8cm thick dosed at 300kg/m3) with the veranda inclusive	m3	7.95		
	SUB TOTAL 300				
	400:WALL MASONERY				
401	Blocks of 15×20×40 for wall elevation	m2	182.2		
402	R.C. for pillars, lintels, and beams dosed at 350kg/ m3	m3	2.5		
403	Rendering (Plastering of walls) with cement mortar dosed at 300kg/ m3	m2	364.4		
404	Wall blackboard (500x120)cm with cement paste finish including painting with good quality black paint	U	4		
405	Floor finish in cement screed of 3cm thick and cement paste	m2	162.2		
407	Blackboard stages with angle bars at the edges	U	2		
	SUB TOTAL 400				
	500:ROOF				
501	Truss (complete in hard wood treated, king-post=175cm)	u	9		
502	Purlins (5x8)	ml	600		
503	Noggins (4x4)	m2	160		
504	Ceiling in hard plywood (4mm thick & red on both sides)	m2	160		

505	Ceiling at the eaves (external perimeter) with smooth zinc sheet (tôlelisse)	m2	32.5		
506	Aluminum roofing sheets (tôle bac 5/10mm)	m2	210.5		
507	Fascia board (tôle bac 3.5/10mm of 30cm height) including lining	ml	60.5		
508	Angle sheets of 50cm large	ml	23.7		
509	Aluminum ridge cap	ml	24.3		
510	Ventilation of roof with pre-fabricated air block and wire mesh at the eaves	u	2		
	SUB TOTAL 500				
	600:JOINERY				
601	Complete metal doors of 210cm high;100cm wide with accessories like in-locks (VACHETTE OR PACO), two pad locks, etc.	u	4		
602	Complete metal window framing of 150cm high; 110cm width having window protectors of 150cm high; 110cm width (tube 25mm) fitted internally with triple shutters of Lampersen	u	8		
603	30mm angle metallic bar at veranda/door	ml	22		
	SUB TOTAL 600				
	700:ELECTRICAL INSTALLATIONS				
701	11mm conduit pipes	Roll	2.5		
702	Cables V.G. V 1.5mm2 for lighting	Roll	2.5		
703	Cables TH 2.5mm2 for power sockets	Roll	2.5		
704	Complete fluorescent lamps 4ft (1,20m)	u	15		
705	Complete fluorescent lamps 2ft (0,60m)	u	2		
706	Two way switches built-in	u	6		
707	Power sockets built-in	u	8		
708	Master switch for sockets	u	2		
709	Complete earthing of the structure (copper cable 3m, earth rod 1m etc.)	ff	1		
	SUB TOTAL 700				
	800:PAINTING				
801	Priming coat in ordinary paint (National paint)	m2	436		
802	Two coats of cream water based paint on internal walls (KEL-PRO)	m2	195.2		
803	Two coats of water resistant paint on external walls(Kelly Moore Professional)	m2	143.3		
804	Red oxide oil paint on metallic door & skirting with up to window level from floor internally and externally	m2	120.5		
805	Painting of the classrooms and veranda ceiling with two coats of white glue paint(crystal white)	m2	162		
	SUB TOTAL 800				
	900: EXTERNAL WORKS				

901	Concreted rain water (run-off) gutters 35cm wide at slope of 10%	ml	60		
902	Concreting of external veranda	m2	48		
903	Concrete slab on gutters at entrances (1.2m wide) protected with 30mm angle bar at edges	u	2		
904	Concrete ramps (1.2m wide) protected with 30mm angle bar at edges	u	2		
	SUB TOTAL 900				
	TOTAL A				

B: BILLS OF QUANTITIES AND COST ESTIMATES FOR THE CONSTRUCTION OF A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH

N°	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
LOT 100	**PRELIMINARY WORKS**				
101	Studies (work execution documents and as built plans and installation of the site)	LS	1		
102	Site sign board	LS	1		
	Sub Total LOT 100				
LOT 200	**EARTH WORKS**				
201	Site clearance and leveling	LS	1		
202	Digging of foundation and pit	M3	57.400		
203	Disposing of excavated soil	M3	49.300		
	Sub Total LOT 200				
LOT 300	**FOUNDATION**				
301	Lean Concrete	M3	1.500		
303	Blocks of 20x20x40 filled with concrete	M2	8.000		
302	Reinforce concrete for foundation, footings, pillars and beams(dosed at 350kg/m3)	M3	2.300		
304	Oversite Concrete (8cm thick) 350kg/m3	M2	25.00		
	Sub Total LOT 300				
LOT 400	**BLOCK LAYING**				
401	Blocks of 15x20x40	M2	165		
402	Cement plastering	M2	330		
403	Reinforce concrete slab for pillars, lintels, window sill and tie beams (350kg/m3)	M3	2		
404	Claustras (fancy blocks)	M2	7.2		
	Sub Total LOT 400				
LOT 500	**ROOF AND ROOF COVER**				
501	Wooden rafters(2x6) treated with xylamon	M3	1		
502	purlines(2x3) treated with xylamon	M3	1		

503	Ceiling 5mm with plywood	M2	21.1		
504	Ceiling knocking	M3	1		
505	Fascia Board zinc	ml	12		
506	Roof cover (Toles bac alu 5/10e)	M2	61.4		
507	Roof rige 50 cm wide	ml	10		
508	Plain aluminum sheets all-round the building	M2	3.5		
	Sub Total LOT 500				
LOT 600	METALIC WORKS				
601	Simple metallic doors (97x220) for external and (70x210) for internal and complete	U	8		
	Sub Total LOT 600				
LOT 700	PAINT				
701	Ceiling paint pantex 800	M2	30		
702	External two coast wall paint pantex 1300	M2	76		
703	Internal walls two coast paint pantex 800	M2	86		
704	Wooden and metal works with oil paint	M2	14		
	Sub Total LOT 700				
800	VRD				
801	Gutters	ml	80		
802	Concrete Paving round the Toilet including step	M2	25.9		
803	Drainage pipes 1OO(pvc)+ accessories for air vent	U	3		
	Sub Total LOT 800				
	TOTAL B				
	TOTAL HT: A+B				
	VAT(19.25%)				
	AIR (2.2 or 5.5%)				
	TOTAL TAX INCLUSIVE (TTC)				
	NET TO BE PAID				
ESTIMATE CLOSED AT:					

DOCUMENT N°07: FRAMEWORK OF SUB-DETAIL OF PRICES

Note relating to the presentation of the sub-detail of prices and taxes

1, A sub-detail presents all the stages involved in the establishment of a sales price. It is also an important element for the evaluation of the quality of the price proposed by a bidder.
It is not necessary to impose a model of presentation on all bidders, taking into account the great diversity of software for the determination of sub-details of prices. On the other hand, they must include the following elements;

a. Detail of the sales coefficient according to the model presented after this note;
b- Cost in dry price of the materials provided for the site;
c. Cost in dry price of the supplies necessary for the site;
d. Cost of local and expatriate labour;
e. For each price on the Schedule of prices, a form resulting from points a, b, c and d above indicating the outputs leading to the unit prices;
f. The precise sub-detail of lump sums for the installation of the site camp, the carting in and out of equipment, laboratory and its equipment, development of a quarry (where need be), etc:
g. The precise sub-detail of lump sums for the building, maintenance of premises and supply of means put at the disposal of the Contracting Authority;
h. The sub-detail of dues and taxes.

2- Presentation framework of the sales coefficient, also called the coefficient of over-heads.

A. Overheads of the site

Studies	
	C1
Total	

B. Overheads of the head office

- Head office overheads	------
- Financial overheads	------
- Risks and profits	------
Total	C2

Sales coefficient K = 100/ (100-C) with
C=C1+C2

3. The Delegated Contracting Authority may propose a framework of sub-detail of unit prices including the elements mentioned in point 1 above.

DETAIL PRICE BREAKDOWN

Description:

Price N°	Daily output	Unit	Total quantity		Unit	Activities' Duration

Personnel (Labour)	CATEGORY	N°	Daily Salary	Number	Paid man-days	AMOUNT
	Works Supervisor	man-day				
	Foreman	man-day				
	Skilled labour	man-day				
	General labour	man-day				
					Total (A)	
Equipments	Type	Unit	Daily rate		Days Billed	AMOUNT
					Total (B)	
Materials	TYPE	Unit	Unit Price		Consumption	AMOUNT
					Total (C)	

D	Total Direct Cost				A+B+C	
E	General site Expenses	%			Dx%	
F	General Head Office expenses	%			Dx%	
G	Cost price				D+E+F	
H	Risk + Profit	%			Gx%	
I	Bid price Excluding Taxes				G+H	
J	Unit Bid price Excluding Taxes				P/Qty	

DOCUMENT N°08 –MODEL FORMS APPLICABLE

FORM N° 1:
DECLARATION OF THE INTENTION TO TENDER

COMPANY'S LETTER HEAD

DECLARATION OF THE INTENTION TO TENDER

Fiscal stamp

1000

I, the undersigned Mr, ...

Nationality .....

Function .....

In my capacity as General Manager of ..... P.O. BOX ..... TEL:.....

Hereby acknowledge receipt of the file for Tender Notice

N°..... of .....

Concerning the .....

.....

.....

And hereby declare my intention to tender for the said contract.

Done at ..... On the .....

General Manager

FORM N° 02

THE MODEL TENDER LETTER

I (We) the undersigned .....

Acting in the capacity of ..... in the name and on behalf of.....

.....at .....RC N°. .....by virtue of the power vested in me (us), resident at ..... (Town) ....., P.O Box....., 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 works for **THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION,** in keeping with the terms and conditions of the tender file in return for the sum of.....FCFA (.....Francs) *Total without Tax + VAT*, calculated on the basis of the unit prices stated in the Unit Price List and the detailed estimates, appended to this tender. The prices stated are tax inclusive.

I commit myself (we commit ourselves) if my (our) tender is retained, to execute the contract within three (03) months as from the date of notification of the award of 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.

I (we) hereby request that the amounts due by the Contracting Authority be paid to me (us) in the national currency (FCFA) in account No..... opened in the name of....., in the records of ..... (Bank) at.....

Enclosed with this tender are:

- The price list and the detailed estimates duly filled, dated and signed.
- Other documents which in keeping with the requirements of the Tender file must be enclosed with the tender letter.

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

Signature(s)

Fiscal stamp
1000

Bidder(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 ..... »

FORM N° 03

THE MODEL SURETY BOND

Bank .....

Reference of guarantee: No. .....

To the Mayor, Zhoa council

Invitation to Tender No. .....

BID BOND FOR THE EXECUTION FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION The Contractor (5) .....hereby submits on ..... to the Divisional Delegate of Public Contracts a bid relating to FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION DIVISION,NORTH WEST REGION

To this effect, and in keeping with the conditions stated in the Tender file, the bidder shall present to the LORD MAYOR ZHOA 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 , 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 LORD MAYOR ZHOA 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 LORD MAYOR ZHOA COUNCIL. This guarantee shall be released latest thirty (30) days after the expiration of the validity of the tender or, in case the company shall be the successful bidder, after presentation of the performance bond which shall be kept by the LORD MAYOR ZHOA COUNCIL

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

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

Mr (Mrs).....

Signature(s) & stamps .....

(5) Bidder

(6) Stated in the Special regulations governing the invitation to tender

(7) Bank

FORM N° 04

MODEL BID BOND

Whereas _____(Hereafter called the "the bidder") has submitted its bids dated _____, Here in after called "the bid")

KNOW YE ALL PEOPLE by the presence that WE _____, having our registered office at _____hereinafter called "the Bank", are bound onto the LORD MAYOR ZHOA COUNCIL (hereinafter called "the Contracting Authority) in the sum of _____ for which payment will and truly be made to the said Contracting Authority, the bank binds itself, its successors, and assigns by the present if our client refuses or incapable of completing the jobs as stipulated in the contract.

We undertake to pay the Contracting Authority up to the above amount upon receipt of his first written demand, without the Contracting Authority having to substantiate his demand, provided that in his demand the Contracting Authority will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions

This guarantee will remain in force up to and including _____ ( ) days after the period of bid validity. Any demand in respect thereof should reach the bank not later than the above date.

Sealed with the common seal of the said bank this _____day of_____

SIGNATURE OF BANK AUTHORITY

FORM N° 05

THE MODEL PERFORMANCE BOND (RETENTION FUND)

Bank .....

Reference of guarantee: No. .....

To: LORD MAYOR ZHOA COUNCIL

Invitation to Tender No. .....

PERFORMANCE BOND FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION

We..... (Bank) have been informed that a contract has been signed between the LORD MAYOR ZHOA COUNCIL acting in the capacity of Contracting Authority, and..... ....., acting as contractor FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION

In compliance with the provisions of Contract N°. ....., the contractor is bound to present to the LORD MAYOR ZHOA COUNCIL, **Contracting Authority**, a performance bond for the execution of work, covering security, commitments and other obligations incumbent on the contractor under the contract, worth 3% of the amount of the contract all taxes inclusive, i.e. CFA Francs .....

We, ...(bank) do hereby commit ourselves irrevocably and without arguing to pay to the LORD MAYOR ZHOA COUNCIL, at his first written request, and three (03) months the amount of this bond, that is to say. ....., all the amounts that the contractor may owe the Contracting Authority for failing to fulfil one or more of his obligations under the contract.

The request to partially or fully stake this guarantee shall be the subject of a registered letter of justification with confirmation of receipt and a copy to the contractor clearly stating and supplementing the reasons for his request. This letter shall be countersigned by the LORD MAYOR ZHOA COUNCIL. The bank guarantee shall take effect as from the date of notification of the contract. The original of this guarantee shall be kept by the LORD MAYOR ZHOA COUNCIL

The guarantee shall be released within sixty (60) days with effect from the date of provisional acceptance. 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 (Mrs).....

Signature(s) & stamps .....

FORM N° 06

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

Bank .....

Reference of guarantee No.....

To the Divisional Delegate of Public Contracts for MENCHUM Division, Republic of Cameroon

Invitation to Tender N°. .....

BANK GUARANTEE FOR THE REFUND OF THE START-OFF ADVANCE RELATING TO THE

CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION

We..... (Bank) have been informed that a contract shall be signed between the LORD MAYOR ZHOA COUNCIL, acting in the capacity of Contracting Authority, and..... ....., acting as contractor FOR THE CONSTRUCTION OF 16 MARKET SHEDS IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION.

In compliance with the provisions of Article ..... of Contract N°. ....., the contractor shall be bound to present to the LORD MAYOR ZHOA COUNCIL, Contracting Authority, a bank guarantee with the purpose to assure the refund of the start-off advance granted to the company and amounting to CFA Francs ....

We, ...(bank) do hereby commit ourselves, irrevocably and without arguing to pay to LORD MAYOR ZHOA COUNCIL, at the written request the LORD MAYOR ZHOA COUNCIL, and within four (04) 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 ZHOA 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 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 (Mrs).....

Signature(s) & stamps .....

FORM N° 07

THE MODEL UNDERTAKING BY THE BIDDER

Name of project:.....Invitation to tender N°. :.....

Construction of two classrooms at .....

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 No. ....., after having studied all the documents of the tender file relating to the Invitation to Tender No. ....., 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 works FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,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 .....

Signature(s).....

Bidder(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 company

(10) Company name

FORM N° 08

MODEL OF COMMITMENT OF AVAILABILITY

To Whom It May Concern:

Subject: COMMITMENT OF AVAILBILITY.

I the undersigned, _____ a _____ (*specify diploma or certificate*) and holder of National Identity Card N° _____ issued on _____ at _____ Tel: _____ is committed and available to work as _____ (*specify post to be occupied*) with _____(*name of company*) if awarded the contract for _____ *(indicate the name of project)* MENCHUM Division of the North West Region. This is in response to Tender N° _____

Done in _____ the _____

Sign; _____

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTERE DE LA DECENTRALISATION ET LE DEVELOPMENT LOCALE

REGION DU NORD OUEST
DEPARTEMENT DE LA MENCHUM

ARRONDISSEMENT DE FUNGOM
COMMUNE DE ZHOA

REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF DECENTRALIZATION AND LOCAL DEVELOPMENT

NORTH WEST REGION
MENCHUM DIVISION

FUNGOM SUB-DIVISION
ZHOA COUNCIL
Website: *www.zhoacouncil.com*
E-mail: infos@zhoacouncil.com
CONTACT :

FORM N° 09
THE MODEL CONTRACT

JOBBING ORDER N°_____ /JO/MINDDEVEL/ZC/ZCITB /2026 of_____ 2026 .

AWARDED AFTER TENDER FILE

NO ____/ONIT/MINDDEVEL/ZC/FEICOM/ZCITB/2026 OF ____/___/2026
FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION "RELAUNCHED"

HOLDER (ETS Address): .....
P.O BOX ..... TEL. ..... Fax: .....
TRADE REGISTER N° *(N° R.C.)*: .....
TAX PAYER N°: .....
BANK ACCOUNT N°: ..... AT ..... *(BANK)*
AGENCY OF: .....
PURPOSE *(SUBJECT)*: EXECUTION OF WORKS FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION
PLACE: GPS KALAKALA WEH, ZHOA SUB-DIVISIONS, MENCHUM DIVISION
DURATION: NINETY CALENDAR DAYS (THREE MONTHS)
AMOUNT OF JOBBING ORDER:

TOTAL WITHOUT TAXES	F CFA
VAT =	F CFA
TOTAL WITH TAXES (ATI)	F CFA
AIR *(Income on revenue)*= 2.2 OR 5,5%	F CFA
TOTAL TAXES	F CFA
NET TO BE PAID	F CFA

NB: This Jobbing Order is signed at an amount of ...FRANCS CFA (all taxes inclusive ATI)

FINANCING: 2026 PUBLIC INVESTMENT BUDGET OF THE REPUBLIC OF CAMEROON
VOTE OF CHARGE N°: .....
EXPENDITURE AUTHORIZATION N°: .....

DATE OF ENTRY INTO THE CONTRACT: .....
DATE OF SIGNATURE : .....
DATE OF NOTIFICATION: .....
DATE OF REGISTRATION: .....

BETWEEN:

THE REPUBLIC OF CAMEROON, REPRESENTED BY THE LORD MAYOR ZHOA COUNCIL (Contracting Authority), HEREINAFTER REFERRED TO AS "ADMINISTRATION"

ON THE ONE HAND,

AND:

THE ENTERPRISE *(Company)*: .....P.O BOX .....TEL. .....
TRADE REGISTER NO *(N° RC)*: .....TAXPAYER N°: .....
BANK ACCOUNT N°: .....AT ..... *(BANK)*
AGENCY OF : .....
REPRESENTED BY MISTER *(Mr.)* .....HEREIN AFTER REFERRED TO AS "THE ENTREPRENEUR (CONTRACTOR)"
ON THE OTHER HAND,

IT HAS BEEN ACCEPTED AND AGREED AS FOLLOWS:

CONTENTS

Title I : THE SPECIAL ADMINISTRATIVE CONDITIONS

Title II : THE SPECIAL TECHNICAL CONDITIONS

Title III : THE PRICE LIST

Title IV : THE DETAILED COST ESTIMATES

Page N° ____and last page of Jobbing Order N°_____ /JO/MINDDEVEL/ZC/FEICOM/ZCITB/ /2026 of____/____/2021 signed following an TENDER FILE NO ____/MA/MINDDEVEL/ZC/ZCITB/2026 OF ____/___/2026 FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION

WITH: .....

FOR THE CONSTRUCTION OF A BLOCK OF TWO (02) CLASSROOMS AND A BLOCK OF SIX (06) LATRINES AT GPS KALAKALA IN WEH, ZHOA COUNCIL, MENCHUM DIVISION,NORTH WEST REGION

Execution Duration: NINETY (90) days

AMOUNT OF THE CONTRACT IN FCFA :

TOTAL WITHOUT TAXES	F CFA
VAT = 19.25%	F CFA
TOTAL WITH TAXES(ATI)	F CFA
AIR *(In come on revenue)*= 2.2 OR 5.5%	F CFA
TOTAL TAXES	F CFA
NET TO BE PAID	F CFA

NB: This Jobbing Order is signed in the amount of _____ *FRANCS CFA* (TTC)

READ AND APPROVED BY THE JOBBING ORDEROR Zhoa , the _____	SIGNED BY THE LORD MAYOR ZHOA COUNCIL CONTRACTING AUTHORITY Zhoa, the _____
REGISTRATION	

DOCUMENT N°09 –ANNEXES

ANNEX N° 01

THE MODEL CURRICULUM VITAE

Name & First name : _____

Date of birth : _____

Nationality _____

Level of education

Languages Spoken	Level	Very good	Good	Average	Poor
ENGLISH	Written				
	Read				
	Spoken				
FRENCH	Written				
	Read				
	Spoken				
LOCAL LANGUAGE OF THE AREA OF THE PROJECT	Written				
	Read				
	Spoken				

Training school: _____

Date of admission : _____

Date of graduation: _____

Diploma obtained: _____ Date _____

Specific knowledge: Publication, research work _____

Date of start of service: _____

Nature of service rendered: _____

Number of years of service : _____

Number of years in the company : _____

Date of start of service in the company : _____

WORK EXPERIENCE (*)

(*) – Work attestations issued by the various employers shall be enclosed with this curriculum vitae which shall be signed.

- The curriculum vitae shall highlight the importance of projects in which the personnel has worked and the position he actually held in the said projects.

ANNEX N° 02

THE MODEL PROFESSIONAL REFERENCES

N°	Year	Project	Name of Client, Address and Contactable telephone N°	Budgeted Project amount	Contract amount	Period of the contract	Acceptance date
1							
2							

NB: For each contract named in the above list, are attached the following:

- Photocopy of first and last pages of the contract,
- Photocopy of provisional acceptance report and of final acceptance *(as the case may be)*.

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

Mr (Mrs).....

Signature(s).....

ANNEX N° 03

MODEL EQUIPMENT LIST

SN	DESIGNATION *Description & frame (châssis) number*	MARK *(& HORSE POWER if vehicle)*	REGISTRATION NUMBER *(if vehicle)*	QUANTITY	STATUS *(Hired or owned)*
1					
2					
3					
etc					

I the undersigned, _____ holder of National Identity Card N° _____ issued on _____ at _____ being Managing Director of this Company called _____ testifies that the above information is correct and commit myself to present any of the above equipments and tools at any given time requested. As well any of them must be present at the site before and during each phase at any given moment required or requested by the Authorities in charge of the project I am tendering for.

Remark- For equipment **I will take on hire I hereby attached to this form certified attestations** (*lease documents*) **of commitment between I and the Owner(s) of the equipment(s).**

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

Signed

ANNEX N° 04

KEY STAFF

DESCRIPTION	NAME	QUALIFICATION	EXPERIENCE	FUNCTION
ADMINISTRATIVE AND TECHNICAL STAFF ON SITE				
SUPPORT STAFF				

ANNEX N° 05

MODEL OF SUB- DETAIL OF UNIT PRICE

Designation of Works :					
N° price	Daily output		Total Quantity		Duration (days)
	/ day				
	Category	Number	Daily Salary	Days paid	Amount
	Site engineer				
	Site foreman				
	Team chiefs				
	Administrative staff				
	Driver				
	Specialised Technicians				
	Labourers				
	Store keeper				
	Total A				
WORKMANSHIP	Type	Quantity	Daily rate	Days paid	Amount
	Pickup for follow-up				
	Small equipment				
	Total B				
	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	TOTALCOST 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	

ANNEX N° 06
MODEL OF SITE VISIT REPORT
[not more than five (05) pages]

I) INTRODUCTION

TENDER N° (*with project title*).....
.....
NAME OF COMPANY.....
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.....

NB: ATTACHED TO THIS REPORT ARE PICTURES SHOWING ME ON THE SITE AND SO JUSTIFY MY COMMENTARY ABOVE

III) AVAILABILITY OF SERVICES (water, electricity, etc)

IV) AVAILABILITY OF CONSTRUCTIONAL MATERIAL (stones, sand, gravel, wood etc)

V) DIFFICULTIES: .....
.....
.....
V) CONCLUSION.....
.....

SIGNATURES:

Signature of the Beneficiary Head of Service or Representative And stamp seal and name

Signature of Contractor's Engineer and name

Signature of Managing Director, name and Enterprise stamp

ANNEX N° 07
THE EVALUATION GRID

Tender conformity shall be evaluated as per the following:

A) Eliminatory Criteria.

- Bids submitted in unsealed envelopes and packs;
- Offers (bids) submitted after the deadline or time limit;
- Failure to submit administrative documents after 48 hours,
- Administrative documents more than 3months old;
- Incomplete technical or financial documents;
- Omission of unit price schedule ;
- Change of a quantified quantity in the bill of quantities
- None justification of capacity to pre-finance ;
- Technical and administrative evaluation mark less than 75.% ;
- False declaration or forged documents ;
- Absence of BID BOND with CDEC receipt;
- Absence of Categorization certificate or deposit receipt;

B) Essential Criteria.

The preliminary evaluation shall be the binary method (YES/NO) based on the following essential criteria:

Evaluation grid of Technical File FOR THE CONSTRUCTION OF A MULTIPURPOSE FEED STORE/WAREHOUSE IN CDENO

General presentation of bids	
-Presence of all documents.....	Yes/no
-Properly bound	Yes/no
-Table of contents.....	Yes/no
- Numbered Pages.....	Yes/no
-Separators in colour apart from white	Yes/no
-Order prescribed respected.....	Yes/no
-Clearness of the documents.....	Yes/no
TOTAL 1	/7
a. The company references	
References of the company in civil construction or similar works for the past three years:	
-Minimum three (02) contracts registered (1st and last page...../2	Yes/no
-Minimum three(02) reception PVs corresponding to the attached contracts...../2	Yes/no
TOTAL 2	/4
b. Equipment	
-Proof of a concrete mixer in good operating condition hired or owned	Yes/no
-Proof of a concrete vibrator in good operating condition hired or owned	Yes/no
-Proof of a vehicle pick up 4x4 or van) (Hired or owned).....	Yes/no
-Proof of a masonry tools kits	Yes/no
-Proof of a carpentry tools kits	Yes/no
-Proof of an electrical tools kits	Yes/no
TOTAL 3	/6
c. Qualification of site personnel	
-Organizational chart of the enterprise.....	Yes/no
-Organizational chart with comments.....	Yes/no
Works Supervisor : Civil Engineer	
-Diploma of work Director certified.....	Yes/no
-Presentation of original diploma or certificate.....	Yes/no

-CV signed and dated by works Director.....	Yes/no
-Certified copy of valid national identity card.....	Yes/no
-Professional experience of works Director at least five years.....	Yes/no
-Attestation of availability.....	Yes/no
Site foreman: Civil Engineer	
-Diploma of work Director Certified.....	Yes/no
-Presentation of original diploma or certificate.....	Yes/no
-CV signed and dated by works Director.....	Yes/no
-Certified copy of valid national identity card.....	Yes/no
-Professional experience of works Director at least three years.....	Yes/no
-Attestation of availability.....	Yes/no
Support Staff : (Builder, Carpenter, Electrician) CAP or equivalent with at least 3 years' experience	
-Certified copy of national identity card.....	Yes/no
-Certified copy of diploma.....	Yes/no
-Presentation of original diploma or certificate.....	Yes/no
-CV signed and dated.....	Yes/no
TOTAL 4	**/18**
The methodology of intervention and execution of work	
-Attestation of site visit	Yes/no
-Site visit report	Yes/no
-Detailed technical note on the organization and execution of works.....	Yes/no
-Coherence synchronized planning of execution of works.....	Yes/no
-Coherence individual protection plan (IPP) within the building site..	Yes/no
-Coherence of the General Security and Safety Plan (GSSP) within the building site.....	Yes/no
-Description of the socio-environment measures for the site protection.....	Yes/no
-Coherence in the methodology of execution of works.....	Yes/no
-Coherence in the organization of the site	Yes/no
-Plan of the supply of construction materials and storages conditions.....	Yes/no
-Detailed manpower deployment plan.....	Yes/no
-Technical note on observations and recommendations.....	Yes/no
-SAC dully initialed on each page, signed and dated on the last page.....	Yes/no
TOTAL 5	**/13**
e- Pre-financing	
Attestation of credibility shall be at least 55% of the bid price.....	Yes/no
TOTAL 6	**/2**
TOTAL=TOTAL1 + TOTAL2 + TOTAL3 + TOTAL 4 + TOTAL5 + TOTAL6	**/50**

Any offer that shall not respect 75% of the above criteria shall simply be eliminated

DOCUMENT N°10: LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES AUTHORISED TO ISSUE BONDS FOR PUBLIC CONTRACTS

DOCUMENT N°10

LIST OF BANKING ESTABLISHMENTS AND FINANCIAL BODIES AUTHORISED TO ISSUE BONDS FOR PUBLIC CONTRACTS

Note relating to banking establishments and financial bodies authorized to issue bonds

The Contracting Authority is bound to insert, at this level, a copy of the instrument by the Minister in charge of Finance giving the updated list of banking establishments approved by MINFI to issue bonds for public contracts in accordance with the Public Contracts Code.

LISTE DES BANQUES AGREEES PAR LE MINFI

1- Afrikland First Bank (First Bank);

2- Banque Internationale du Cameroun pour l'Epargne et le Crédit (BICCEC) ;

3- CITI BANK Cameroon (CITI-C);

4- COMMERCIAL BANK CAMEROON (CBC);

5- ECOBANK Cameroun (ECOBANK);

6- National Financial Credit Bank (NFC-BANK);

7- Société Commerciale de Banque Cameroun (CA-SCB);

8- Société Générale des Banques au Cameroun (SGBC) ;

9- Standard Chartered Bank Cameroon (SCBC);

10- City Bank Cameroon (City group);
11- Union Bank of Cameroon (UBC).

12- United Bank for Africa (UBA)
13- Banque Atlantique du Cameroun (BACM);

This list is available at ARMP.

B- INSURANCE COMPANIES

1- Chanas Assurances;
2- Activa Assurances
3- ZENITH INSURANCE
4- SAAR INSURANCE

DOCUMENT N°11: PLANS AND DIAGRAMS OF DETAILS