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PRESIDENCE DE LA REPUBLIQUE

MINISTERE DES MARCHES PUBLICS



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

PRESIDENCY OF THE REPUBLIC

MINISTRY OF PUBLIC CONTRACTS

COMPENDIUM OF PUBLIC CONTRACTS FACILITATION DOCUMENTS

MARS 2025

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ACRONYMS

1. THE STAKEHOLDERS OF THE SYSTEM

ARMP:	Public Contracts Regulatory Agency
ACMP:	Authority in charge of Public Contracts
MINMAP:	Ministry of Public Contracts
PO:	Project Owner
DPO:	Delegated Project Owner
MOE:	Project Manager
TB:	Tenders Board
CCCB:	Central Contracts Control Board
SCAO:	Bid Evaluation Sub-committee
IO:	Independent Observer
RCTD:	Official in charge of processing the file
CLSP:	Local Participatory Monitoring Committee
SIGAMP:	Internal Public Contracts Administrative Management Entity
PRC:	Petitions Review Committee
TFP:	Technical and Financial Partner

2. REGULATORY INSTRUMENTS

PCC:	Public Contracts Code
GAC	General Administrative Clauses

3. TYPES OF PROCEDURES AND CONSULTATION FILES

AO:	Invitation to tender
RIT:	Restricted Invitation to Tender
DTAO:	Tender File Model
TF:	Tender File
DCE :	Consultation File
RC	Request for Quotation

4. CONSTITUENT DOCUMENTS OF THE CONSULTATION FILE

AMI:	Call for Expression of Interest
AAO:	Tender Notice
RGAO:	General Regulations of the invitation to tender
RPAO:	Special Regulations of the invitation to tender
SAC:	Special Administrative Clauses
STC:	Special Technical Clauses
ToR	Terms of Reference
BPU:	Unit Price Schedule
CSDP:	Price Sub-Detail Framework
CDQE:	Detailed quantity and cost estimate framework
DQE:	Detailed quantity and cost estimate

5. DOCUMENTS OF THE EXECUTION PHASE

OS	Administrative Order
OSD:	Star-up Administrative order
DGD:	General and Final Detailed Account

INTRODUCTION

The aim of preparing a **Compendium of Public Contracts Facilitation Documents** is to solve the problems that are hampering the achievement of the objectives of the reform of the public contracts system; namely:

1. Failure to comply with contracts award stages and procedures;
2. the incoherence and disparity of the content of documents generated by the various stakeholders involved in the contracting process and those responsible for monitoring and controlling the execution of public contracts; and;
3. the lack of codification and standardisation of facilitation tools and documents.

This compendium includes **documents that are generated** by the contracting process, on the one hand, and the execution of contracts, as well as the monitoring and control of contract execution, on the other hand.

These **so-called reference documents** are documents whose **use is shared** by all the stakeholders concerned and which have their **legal basis in the public contracts normative framework** in force.

Their use should enable:

- a. the feeding of public contracts databases through the COLEPS platform of MINMAP and PRIDESOFT of the body in charge of the public contracts regulation system, and;
- b. the production of the various periodic reports provided for by the public contracts regulations, in particular the Reports of the Public Contracts Boards, the SIGAMP Reports, the Reports on the General Situation of Public Contracts, and the Reports on the Efficiency and Reliability of the Public Contracts System, etc.

This compendium of public contracts facilitation documents consists of two parts; namely;

1. the forms and models to be completed, and;
2. the outlines to be respected by the different stakeholders in the public contracts system.



INTRODUCTION

I. Forms and Models

The forms and models concern (i) the reference documents generated during the setting up of public contracts boards, (ii) the documents of the contract award phase, (iii) the documents of the contract execution phase, (iv) the documents of the payment phase, and (v) the documents of the termination of the contract.

I.1. Documents for setting up the Board

Document 1 - Decision establishing the composition of the Tenders Board (TB)

I.2. Documents for the Contract Award Phase

Document 2 - Notice of Call for Expression of Interest (AAMI)

Document 3 - Release to publish an AAMI addendum

Document 4- Note to appoint members of the ad hoc committee in charge of examining the expressions of interest

Document 5 – Release to publish the AAMI

Document 6 – Introductory note of the Consultation File (TF and RQ)

Document 7 - Composition of the Bid evaluation sub-committee

Document 8 - Award decision

Document 9 - Notification of contract award decision

Document 10 - Release to publish the award decision

Document 11 - Decision to revoke a previous decision

Document 12 -Introductory note on the contract draft awarded by mutual agreement procedure

Document 13 - Memorandum presenting the amendment draft

Document 14 - Notification document of contracts and amendments

I.3. Documents for the contract execution phase

Document 15 - Bid bond release order

Document 16 - Administrative order to commence services (OSD) and OSD notification

Document 17- Administrative order to extend execution deadlines, and notification

Document 18- Administrative order for suspension and/or resumption of services and notification

Document 19 - Administrative order for additional services and notification

Document 20- Administration order for new prices and notification

Document 21 - Site Logbook (for works contracts)

I.4. Documents for the acceptance phase of the services

Document 22 - Performance certificate

Document 23 - Minutes of the provisional acceptance of works

Document 24 - Minutes of partial acceptance of services
Document 25 - Minutes of the final acceptance of works
Document 26 – Minutes of the technical validation of services and intellectual service contracts;
Document 27 - Minutes of acceptance (or of the validation) of deliverables of service and intellectual service contracts by the Follow-up and Technical Validation Committee
Document 28: Provisional detailed account job cost sheet model
Document 29: General and final detailed account job cost sheet model
Document 30: Last invoice job cost sheet model

I.5. Documents for the payment phase of services

Document 31 -Start-off advance detailed account model
Document 32 –Works contracts provisional detailed account model
Document 33- Invoice Model
Document 34 – General and final detailed account model (DGD)
Document 35 - Liquidation detailed account model (DL) in the event of termination

I.6. Documents for the termination of contracts

Document 36 - Formal notice / Notification of formal notice
Document 37 - Contract termination decision
Document 38 – Notification document of termination decision

II. Outline of other documents

The outline of other documents includes (i) the minutes of meetings of public contracts boards, (ii) the reports of the bid evaluation sub-committees, (iii) the reports of some stakeholders, and (iv) the periodic reports provided for by the regulations in force.

II.1. Outline of the minutes

Outline 1 - Minutes of the examination session of the Consultation File by the TB
Outline 2 - Minutes of the session(s) for the opening of technical and/or financial offers
Outline 3 - Minutes(s) of the session(s) for the examination of the bid evaluation sub committee's report and the Summary Report, if any
Outline 4 - Minutes of the Central Contracts Control Board's (CCCB) examination session on the award proposal
Outline 5 - Minutes of the session to review mutual agreement contract draft and amendment

II.2. Outline of the reports of the bid evaluation sub-committee

Outline 6 - Prequalification Report;
Outline 7 - Table for Verifying the Conformity of offers for Requests for Quotation

Outline 8 - Technical and financial bid evaluation report (one-stage bid opening)

Outline 9 - Report on the evaluation of technical offers (opening of offers in 2 stages and/or in 2 steps)

Outline 10 - Summary report of the evaluation of the technical and financial offers (opening of the offers in 2 stages and/or in 2 steps)

II.3. Outline of the reports of some stakeholders

Outline 11 - Independent Observer's Report

Outline 12 - Report of the Central Contracts Control Board's expert

II.4. Outline of periodic reports

Outline 13 – Tenders Boards Periodic Activity Reports

Outline 14 – Central Contracts Control Boards Periodic Activity Reports

Outline 15 - Quarterly, half-yearly and annual reports of the Internal Public Contracts Administrative Management Entities (SIGAMP) on the award and execution of public contracts



Part I: FORMS AND MODEL OF DOCUMENTS

I.1. DOCUMENTS FOR SETTING UP THE BOARD

Document 1 - Decision establishing the composition of the Tenders Board



a. Document 1: Decision establishing the composition of the Tenders Board

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**DECISION No. _____ / [Project Owner/Delegated Project Owner]/TB/
ESTABLISHING THE COMPOSITION OF THE TENDERS BOARD
UNDER.....[Name of the structure]**

THE [Project Owner/Delegated Project Owner]:

Mindful of the Constitution

Mindful of

Mindful of (Specific Visas of the PO/DPO)

Mindful of

Mindful of Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code;

Mindful of Order No.of to set up the Tenders Board of/[
Name of the structure], if applicable ;

HEREBY DECIDES AS FOLLOWS:

Article 1: The composition of the Tenders Board placed under..... [Name of the structure]
is established as follows:

Chairperson - Mr/Mrs

Members - Mrs/Mr [Name surname] :..... [Structure represented]

-

-

-

Secretary -

Article 2: This decision shall be registered and communicated wherever necessary./-



Done at.....on the.....

Copies:

- MINMAP
- ARMP
- Structures represented
- The concerned
- Others
- Chronos / Archives

THE PO/DPO

1.2. DOCUMENTS FOR THE CONTRACT AWARD PHASE

Document 2 - Notice of Call for Expression of Interest (AAMI)

Document 3 - Release to publish an addendum to the AAMI

Document 4- Service Note to appoint the members of the ad hoc committee in charge of examining the call for expression of interest

Document 5 - Release to publish AAMI

Document 6 – Introductory Note of the Consultation File (TF and RQ)

Document 7 - Composition of the bid evaluation Sub-Committee

Document 8 - Award decision

Document 9 - Notification of the contract award decision

Document 10 - Release to publish the award decision

Document 11 – Decision to revoke a previous decision

Document 12 – Introductory note on the contract draft awarded by mutual agreement procedure

Document 13 - Memorandum presenting the contract amendment draft

Document 14 - Notification document of contracts and amendments



a. Document 2: Notice of Call for Expression of Interest

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

NOTICE OF CALL FOR EXPRESSION OF INTEREST No. /AMI/[Project
Owner/Delegated Project Owner] OF
FOR

1. Subject of the Notice of Call for Expression of Interest

2. Expected tasks and services

.....
[Define precisely the tasks expected].

3. Application file

Candidates must provide the following documents:

3.1 Administrative documents

“Volume 1” shall include the following administrative documents (originals or certified copies, as the case may be), of less than three (3) months old:

- A motivation letter duly signed by the candidate;
- The Trade Register or proof of legal existence;
- the attestation of non-bankruptcy issued by the registry of the Court of First Instance of the domicile;
- tax clearance certificate, if applicable (to be deleted if not required).
- Tax registration certificate.

3.2 Technical File

The “Volume 2” shall include:

3.2.1. The list of supervisory personnel

[Accompanied by their CVs and copies of diplomas. Copies of certificates may be certified at the invitation to tender's phase].

3.2.2. The consultant's references

[These references should be accompanied by supporting documents]

3.2.3. The list of equipment

4. Evaluation criteria for the Technical File ¹

The quality of the technical offers will be evaluated on the basis of the following criteria:

- Personnel *[if applicable]*
- References
- Equipment *[if applicable]*

5. Qualification criteria

-Only those candidates who have achieved a technical score of will be retained.

-

.....
[Other criteria...]

6. Submission of files

Applications files must be submitted in three (3) copies, one of which must be the original, in a sealed envelope, or sent electronically to _____ at on by at the latest, marked:

NOTICE OF CALL FOR EXPRESSION OF INTEREST

No.OF

FOR

Copies :

- MINMAP
- ARMP
- Others



Done at _____, on the _____.

THE PO/DPO

b. Document 3: Release to publish an addendum to AAMI

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**ADDENDUM TO THE NOTICE OF CALL FOR EXPRESSION OF INTEREST No.
...../AMI/[Project Owner/Delegated Project Owner] OF
FOR**

1. Subject of the addendum of the Notice of Call for Expression of Interest

The purpose of this addendum is to modify point(s) (To be specified) of the Notice of Call for Expression of Interest.

In this respect:

Instead of “... recall the number of the point and the wording of the Notice of Call for Expression of Interest point...”,

Read “ the new wording of the relevant Notice of Call for Expression of Interest point(s).....”.

2. The provisions of the Notice of Call for Expression of Interest not amended by this Notice of Call for Expression of Interest shall remain unchanged.

Copies:

- MINMAP
- ARMP
- Others



Done at _____, on the _____.

THE PO/DPO

c. Document 4: Service note to appoint members of the ad hoc committee in charge of examining applications on AAMI
No.[AAMI references]

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

SERVICE NOTE No. _____/AMI/[Project Owner/Delegated Project Owner]
APPOINTING THE MEMBERS OF THE AD HOC COMMITTEE IN CHARGE
REVIEWING THE APPLICATIONS ON AAMI
No.[AAMI references]

The Ad hoc Committee in charge of reviewing applications related to Call for Expressions of Interest No. [References of the notice of call for expressions of interest] is composed as follows;

Chairperson - Mr/Mrs

Member -Mrs /Mr.....[Name Surname] :..... [Quality]

Member -Mrs /Mr.....[Name Surname] :..... [Representative of the PO]

-

-

-

Rapporteur -

[The Chairpersons and members of the Bid evaluation sub-committee are preferably chosen among the Project Owner's or Delegated Project Owner's personnel and from the list of Experts approved by the body in charge of public contracts regulation].

The Ad Hoc Committee shall submit its report to the Project Owner or the Delegated Project Owner within.....[Reasonably, this period should not exceed 7 days].

[The chairpersons and members of the Ad hoc committee are bound by the obligation of moral probity, professional discretion and respect of public contracts regulations].

Done at.....on

THE PO/DPO

Copies:

- MINMAP
- ARMP
- Others

d. Document 5: Release to publish the AAMI result

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**RELEASE No. TO PUBLISH
RESULT OF THE NOTICE OF CALL FOR EXPRESSION OF INTEREST
No./AMI/[Project Owner/Delegated Project Owner] OF
FOR[Subject of the Invitation to Tender]
FINANCING:**

The [Project Owner/Delegated Project Owner] hereby informs the candidates who participated in the abovementioned Call for Expression of Interest that the candidates listed below have been selected after the pre-qualification process and shall be invited to bid for the said Consultation.

These companies are:

-
-
-

The candidates selected are therefore invited to contact [Address and Department of the PO/DPO] for the procedure to continue.

Furthermore, candidates that were not selected are requested to come and withdraw their proposals within fifteen days upon publication of this release.

Beyond this deadline, these offers will be destroyed.

Done at _____, on _____.

Copies:

- MINMAP
- ARMP
- Others

THE PO/DPO

e. Document 6: Introductory note on the consultation file

[PROJECT OWNER OR DELEGATED PROJECT OWNER STAMP]

Subject: Introductory note on the Consultation File (TF or RQ)
for [recall the subject of the services].

1 CONTEXT OF THE PROJECT

[Please state the context of the project, the objectives and the procedure chosen for the award of the contract].

2 STRUCTURE OF THE CONSULTATION FILE (DCE)

The Consultation File submitted for examination to the Tenders Board/Central Contracts Control Board of (identification of the Tenders Board/Central Contracts Control Board)..... in accordance with Model of Tender Files and Model of file for Request for Quotation in force comprises the following documents:

- a) Letter of Invitation to Tender (if applicable);
- b) Tenders Notice (AAO);
- c) General Regulations of the Invitation to Tender(RGAO);
- d) Special Regulations of the Invitation to Tender (RPAO);
- e) The segmentation of the lot (if applicable) ;
- f) Special Technical Clauses (STC) / the Technical Specifications (TS) / Terms of Reference (ToR); ⁽¹⁾
- g) The Special Administrative Clauses (SAC);
- h) Unit Price Schedule (BPU) ;
- i) Detailed quantity and cost estimate framework;
- j) Sub-detail of unit prices framework;
- k) Contract model;
- l) Models of forms to be used;
- m) List of banks and financial institutions authorised to issue bonds for public contracts.

3 PREQUALIFICATION (if applicable)

(In case of restricted invitation to tender); please, briefly summarise the AMI, its launching date and recall the list of companies pre-selected as a result of this call for expression of interest].

4 PARTICIPATION CONDITIONS

The participation is open/restricted⁽²⁾ on equal conditions to..... [Please specify the conditions to be fulfilled by the natural or legal persons authorised to tender].

1 Delete as appropriate

2 Delete as appropriate

5 FINANCING

The services to be executed following this consultation shall be financed by *[describe the method of financing]*.

6 EXECUTION PERIOD

The estimated deadline for the execution of the services is: _____ *[Specify if the period is given just for information]*.

7 TIME LIMIT FOR BIDDERS TO REPLY:

Bidders have a period of _____ from the date of publication of the tender notice to submit their offers

8 ESTIMATED COST OF THE PROJECT

The estimated cost of the project is _____ CFAF all taxes inclusive (ATI)

9 CONTRACT AWARD SCHEDULE

The critical dates of the timetable are as follows:

STEP	DEADLINE
Launch of the Invitation to tender	
Opening of offers	
Award of contract	
Contract signature	
Notification of the contract	

10 METHOD OF AWARD OF THE CONTRACT

[Please state the method of award of the contract. In any case, this must comply with the provisions of Article 99 of the Public Contracts Code].

11 OTHER CLAUSES

[This is a place to insert any other clauses not contrary to the regulations.]

These are the main provisions of this Consultation File submitted to your Tenders Board for examination. /-

Done at _____, on the _____.

Enclosures: *[Please list the attachments].*

Copies:

- MINMAP
- ARMP
- Others

THE PO/DPO

f. Document 7: Composition of the evaluation sub-committee

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**SERVICE NOTE No. _____/CPM/[Project Owner/Delegated Project Owner]
TO APPOINT THE MEMBERS OF THE SUB-COMMITTEE IN CHARGE OF
EVALUATING BIDS RELATING TO INVITATION TO TENDER No.
[References of the Consultation]**

The Sub-Committee in charge of evaluating offers relating to invitation to tender No. [References of the Consultation] is composed as follows:

Chairperson - Mr/Mrs
Member -Mrs /Mr.....[Name Surname] :..... [Quality]
Member -Mrs /Mr.....[Name Surname] :..... [Representative of the PO]
-
-
-
Rapporteur -

[The Chairpersons and members of the bid evaluation sub-committee are preferably chosen from the list of Experts approved by the body in charge of public contracts regulation].

The Sub-Committee shall have a period of ... days to submit its report to the Tenders Board.

[This period shall not exceed 10 days for small scale projects and in the case of a one-stage opening of bids, 15 days in the case of a two-stage opening, and 21 days for large scale and complex projects].

[The Chairpersons and members of the evaluation sub-committee are bound by the obligation of moral probity, professional discretion and respect for public contracts regulation].. /-

Done at.....on the.....

Copies:

- MINMAP
- ARMP
- Others

THE CHAIRPERSON OF THE TENDERS BOARD

g. Document 8: Award decision

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**DECISION No.TO AWARD THE CONTRACT (OR JOBBING ORDER)
AWARDED.....** [Method of award, number and subject of the consultation].

The[PO/DPO]

[Visas following specifications of the PO/DPO]

Mindful of Decree No. 2018/366 of 20 June 2018 to institute Public Contracts Code;

Mindful of the Tender Notice (or the Notice of request for quotation)... [References of the Invitation to tender]

Mindful of the award proposal of the Tenders Board dated

Mindful of the no objection opinion from the Central Contracts Control Board [if applicable].

HEREBY DECIDES AS FOLLOWS

Article 1: The company (or group of companies, firms, establishments...) [Name and address], is the successful bidder of the lot No./of contract⁽¹⁾ relating to the consultation [Number, subject and date of signature of the Tender Notice or the Request for Quotation Notice] for an amount ofand a period of

Article 2: This decision shall be registered and published in the Public Contracts Logbook or any other authorised publication.

Done at _____, on the _____.

Copies:

- MINMAP
- ARMP
- Others

THE PO/DPO

1 Delete as appropriate

h. Document 9: Notification of contract award decision

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

THE..... [PO/DPO]

To

Mr
Representative.....
... [Name of the successful bidder]
Address:

Subject:

[References of the Invitation to tender]

Mr/Mrs, ⁽¹⁾

You submitted an offer within the framework of the invitation to tender (or Request for Quotation) No. of [date].....for.....[subject]

By decision No., your company has been selected for the execution of the contract (or of the corresponding jobbing order). [In case of invitation to tender with allotment, please specify the lot concerned].

Please contact [Specify the department or official in charge], no later than..... to finalise the contract draft, failing which, the award decision will be cancelled.

Yours sincerely.

_____, the _____

THE PO/DPO

NOTIFICATION²

I the undersigned, _____ representing the company
[Corporate Name]

Acting in the capacity of _____ acknowledge receipt this day, of
the notification of this award decision No. _____.

_____ [place], on the _____ [date]

Copies :

- MINMAP
- ARMP
- TB
- Others

THE SUCCESSFUL BIDDER

¹ Delete as appropriate

² Use all possible channels, including a bailiff, to notify the award decision..

i. Document 10: Release to publish the award result of a consultation

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**RELEASE No. TO PUBLISH THE RESULT OF THE
INVITATION TO TENDER (OR REQUEST FOR QUOTATION)**

No. FOR

FINANCING:

The [*Project Owner*] hereby informs the candidates who participated in the above-mentioned Consultation that the company [*Successful bidder*] is declared successful bidder of the contract (or the jobbing order) relating to the said Consultation. for an amount of (All taxes inclusive in CFA francs) and an execution period of

The company retained is therefore invited to contact..... [*Address and Department of the MO/MOD*] for the procedure to continue.

[*Insert reasons for rejection of candidates not retained*].

Furthermore, bidders that were not retained are requested to collect their offers within fifteen days upon publication of this release, including their bid bond, with the exception of the copy intended for the body in charge of regulating public contracts.

Beyond this deadline, these offers will be destroyed.

_____ [place], on the _____ [date]

Copies:

- MINMAP
- ARMP
- Others

THE PO/DPO

j. Document 11: Decision to revoke a previous award decision

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

DECISION No.....
TO REVOKE DECISION No.ON THE AWARD OF CONTRACT (OR OF THE
JOBGING ORDER) AWARDED..... *[Method of award, number and subject of the*
consultation].

The[PO/DPO]

[Visas following specifications of the PO/DPO]

Mindful of Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code;
Mindful of Tender Notice (or the Request for Quotation Notice)... .. *[References of the Invitation*
to tender]
Mindful of Decision No.to award the contract (or of the jobbing
order)..... *[Method of award, consultation number and subject]*
Mindful of the Tenders Board's opinion
Mindful of letter No.from the Authority in charge of Public Contracts

HEREBY DECIDES AS FOLLOWS

Article 1: The decision No.to award the contract (or of the jobbing order)
relating to the consultation..... *[Number, subject and date of*
signature of the Tender Notice or the Notice of the RQ] to the company (or group of companies, firms,
establishments, etc.) [Name and address], is cancelled [specify the
reasons for the cancellation of the previous decision]

Article 2: This decision shall be registered and published in the Public Contracts
Logbook or any other authorised publication.

Done at _____, on the _____.

Copies:

- MINMAP
- ARMP
- Others

THE PO/DPO

k. Document 12: Introductory note on the contract draft

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

INTRODUCTORY NOTE ON THE CONTRACT DRAFT

1 CONTEXT OF THE PROJECT

[Please recall the context of the project].

2 SUBJECT OF THE CONTRACT

The subject of this contract is.....

3 CONTRACT AWARD CONDITIONS

Mutual agreement Authorisation reference.....

Number of offers received.....

Period of evaluation of offers

Contract subscription date

4 HOLDER

[Name and address of the contract holder].

5 CONTRACT AMOUNT

[Amount including all taxes].

6 FINANCING – BUDGET HEAD

[To be specified].

7 EXECUTION PERIOD

To [be specified].

8 REVISION OF PRICES

[To be specified].

9 FINAL BOND

[To be specified].

10 RETENTION OF GUARANTEE

[To be specified].

11 TAX AND CUSTOMS REGIME

[To be specified].

12 MODIFICATIONS ON THE SAC OF THE CONSULTATION FILE

[Specify modifications - Attach minutes of negotiations if negotiations took place].

13 OTHER CLAUSES

All the usual clauses, in accordance with public contracts regulations, are applicable to this contract.

These are the main provisions of this contract to be submitted to the.....Tenders Board for examination

_____ [place], on the _____ [date]

THE PO/DPO

1. Document 13: Introductory note on the contract amendment draft

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

INTRODUCTORY NOTE ON THE CONTRACT DRAFT AMENDMENT

on *[recall basic contract references]*.

1 REFERENCES OF THE INITIAL CONTRACT

Launch date of the invitation to tender (or authorisation for the mutual agreement procedure)

Date of the contract award

Amount and deadline of the initial contract

Date of signature of contract

Start date of the services

2 SUBJECT OF THE CONTRACT AMENDMENT

The subject of this amendment is.....

3 JUSTIFICATION OF THE CONTRACT AMENDMENT

4 HOLDER

[Name and address of the contract holder].

5 AMOUNT OF THE CONTRACT AMENDMENT

[Amount including all taxes - Please also state the contract amount].

6 FINANCING – BUDGET HEAD

[Specify].

7 DEADLINE FOR THE EXECUTION OF THE CONTRACT AMENDMENT

[Specify].

8 TAX AND CUSTOMS REGIME

[Specify].

9 OTHER CLAUSES

All the usual clauses, in accordance with public contracts regulations, are applicable to this amendment.

These are the main provisions of this amendment to be submitted toTenders Board for examination

_____ [place], on the _____ [date]

THE PO/DPO

m. Document 14: Notification of the contract, the jobbing order and the contract amendment

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTERHEAD]

THE..... [PO/DPO]

To

Mr

Representative.....

[Name of the beneficiary]

Address:

Subject:

[References, subject and date of signature of the contract (of the order letter or of the amendment°)]

Dear Sir/Madam

I have the honour to send you herewith seven (7) original copies of the contract (jobbing order or contract amendment) referred to above, signed on

I would be grateful if you register and stamp these copies, send me five (5) of them, and contact my services for the notification of the administrative order prescribing the start of the execution of the related services.

_____, the _____

THE PO/DPO

NOTIFICATION¹

I, the undersigned, _____ representing the company [Corporate name]
Acting in the capacity of _____ acknowledge that I have received today,
notification of the contract (or the jobbing order, or the amendment)

No. _____.

_____, the _____

Copies:

- MINMAP
- ARMP
- Others

THE CONTRACTING PARTNER

¹ Use all possible means, including a bailiff, to notify the contract

1.3. DOCUMENTS FOR THE CONTRACT EXECUTION PHASE

Document 15 – Bid bond release order

Document 16 - Administrative order to commence services (OSD) and OSD notification

Document 17- Administrative order to extend execution deadlines and notification

Document 18- Administrative order for suspension and/or resumption of services and notification

Document 19 - Administrative order for additional services and notification

Document 20- Administrative order for new prices and notification

Document 21 - Site Logbook (for works contracts)

a. Document 15: Bid bond release order certificate for the successful bidder

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTERHEAD]

BID BOND RELEASE ORDER

The *[PO/DPO]*

[Visas following specifications of the PO/DPO]

Mindful of Decree No. 2018/366 of 20 June 2018 to institute the Public Contracts Code/Decree No. 2018/355 laying down the common rules applicable to Public Enterprises' contracts;

Mindful of invitation to tender (or request for quotation) No. *[No., date and subject of the invitation to tender or request for quotation]*

Mindful of release No..... ofto publish the result of the invitation to tender (or the request for quotations),

Mindful of the final bond No. of provided by the company ⁽¹⁾

Releases the bid bond No of an amount equal toCFAF issued by.....to the.....company. *[Name and address of successful bidder]* that has been retained.

In witness whereof, this certificate is issued to serve the purpose for which it is required./-

Done at....., on

1 Valid only for the contract successful tenderer

b. Document 16: Administrative order to commence services / Notification of Administrative order

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTERHEAD]

**ADMINISTRATIVE ORDER No. _____/OSD/ _____
PRESCRIBING THE START OF THE SERVICES**

The company (or group of companies, firms, establishments, etc.) P.O. Box:..... Tel.Fax Contract holder (or jobbing order) No.....[*Reference and subject of the contract*] of....., for an amount of[*Amount in figures and words*], represented by [*Name and position*] is invited to start the services covered by the above-mentioned contract (or jobbing order).

Mr/Mrs. is reminded to Mr/Mrs [Representative of the Contracting partner] that the period for the execution of the services of provided for in Article of the contract shall run from the date of notification of this Administrative Order

At, on the

[THE PO/DPO]

NOTIFICATION

..... [*Name and position*], Contract Manager, hereby certifies that he has handed the..... [*References and subject of the contract*] to Mr/Mrs..... [*Name and position of the representative of the contracting partner*] of the companyP.O.Box..... Tel E-mail....., the administrative order No. of prescribing the start of the services covered by the above-mentioned contract, to which it declares to comply.

The Company

The Contract Manager

Copies:

- MINMAP
- ARMP
- Others

c. Document 17: Administrative order to extend deadlines / Notification

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**ADMINISTRATIVE ORDER No. _____/OS/ _____
PRESCRIBING THE EXTENSION OF DEADLINES**

The execution deadline of contract (or the jobbing order) No. *[Reference and subject of the contract]* dated awarded with the company (or group of companies, firms, establishments...) P.O. Box: Tel.Fax, initially set at *[Specify the execution period for the initial contract and any previous contract amendments, if applicable]* is extended of *[Specify the duration of the extension]*.

At, on the

[THE PO/DPO]

NOTIFICATION

..... *[Name and position]*, Contract Engineer, hereby certifies that he has submitted to. M.....*[Name and position of company representative]*.....of the companyP.O Box..... Tel
E-mail....., the administrative order No. of extending the execution period of the above-mentioned contract.

The Company

The Contract Engineer

Copies :

- MINMAP
- ARMP
- Others

d. Document 18: Administrative order for suspension and/or resumption of services/notification

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**ADMINISTRATIVE ORDER No. _____/OS/ _____
PRESCRIBING THE SUSPENSION AND/OR RESUMPTION OF SERVICES**

The services covered by the contract (or the jobbing order) No. *[Reference and subject of the contract]* dated awarded with the company (or group of companies, firms, establishments...) P.O Box Tel. Fax, are suspended for a period of *[Specify the duration of the suspension]* with effect from *[Specify the effective date of the suspension and the date of resumption, if applicable]*.

At, on the

[THE PO/DPO]

NOTIFICATION

..... *[Name and position]*, Contract Engineer, hereby certifies that he has handed to Mr..... *[Name and position of company representative]* of the company P.O Box Tel E-mail....., the Administrative Order No. of suspending and/or for the resumption of the services covered by the above-mentioned contract (jobbing order).

The Company

The Contract Engineer

Copies:

- MINMAP
- ARMP
- Others

e. Document 19: Administrative order for additional services/Notification

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTERHEAD]

**ADMINISTRATIVE ORDER No. _____/OS/ _____
PRESCRIBING ADDITIONAL SERVICES**

The additional services which description is attached to this administrative order are now taken into account in the contract (or jobbing order) No. [Reference and subject of the contract] dated awarded with the company (or group of companies, firms, establishments...) P.O Box..... Tel.Faxon the basis of basic contract prices

As a result, the execution period for the contract (or the jobbing order) initially set at [Specify the execution period for the basic contract and any previous amendments, if applicable] is extended of [Specify the duration of the extension].

At, on the

[THE PO/DPO]

NOTIFICATION

..... [Name and position], Contract Engineer, hereby certifies that he has handed to Mr..... [Name and position of company representative] of the company P.O Box..... Tel
E-mail....., the Administrative Order No. of
prescribing additional services within the framework of the execution of the above-mentioned contract (or jobbing order).

The Company

The Contract Engineer

Encl: Description of additional services

Copies:

- MINMAP
- ARMP
- Others

f. Document 20: Administrative order for new prices/notification

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**ADMINISTRATIVE ORDER No. _____/AO/ _____
PRESCRIBING NEW PRICES**

The prices applicable to services not provided for in the basic contract and the description of which is attached to this administrative order are now in force within the framework of the execution of contract (or jobbing order) No. *[Reference and subject of the contract]* dated awarded with the company (or group of companies, firms, establishments...) P.O Box..... Tel.Fax

At, on the

[THE PO/DPO]

NOTIFICATION

..... *[Name and position]*, Contract Engineer, hereby certifies that he has handed to Mr..... *[Name and position of company representative]* of the companyP.O Box..... Tel
E-mail....., the Administrative Order No. of
prescribing the taking into account and application of new prices within the framework of the execution of the above-mentioned contract (or jobbing order).

The Company

The Contract Engineer

Encl: Description of services and related new prices

Copies:

- MINMAP
- ARMP
- Others

g. Document 21: Site logbook

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

Project Owner.....	Contract No..... Company:..... Control mission.....
Site Logbook of the	
COMPANY	CONTROL MISSION
Work executed:	Weather:
	Visit:
Supply of the day	
	Lab/photos/tests
Equipment	Control operations of:
Personnel	
	Contracts/approval/acceptance
Miscellaneous	
Documents handed	security
General observations	
For the company	For the control mission

1.4. DOCUMENTS FOR SERVICES ACCEPTANCE PHASE

Document 22 – Performance certificate

Document 23 - Minutes of the provisional acceptance of works

Document 24 - Minutes of partial acceptance of works

Document 25 - Minutes of final acceptance of works

Document 26 - Technical validation minutes for services and intellectual services contracts;

Document 27 - Minutes for the acceptance (validation) of deliverables of service and intellectual service contracts by the Follow-up and Technical Validation Committee

Document 28 - Job cost sheet model for provisional detailed account

Document 29 - Job cost sheet model for general and final detailed account

Document 30 - Job cost sheet model for last invoice

a. Document 22: Performance certificate

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

PERFORMANCE CERTIFICATE No.

The..... *[Project Owner or his representative]* certifies that
..... *[name and address of the company]* that was awarded the contract (or
jobbing order) No. *[References and subject of the contract]* of for
..... has satisfactorily performed the services covered by the said contract (or the said
jobbing order).

In witness whereof, this certificate is issued to serve the purpose for which it will be required.

Done at.....on the.....

Copies:

- *MINMAP*
- *ARMP*
- *Others*

THE PO/DPO

b. Document 23: Minutes of the provisional acceptance of works

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

MINUTES OF PROVISIONAL ACCEPTANCE OF WORKS

Contract No.of the [References and subject of the contract]

The year two thousand....., on theof the month of.....from
..... o'clock.

We, the undersigned

Mr/Mrs[The Project Owner or his representative]

Mr.....[the Contract Manager]

Mr.....[Contract Engineer]

Mr.....[Project Manager if applicable]

Mr..... [Others.]

Followed by:

Mr.....[name]

In the presence of the duly convened contractor and, MINMAP representative, observer, we went to the site to examine and verify the services executed by [name and address of the company] within the framework of the above-mentioned contract.

At the end of this examination, we declare that: ⁽¹⁾

☐ provisional acceptance **is pronounced without reservations**, with effect from the date of.....

Done at the days, months and year as above, in one __ [number as per contract] original(s).

[Signatories: Members listed below]

c. **Document 24: Minutes of the partial acceptance of services**

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTERHEAD]

MINUTES OF PARTIAL ACCEPTANCE OF WORKS

Contract No.of the [References and subject of the contract]

The year two thousand....., on theof the month of.....from
..... o'clock.

We, the undersigned

Mr/Mrs..... [The Project Owner or his representative]

Mr.....[the Contract Manager]

Mr.....[Contract Engineer]

Mr.....[Project Manager, if applicable]

Mr.....[Others.]

Followed by :

Mr.....[name]

In the presence of the duly convened contractor and, MINMAP representative, observer, we went to the site to examine and verify the partial services, details of which are appended to these Minutes, executed by [name and address of the company] within the framework of the above-mentioned contract.

At the end of this examination, we declare that: ⁽¹⁾

☐ the partial acceptance **is pronounced without reservations**, with effect from the date of.....

Done at the days, months and year as above, in __ [number as per contract] original(s).

[Signatories: Members listed below]

Encl: Statement of partial services executed

d. Document 25: Minutes of the final acceptance of services

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTERHEAD]

MINUTES OF FINAL ACCEPTANCE OF WORKS

Contract No.of the [References and subject of the contract]

The year two thousand....., on theof the month of.....from
..... o'clock.

We, the undersigned

Mr/Mrs..... [The Project Owner or his representative]

Mr.....[the Contract Manager]

Mr.....[Contract Engineer]

Mr.....[Contractor]

Mr.....[Others..]

Followed by:

Mr.....[name]

In the presence of the duly convened contractor and, MINMAP representative, observer, we went to the site to examine and verify the services executed by [name and address of the company] within the framework of the above-mentioned contract.

At the end of this examination, mindful of the provisional acceptance pronounced on, we declare that: ⁽¹⁾

☐ final acceptance is **pronounced** without reservations, with effect from the date of.....

Done at the days, months and year above, in __ [number] originals, of which __ [number] were handed to the Project Owner and __[number] to the Company.

[Signatories: Members listed below]

1 tick as appropriate

e. **Document 26: Minutes of the technical validation**

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTERHEAD]

MINUTES OF THE TECHNICAL VALIDATION

Contract No.of the [References and subject of the contract]

The year two thousand....., on theof the month of.....from... o'clock.

We, the undersigned

Mr/Mrs..... [The Project Owner or his representative]

Mr.....[the Contract Manager]

Mr.....[Contract Engineer]

Mr.....[Contractor]

Mr.....[Others.]

Followed by :

Mr.....[name]

In the presence of the duly convened contract holder and the MINMAP representative, observer, we have examined the deliverables produced by [name and address of the contract holder] under the above-mentioned contract.

At the end of this examination, we declare that: ⁽¹²⁾

☐ the technical validation is **pronounced**, with effect from the date of.....

Done at the days, month and year above, in ____ [number] original and ____ [number] copies.

[Signatories: Members listed below]

¹² tick as appropriate

f. Document 27: Minutes of the Follow-up and Technical Validation Committee

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**MINUTES OF THE FOLLOW-UP
AND TECHNICAL VALIDATION COMMITTEE**

Contract No.of the [References et subject of the contract]

The year two thousand....., on theof the month of.....from... o'clock.

We, the undersigned

Mr/Mrs.....[The Project Owner or his representative]

Mr.....[the Contract Manager]

Mr.....[Contract Engineer]

Mr.....[Project Manager, if applicable]

Mr.....[Others.]

Followed by:

Mr.....[name]

In the presence of the duly convened contract holder and the MINMAP representative, observer, we have examined the deliverables produced by [name and address of the contract holder] under the above-mentioned contract.

At the end of this examination, we declare that: ⁽¹³⁾

☐ technical validation is **pronounced without reservations**, with effect from the date of.....

☐ the technical validation is pronounced with effect from the date of with the following reservations:

-

☐ the technical validation is **refused – postponed** ⁽¹⁴⁾ for the following reasons:

.....

.....

Done at the days, months and year above, in __ [number as per contract] original(s).

[Signatories: Members listed below]

¹³ tick as appropriate

¹⁴ Delete as appropriate

a. Document 28: Model of job cost sheet for provisional detailed account

REPUBLIC OF CAMEROON <i>PEACE-WORK-FATHERLAND</i>				REPUBLIQUE DU CAMEROUN <i>PAIX-TRAVAIL-PATRIE</i>				
PROJECT OWNER:								
References and subject of the contract:								
Contracts amount, all taxes inclusive		Subscribed on Signed on Notified on Registered on:				Contract holder: Addresses		
Tax-inclusive amount of amendments		Start-up administrative order No. Signed on: Notified on:				Account No.: Bank: Branch:		
Tax-inclusive amount of the initial contract and its amendments								
JOB COST SHEET FOR PROVISIONAL DETAILED ACCOUNT No. / FINAL (1)								
Price No.	Unit	QUANTITY					Percen-tage	Remarks
		Contract	Execution project	Previous total	Months	Total		
<u>The enterprise</u>				<u>Project Manager / Contract Engineer</u>				
(1) Delete as appropriate								

b. Document 29: Model of job cost sheet for general and final detailed account

REPUBLIC OF CAMEROON <i>PEACE-WORK-FATHERLAND</i>			REPUBLIQUE DU CAMEROUN <i>PAIX-TRAVAIL-PATRIE</i>			
PROJECT OWNER:						
References and subject of the contract:						
Contracts amount all taxes inclusive	Subscribed on..... Signed on Notified on Registered on:			Contract holder: Addresses:		
Tax-inclusive amount of amendments	Start-up administrative order No. Signed on: Notified on:			Account No.: Bank: Branch:		
Tax-inclusive amount of the initial contract and its amendments						
JOB COST SHEET FOR GENERAL AND FINAL DETAILED ACCOUNT						
Detailed account No.	Start-up advance		Supply advance		Retention bond deducted	Remarks
	Amount	Percentage	Amount	Percentage		
Np.1						
No.2						
No.3						
Total						
<u>The enterprise</u>		<u>Contract Engineer</u>		<u>Contract Manager</u>		

c. Document 30: Model of job cost sheet for a last invoice

REPUBLIC OF CAMEROON <i>PEACE-WORK-FATHERLAND</i>		REPUBLIQUE DU CAMEROUN <i>PAIX-TRAVAIL-PATRIE</i>		
PROJECT OWNER:				
References and subject of the contract:				
Contracts amount all taxes inclusive	Subscribed on..... Signed on Notified on Registered on:	Contract holder: Addresses:		
Tax-inclusive amount of amendments	Start-up administrative order No. Signed on: Notified on:	Account No.: Bank: Branch:		
Tax-inclusive amount of the initial contract and its amendments				
JOB COST SHEET FOR LAST INVOICE (General Supplies Contracts)				
Detailed account No.	Start-up advance		Retention bond deducted	Remarks
	Amount	Percentage		
Np.1				
No.2				
No.3				
Total				
<u>The enterprise</u>	<u>Contract Engineer</u>		<u>Contract Manager</u>	

1.5. DOCUMENTS FOR THE PAYMENT PHASE OF SERVICES

Document 31 - Start-up advance detailed account model

Document 32 – Model of Provisional detailed account for works contracts

Document 33 – Model of General and final detailed account (DGD)

Document 34 – Model of invoice

Document 35 – Model of liquidation detailed account (DL) in the event of termination

a. Document 31: Start-up advance detailed account

REPUBLIC OF CAMEROON Peace-Work-Fatherland				REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie				
PROJECT OWNER:								
References and subject of the contract:								
Contracts amount all taxes inclusive		Subscribed on..... Signed on Notified on Registered on:			Contract holder: Addresses:			
Tax-inclusive amount of amendments		Start-up administrative order No.			Account No.:			
Tax-inclusive amount of the initial contract and its amendments		Signed on: Notified on:			Bank: Branch:			
LAST INVOICE SUMMARY (SERVICES OTHER THAN WORKS) (TAXES: VAT and AIR)								
Description	Positive elements		Negative elements		Total of payments (E) E=B-C-D-E)	Taxes (CFA Francs)		Net to be paid (H) H=B-C-D-F
	Start-up advance (A)	Service provisions AIR included (B)	Repayment of Start-up advance (C)	Penalties (D)		AIR (F) F= B x R/100	VAT (G) G=B×19.25/100)	
Total amount of present detailed account								
Total amount of previous detailed accounts								
Down payment to be issued								
<i>Set this detailed account of the VAT to the net sum payable of: (in words) CFA Francs</i>								
<i>Set this detailed account of the AIR to the net sum payable of: (in words) CFA Francs</i>								
<i>NB: R represents the rate of the contractor's system (actual system 2.2%; simplified regime: 5.5%)</i>								
<u>The enterprise</u>			<u>Project Manager</u>		<u>Contract Engineer</u>			
<u>Contract Manager</u>			<u>Project Owner</u>		<u>MINMAP</u>			

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REPUBLIC OF CAMEROON <i>Peace-Work-Fatherland</i>		REPUBLIQUE DU CAMEROUN <i>Paix-Travail-Patrie</i>		
PROJECT OWNER:				
References and subject of the contract:				
Contracts amount all taxes inclusive	Subscribed on..... Signed on Notified on Registered on :		Contract holder: Addresses:	
	Start-up administrative order No. Signed on: Notified on:		Account No.: Bank: Branch:	
(START-UP / SUPPLY) ADVANCE DETAILED ACCOUNT⁽¹⁾ (TAXES)				
Description	Positive elements	Taxes (CFA Francs)		Net to be paid (D) D=A
	Start-up advance/ for supply ⁽¹⁾ A	AIR (B) (B=0)	VAT (C) C=A×19.25/100	
Total amount of present detailed account				
Total amount of previous detailed accounts				
Down payment to be issued				
<i>Set this detailed account of the VAT to the net sum payable of: (in words) CFA Francs</i>				
<u>The enterprise</u>	<u>Project Manager</u>	<u>Contract Engineer</u>		
<u>Contract Manager</u>	<u>Project Owner</u>			
(1) Delete as appropriate				

b. Document 32 provisional detailed account for works contracts

REPUBLIC OF CAMEROON Peace-Work-Fatherland					REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie				
PROJECT OWNER:									
References and subject of the contract:									
Contract amount all taxes inclusive			Subscribed on..... Signed on Notified on Registered on:			Contract holder: Addresses:			
Tax-inclusive amount of amendments			Start-up administrative order No. Signed on: Notified on :			Account No.: Bank: Branch:			
Tax-inclusive amount of the initial contract and its amendments									
SUMMARY OF PROVISIONAL DETAILED ACCOUNT No/FINAL (1) FOR WORKS EXECUTED (NET TO BE PAID)						Period:			
Description	Positive elements		Negative elements			Total of payments (F) F=B-C-D-E	Taxes (CFA Francs)		Net to be paid (I) I=B-C-D-E-G
	Start-up advance (A)	Service provisions AIR included (B)	Retention bond (C)	Repayment of start-up advance (D)	Penalties (delay +specific) (E)		AIR (G) G=(B-C) ×R/100)	VAT (H) H=(B-C) ×19.25/100)	
Total amount of present detailed account									
Total amount of previous detailed accounts									
Down payment to be issued									
Set this detailed account to the net sum payable of: (in words) CFA Francs									
NB: R represents the rate of the contractor's system (actual system 2.2%; simplified regime: 5.5%)									
<u>The enterprise</u>			<u>Project Manager</u>			<u>Contract Engineer</u>			
<u>Contract Manager</u>			<u>Project Owner</u>						
(1) Delete as appropriate									

REPUBLIC OF CAMEROON <i>Peace-Work-Fatherland</i>					REPUBLIQUE DU CAMEROUN <i>Paix-Travail-Patrie</i>				
PROJECT OWNER:									
References and subject of the contract:									
Contracts amount all taxes inclusive			Subscribed on..... Signed on Notified on Registered on:			Contract holder: Address:			
Tax-inclusive amount of amendments			Start-up administrative order No. Signed on: Notified on:			Account No.: Bank: Branch:			
Tax-inclusive amount of the initial contract and its amendments									
SUMMARY OF PROVISIONAL/FINAL DETAILED ACCOUNT (1) (TAXES)						PERIOD			
Description	Positive elements		Negative elements			Total of payments (F) F=B-C-D-E	Taxes (CFA Francs)		Net to be paid (I) I=B-C-D-E-G
	Start-up advance (A)	Service provisions AIR included (B)	Retention bond (C)	Repayment of start-up advance (D)	Penalties (E)		AIR (G) G=(B-C) × R/100)	VAT (H) H=(B-C) × 19.25/100)	
Total amount of current detailed account									
Total amount of previous detailed accounts									
Down payment to be issued									
Set this VAT detailed account to the sum of: (in words) CFA Francs									
Set this AIR detailed account to the sum of: (in words) CFA Francs									
<i>NB: R represents the rate of the contractor's system (actual system 2.2%; simplified regime: 5.5%)</i>									
<u>The enterprise</u>			<u>Project Manager</u>			<u>Contract Engineer</u>			
<u>Contract Manager</u>			<u>Project Owner</u>						
(1) Delete as appropriate									

c. Document 33: General and final detailed account

REPUBLIC OF CAMEROON Peace-Work-Fatherland				REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie			
PROJECT OWNER:							
References and subject of the contract:							
Contract amount all taxes inclusive			Subscribed on..... Signed on Notified on Registered on:		Contract holder: Address:		
Tax-inclusive amount of amendments			Start-up administrative order No. Signed on : Notified on :		Account No.: Bank: Branch:		
Tax-inclusive amount of the initial contract and its amendments							
SUMMARY OF GENERAL AND FINAL DETAILED PAYMENT ACCOUNT FOR RETENTION BOND REPAYMENT (WORKS CONTRACTS) (NET TO BE PAID)							
Description	Positive elements		Negative elements	Total of payments (D) D=A-B	Taxes (CFA Francs)		Net to be paid (G) G=(A+B)- C-E
	Retention bond (A)	Other payments for service provisions (claims, adjustment, etc...) (B)	Penalties (delays/specific) (C)		AIR (E) E=A ×R/100	VAT(F) F=A×19.25 /100)	
Total amount of current detailed account							
Total amount of previous detailed accounts							
Down payment to be issued							
Set this detailed account to the net sum to be paid of: (in words) CFA Francs							
<i>NB: R represents the rate of the contractor's system (actual system 2.2%; simplified regime: 5.5%)</i>							
<u>The enterprise</u>			<u>Project Manager</u>		<u>Contract Engineer</u>		
<u>Contract Manager</u>			<u>Project Owner</u>		<u>MINMAP</u>		

REPUBLIC OF CAMEROON Peace-Work-Fatherland			REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie				
PROJECT OWNER:							
References and subject of the contract:							
Contracts amount all taxes inclusive		Subscribed on..... Signed on Notified on Registered on:		Contract holder: Address:			
Tax-inclusive amount of amendments		Start-p administrative order No.		Account No.:			
Tax-inclusive amount of the initial contract and its amendments		Signed on: Notified on:		Bank: Branch:			
SUMMARY OF GENERAL AND FINAL DETAILED ACCOUNT FOR RETENTION BOND REPAYMENT (WORKS CONTRACTS) (TAXES)							
Description	Positive elements		Negative elements	Total of payments (D) D=A-B	Taxes (FCFA)		Net to be paid (G) G=(A+B)-C
	Retention bond (A)	Other payments for service provisions (claims, adjustment, etc...) (B)	Penalties (delays/specific) (C)		AIR (E) E=A ×R/100	VAT (F) F=A ×19.25/100)	
Total amount of current detailed account							
Total amount of previous detailed accounts							
Down payment to be issued							
<i>Set this detailed account to the net sum to be paid of: (in words) CFA Francs</i>							
<i>NB: R represents the rate of the contractor's system (actual system 2.2%; simplified system: 5.5%)</i>							
<u>The enterprise</u>			<u>Project Manager</u>		<u>Contract Engineer</u>		
<u>Contract Manager</u>			<u>Project Owner</u>		<u>MINMAP</u>		

d. Document 34: Invoice

REPUBLIC OF CAMEROON Peace-Work-Fatherland				REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie				
PROJECT OWNER:								
References and subject of the contract:								
Contracts amount all taxes inclusive			Subscribed on..... Signed on Notified on Registered on:		Contract holder: Address:			
Tax-inclusive amount of amendments			Start-up administrative order No. Signed on: Notified on:		Account No.: Bank: Branch:			
Tax-inclusive amount of the initial contract and its amendments								
LAST INVOICE SUMMARY (OTHER SERVICE PROVISIONS THAN WORKS) (NET TO BE PAID)								
Description	Positive elements		Negative elements		Total of payments (E) E=B-C-D-E	Taxes (CFA Francs)		Net to be paid (H) H=B-C-D-F
	Start-up advance (A)	Service provisions AIR included (B)	Start-up advance repayment (C)	Penalties (delays/specific) (D)		AIR (F) F=B×R/100	VAT (G) G=B×19.2 5/100	
Total amount of current detailed account								
Total amount of previous detailed accounts								
Down payment to be issued								
Set this detailed account to the net sum to be paid of: (in words) CFA Francs								
NB: R represents the rate of the contractor's system (actual system 2.2%; simplified regime: 5.5%)								
<u>The enterprise</u>			<u>Project Manager</u>		<u>Contract Engineer</u>			
<u>Contract Manager</u>			<u>Project Owner</u>		<u>MINMAP</u>			

REPUBLIC OF CAMEROON Peace-Work-Fatherland					REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie			
PROJECT OWNER:								
References and subject of the contract:								
Contracts amount all taxes inclusive			Subscribed on..... Signed on Notified on Registered on:		Contract holder: Address:			
Tax-inclusive amount of amendments			Start-up administrative order No. Signed on: Notified on:		Account No.: Bank: Branch:			
Tax-inclusive amount of the initial contract and its amendments								
LAST INVOICE SUMMARY (OTHER TYPES OF SERVICES THAN WORK) (TAXES: VAT AND AIR)								
Description	Positive elements		Negative elements		Total of payments (E) E=B-C-D-E	Taxes (FCFA)		Net to be paid (H) H=B-C-D-F
	Start-up advance (A)	Service provisions AIR included (B)	Repayment of start-up advance (C)	Penalties (D)		AIR (F) F=B×R/100	VAT (G) G=B×19.25/100)	
Total amount of current detailed account								
Total amount of previous detailed accounts								
Down payment to be issued								
Set this VAT detailed account to the sum of: (in words) CFA Francs								
Set this AIR detailed account to the sum of: (in words) CFA Francs								
<i>NB: R represents the rate of the co-contractor's system (actual system 2.2%; simplified regime: 5.5%)</i>								
<u>The enterprise</u>			<u>Project Manager</u>		<u>Contract Engineer</u>			
<u>Contract Manager</u>			<u>Project Owner</u>		<u>MINMAP</u>			

e. Document 35: Model of liquidation detailed account (DL) in the event of termination

REPUBLIC OF CAMEROON Peace-Work-Fatherland				REPUBLIQUE DU CAMEROUN Paix-Travail-Patrie			
PROJECT OWNER:							
References and subject of the contract:							
Contracts amount all taxes inclusive			Subscribed on..... Signed on Notified on Registered on:		Contract holder: Address:		
Tax-inclusive amount of amendments			Start-up administrative order No. Signed on: Notified on:		Account No.: Bank: Branch:		
Tax-inclusive amount of the initial contract and its amendments							
SUMMARY OF LIQUIDATION DETAILED ACCOUNT (NET TO BE PAID)							
Description	Positive elements		Negative elements	Total of payments (D) D=A-B	Taxes (CFA Francs)		Net to be paid (G) G=(A+B)-C-E
	Retention bond (A)	Other payments for services (claims, adjustment, etc...) (B)	Penalties (delay/specific) (C)		AIR (E) E=A×R/100	VAT (F) F=A×19.25/100	
Total amount of current detailed account							
Total amount of previous detailed accounts							
Down payment to be issued							
<i>Set this detailed account to the net sum to be paid of: (in words) CFA Francs</i>							
<i>NB: R represents the rate of the co-contractor's system (actual system 2.2%; simplified regime: 5.5%)</i>							
<u>The enterprise</u>			<u>Project Manager</u>		<u>Contract Engineer</u>		
<u>Contract Manager</u>			<u>Project Owner</u>		<u>MINMAP</u>		

REPUBLIC OF CAMEROON <i>Peace-Work-Fatherland</i>				REPUBLIQUE DU CAMEROUN <i>Paix-Travail-Patrie</i>			
PROJECT OWNER:							
References and subject of the contract:							
Contracts amount all taxes inclusive			Subscribed on..... Signed on Notified on Registered on:		Contract holder: Address		
Tax-inclusive amount of amendments			Start-up administrative order No. Signed on: Notified on:		Account No.: Bank: Branch:		
Tax-inclusive amount of the initial contract and its amendments							
SUMMARY OF LIQUIDATION DETAILED ACCOUNT (TAXES)							
Description	Positive elements		Negative elements	Total of payments (D) D=A-B	Taxes (CFA Francs)		Net to be paid (G) G=(A+B)-C
	Retention bond (A)	Other payments for services (claims, adjustment, etc...) (B)	Penalties (delay/specific) (C)		AIR (E) E=A×R/100	VAT (F) F=A×19.2 5/100)	
Total amount of current detailed account							
Total amount of previous detailed accounts							
Down payment to be issued							
Set this detailed account to the net sum to be paid of: (in words) CFA Francs							
<i>NB: R represents the rate of the contractor's system (actual system 2.2%</i>							
<i>; simplified regime: 5.5%)</i>							
<u>The enterprise</u>			<u>Project Manager</u>		<u>Contract Engineer</u>		
<u>Contract Manager</u>			<u>Project Owner</u>		<u>MINMAP</u>		

I.6. DOCUMENTS FOR THE TERMINATION OF CONTRACTS

Document 27 - Formal notice / Notification of formal notice

Document 28 - Contract termination decision

Document 29 – Notification document of termination decision

a. Document 27: - Formal notice - Notification

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

To

Mr

Representative..... [Name of the
successful bidder]

P.O. Box:

Subject: Contract No. :.....for

- Formal notice -

Sir/Madam,

By letter/Administrative Order No. dated, you were instructed to carry out the following services [give precise details of the services in question and specify the sections of the contract concerned]:

To date, these services have not yet been executed.

[Explain very precisely how the services have not been executed].

Pursuant to Article 180 of the Public Contracts Code, I hereby serve you formal notice to execute these services before [minimum 21 days] failing which, the contract will be terminated in accordance with the provisions of Articles 182 and 184 of the Public Contracts Code.

Yours Sincerely. /-

At.....,on.....

Contract Manager.

NOTIFICATION¹⁵

..... [Name and position], Contract Engineer, hereby certifies that he has submitted on.....to Mr..... [Name and position of company representative] of the company
.....P.O.Box.....tel.....e-mail..... Formal notice No.
..... of..... with which it declares to comply.

The Company

The Contract Engineer

¹⁵ Use all possible channels, including a bailiff, to serve formal notice.

b. Document 28: Termination decision

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

**DECISION No. OF ON THE TERMINATION
OF CONTRACT No. OF AWARDED
.....[reference of the procedure] OF WITH THE COMPANY
..... FOR..... [Subject]
FINANCING:**

The.....[PO/DPO],
Mindful of the Constitution
Mindful of Decree No.2018/366 of 20 June 2018 to institute the Public Contracts Code ;
Mindful of contract [No. and subject of the contract];
Mindful of formal notice No..... of ;
Mindful of default statement [failure to comply with the requirements of the formal
notice] notified on

HEREBY DECIDES AS FOLLOWS:

Article 1: With effect from the date of signature of this decision, contract No.....awarded to the companyfor after an invitation to tender (or by mutual agreement) is terminated for..... [reason for termination]

Article 2: In accordance with the provisions of Article 184 of the Public Contracts Code, this termination entails all legal consequences.

Done at, on

THE PO/DPO

Copies:

- MINMAP
- ARMP
- Others

c. Document 29: Notification of termination decision

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

THE..... [PO/DPO]

To

Mr

Representative..... [Name of the
successful bidder]

Address:

Subject:

Notification of contract termination decision

No.of

For.....

Mr

I have the honour to notify you herewith the decision No.of
on the termination of contract No.....of.....
For.....

THE PO/DPO

NOTIFICATION¹⁶

.I, the undersigned..... [Name and position], Contract Manager,
hereby certify that I have handed on..... to Mr..... [Name
and position of the representative of the company]
.....P.O.Box..... Tel email the
termination decision No. of

The Company

The Contract Manager

¹⁶ Use all possible channels, including a bailiff, to notify the decision..

PART II

OUTLINE

1.7. OUTLINE OF THE MINUTES

Outline 1 - Minutes of the Consultation File examination session by the Tenders Board

Outline 2 - Minutes of the session(s) for the opening of technical and/or financial offers

Outline 3 - Minutes of the session(s) for the examination of the Bid evaluation sub committee's report (SCAO) and the Summary Report, if any

Outline 4 - Minutes of the Central Contracts Control Board's meeting on the award proposal

Outline 5 - Minutes of the examination session of mutual agreement contracts draft and amendments

**a. Outline 1: Minutes of the Consultation File examination session
by the Tenders Board**

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. GENERAL

1. Date and time of the Consultation File examination session
2. Members present
3. Guests (if applicable)
4. Independent Observer (if applicable)
5. Quorum verification
6. Subject of the consultation

II. EXAMINATION OF THE CONSULTATION FILE

1. Verification of prerequisites for the award:
 - Existence of preliminary studies or project maturity approval;
 - Programming
 - Attestation of financial availability
 - Introductory note of the PO/DPO
 - The call for expression of interest and the pre-qualification report (if applicable)

2. Verification that the standard tender file (or model of file for Request for Quotation) in force has been used

Verification of the quality of each component of the Consultation File (DCE)

- time allowed for bidders to prepare their offers;
 - adequacy of the amount of Consultation File acquisition fee and the bid bond with the estimated cost of the project;
 - method of evaluating and awarding the contract or the jobbing order...
3. Relevance of the offer evaluation criteria and the detailed evaluation grid

III. OPINION OF THE TENDERS BOARD

APPENDIX

1. Attendance sheet of members and the independent observer

b. Outline 2: Minutes of the bids opening session (Single-stage opening)

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. GENERAL

1. Consultation references (Number and subject of invitation to tender, source of funding)
2. Consultation launch date
3. Date and time of opening of bids (Envelope containing administrative documents, technical offers and financial offers)
4. Date of the Tenders Board session
5. Members of the Tenders Board present
6. Independent Observer (if applicable)
7. Number of candidates who purchased the tender file
8. Number of candidates who submitted an offer

II. PREREQUISITES TO THE OPENING OF BIDS

1. Verification of the documentary bundle required and possible observations.

III. OPENING OF BIDS AND ADMISSIBILITY OF OFFERS

1. Candidates who have submitted a bid within the deadline
2. Indication of missing or non-compliant documents in the administrative file; Opening and verification of the bidders' administrative files, technical and financial offers and the Tenders Board's observations.
3. Mentioning of the prices, any rebates and deadlines proposed by the bidders.
4. Composition of the Bid evaluation sub-committee
5. Deadlines granted to the Bid evaluation sub-committee
6. Evaluation of bids and award proposal (for requests for quotations)

APPENDIX

1. Service note establishing the composition of the Bid evaluation sub-committee

c. Outline 2: Minutes of the bids opening session of administrative files and technical offers (two-stage bids opening)

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

STAGE 1: OPENING OF ADMINISTRATIVE FILE AND TECHNICAL OFFERS

I. BACKGROUND

1. Consultation references (Number and subject of invitation to tender, source of funding)
2. Consultation launch date
3. Date and time for the opening of bids (Envelope containing administrative documents and technical offers)
4. Date of the Tenders Board meeting
5. Members of the Tenders Board and guests present
6. Independent Observer (if applicable)
7. Number of candidates who purchased the tender file

II. PREREQUISITES FOR THE OPENING OF BIDS

1. Verification of the documentary bundle required and possible observations.

III. OPENING OF BIDS AND ADMISSIBILITY OF OFFERS

1. Candidates who have submitted a bid within the deadline
2. Reminder of the documents of the administrative file required
3. Reminder of the technical bid evaluation criteria (essential and eliminatory criteria) set out in the tender file
4. Opening and examination of bidders' administrative files
5. Bidders whose offers are deemed admissible and any observations made by the Tenders Board
6. Reminder of the date of adoption of the detailed evaluation grid for technical bids
7. Composition of the Bid evaluation sub-committee for technical and financial offers
8. Deadlines granted to the Bid evaluation sub-committee

APPENDIX

1. Service Note establishing the composition of the Bid evaluation sub-committee

**d. Outline 2: Minutes of the bids opening session of financial offers
(two-stage bids opening)**

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTERHEAD]

STEP 2: OPENING OF FINANCIAL OFFERS

I. GENERAL

1. Consultation references (Number and subject of invitation to tender, source of funding)
2. Consultation launch date
3. Reminder of the date for the opening of Envelopes containing administrative documents and technical offers
4. Reminder of the deadlines granted to the Bid evaluation sub-committee for the evaluation of technical offers
5. Reminder of the technical marks obtained by the bidders
6. List of candidates with the minimum technical score required
7. Date of the technical bids' Tenders Board opening session
8. Members of the Tenders Board and guests present
9. Independent Observer (if applicable)

II. PREREQUISITES FOR THE OPENING OF BIDS

1. An introductory note signed by the Project Owner or the Delegated Project Owner;
2. the no objection opinion of the relevant Central Contracts Control Board on the Tender File, where applicable;
3. the donor's no-objection on the Tender File, if applicable;
4. a copy of the publication of the results of the evaluation of the administrative files and technical offers;
5. the Tender File made available to bidders;
6. all other relevant documents relating to the Tender File;

II. Opening of envelopes containing financial offers

1. Deadlines granted to the sub-committee for the financial offers and summary of the evaluation of the offers
2. Financial offers of eligible bidders
3. Any authorised rebates
4. Reminder of the composition of the Evaluation sub-committee

APPENDIX

1. Service Note establishing the composition of the Evaluation sub-committee

e. Outline 3: Minutes of the Tenders Board session held to examine the Bid evaluation sub-committee's report (Single-stage bids opening)

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. GENERALITIES

1. Consultation references (Number and subject of invitation to tender, source of funding)
2. Reminder of the Consultation launch date
3. Reminder of the date of the opening of envelopes containing administrative documents, technical offers and financial offers
4. Reminder of the composition of the Bid evaluation sub-committee
5. Reminder of the deadline granted to the Evaluation sub-committee
6. Date of the Tenders Board examination session of bids evaluation report
7. Members of the Tenders Board present
8. Guests (if applicable)
9. Independent Observer (if applicable)

II. EXAMINATION OF THE BID EVALUATION SUB-COMMITTEE'S REPORT

III- RESOLUTIONS OF THE TENDERS BOARD

APPENDICES

1. Extract from the detailed evaluation grid

f. Outline 3: Minutes of the Tenders Board session on the examination of the Bid evaluation sub-committee's report (two-stage bids opening)

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. BACKGROUND

1. Consultation references (Number and subject of invitation to tender, source of funding)
2. Reminder of the Consultation launch date
3. Reminder of the date of the opening of envelopes containing administrative documents and technical offers
4. Reminder of the composition of the Bid evaluation sub-committee
5. Reminder of the deadline granted to the Bid evaluation sub-committee for the evaluation of technical bids
6. Date of the Tenders Board examination session of technical offers evaluation report
7. Members of the Tenders Board present
8. Guests (if applicable)
9. Independent Observer (if applicable)

STAGE 1: EXAMINATION OF THE TECHNICAL OFFERS EVALUATION REPORT

II. ADMISSIBILITY AND EVALUATION OF OFFERS

1. Candidates whose offers have been deemed admissible by the Tenders Board
2. Requests for clarification and responses (if applicable)
3. Examination of the conformity and authenticity of the documents in the administrative file
4. Reasons for disqualification of bidders not retained
5. Reminder of the detailed evaluation grid for technical offers
6. Summary of the technical scores of the eligible bidders
7. Final ranking of bidders
8. Reminder of the minimum technical score required
9. Award proposal

STAGE 2: EXAMINATION OF THE FINANCIAL BIDS EVALUATION REPORT AND SUMMARY

I. Evaluation of the financial offers

1. Evaluation of financial offers and possible corrections

2. Final financial offers

II. Summary

1. Reminder of the formula for calculating the overall score (technical-financial weighting)
2. Summary of bidders' overall scores and ranking
3. Award proposal

APPENDICES

1. Extract from the detailed assessment grid

g. Outline 4: Minutes of the Central Contracts Control Board session

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. GENERAL

1. Consultation references (Number and subject of invitation to tender, source of funding)
2. Reminder of the Consultation launch date
3. Reminder of the date of the opening of envelopes containing administrative documents, technical and financial offers
4. Date of the Tenders Board examination session of bids evaluation report
5. Members and guests of the Central Contracts Control Board present
6. Expert designed by the Central Contracts Control Board
7. Authorisation for award through mutual agreement

II. ADMISSIBILITY AND EVALUATION OF OFFERS

1. To rule on the admissibility of the file in accordance with the provisions of Article 39 of the Public Contracts Code
2. Presentation of the evaluation and expert's opinion
3. Presentation of the evaluation and the opinion of the CCCB with supporting documents

III. OPINION OF THE CENTRAL CONTRACTS CONTROL BOARD (CCCB)

**h. Outline 5: Minutes of the examination session of the Contract
Draft and amendments (by the Tenders Board)**

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

- 1 Verification of prerequisites (documentary bundle required)**
- 2 Examination of the contract/amendment draft
(CHECK THE CONFORMITY OF THE CONTRACT DRAFT)**
- 3 Tenders Board's opinion**

**i. Outline 5: Minutes of the examination session of the amendments
draft**

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

1. CONTEXT OF THE PROJECT

[Please recall the context of the project].

2. SUBJECT OF THE CONTRACT (OR OF THE AMENDMENT)

The subject of this contract (or amendment) is.....

3. CONTRACT AWARD CONDITIONS

Authorisation reference for the mutual agreement procedure (if applicable)

Contract subscription date

Central Contracts Control Board's opinion

[Specify].

4. TENDERS BOARD'S OPINION

1.8. OUTLINE OF THE REPORTS OF THE BID EVALUATION SUB-COMMITTEES

Outline 6 - Prequalification report;

Outline 7 - Technical and financial bid evaluation report (one-stage bid opening)

Outline 8 - Report on the evaluation of technical offers (opening of offers in 2 stages and/or in 2 steps)

Outline 9 - Summary report of the evaluation of the technical and financial offers (opening of the offers in 2 steps and/or in 2 stages)

a. Outline 6: Prequalification report

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. GENERAL

- I.1. Number and Subject of the Call for Expression of Interest (AAMI)
- I.2. Publication date of the AAMI
- I.3. Project financing source

II. ADMISSIBILITY OF APPLICATIONS

- II.1. Companies which have applied
- II.2. Deadline for submission of applications
- II.3. Reminder of the documents of the administrative file required
- II.4. Composition of the Ad Hoc Committee in charge of examining applications

III. EVALUATION OF OFFERS

- III.1. Evaluation methodology
- III.1. Reminder of the criteria for evaluating applications as set out in the AAMI
- III.2. Observations of the Ad Hoc Committee in charge of examining the applications on the administrative files
- III.3. Summary of the technical evaluation and ranking of the offers and details of the reasons for rejection as observations
- III.4. Signing of the evaluation Report by all members of the Ad-hoc Committee

APPENDICES

- 1. Note appointing the members of the Ad-hoc Committee
- 2. Detailed evaluation sheet for each bidder
- 3. Requests for clarification addressed to bidders, if applicable
- 4. Attendance sheets
- 5. Others

b. Outline 7: Technical and financial bid evaluation report (one-stage bid opening)

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. BACKGROUND

- I.1. Number of the Invitation to tender
- I.2. Subject of the Invitation to tender
- I.3. Launching date of the Invitation to tender
- I.4. Project financing source
- I.5. Documents received by the Tenders Board
- I.6. Composition of the Bid evaluation sub-committee
- I.7. Independent Observer (if applicable)

II. ADMISSIBILITY OF OFFERS AND OPENING OF ENVELOPES

- II.1. Number of candidates having purchased the tender file
- II.2. Opening date for technical and financial offers
- II.3. Candidates who submitted an offer within the deadline
- II.4. verification of the production of documents in the administrative file that were declared missing or non-compliant at the opening of bids, where applicable

III. EVALUATION OF OFFERS

- III.1. Bids evaluation methodology
- III.1. Verification of documents of the administrative, technical and financial files
- III.2. Reminder of bids evaluation criteria (essential and eliminatory criteria) provided for in the tender file
- III.3. Technical and financial evaluation of offers and ranking of the offers
- III.4. Signing of the evaluation Report by all members of the Evaluation sub-Committee
- III.5. Separate note from members non signatories of the Bid Evaluation sub-Committee's report, possibly.

APPENDICES

- 1. Detailed evaluation sheet for each bidder
- 2. Requests for clarifications addressed to bidders and their responses, if applicable
- 3. Service Note establishing the composition of the Bid evaluation sub-committee
- 4. Corrected Detailed Quantity and Estimate (DQE)
- 5. Attendance sheets
- 6. Others

c. Outline 8: Report on the evaluation of administrative files and technical offers (opening of offers in 2 stages and/or in 2 steps)

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. GENERAL

- I.1. Number of the Invitation to tender
- I.2. Subject of the Invitation to tender
- I.3. Launching date of the Invitation to tender
- I.4. Project financing source
- I.5. Documents received by the Tenders Board
- I.6. Composition of the Bid evaluation sub-committee
- I.7. Independent Observer (if applicable)

II. ADMISSIBILITY OF OFFERS AND OPENING OF BIDS

- II.1. Number of candidates who purchased the tender file
- II.2. Opening date of administrative files and technical offers
- II.3. Candidates who submitted an offer within the deadline
- II.4. Reminder of documents of the administrative file required
- II.5. Reminder of the Tenders Board's observations on the bidders' files
- II.5. Examination of bidders' administrative files

III. EVALUATION OF OFFERS

- III.1. Methodology for the evaluation of offers
- III.2. Reminder of bid evaluation criteria (essential and eliminatory criteria) set out in the tender file
- III.3. Reminder of tender evaluation grid and adoption date of the said grid
- III.4. Technical evaluation of the offers and ranking of the offers
- III.5. Signing of the evaluation Report by all members of the Bid Evaluation sub-Committee

APPENDICES

- 1. Detailed evaluation sheet for each bidder
- 2. Requests for clarifications addressed to bidders and their answers, if applicable
- 3. Service Note establishing the composition of the Bid evaluation sub-committee
- 4. Corrected DQE
- 5. Attendance sheets
- 6. Others

**d. Outline 8 bis: Report on the evaluation of financial offers
(opening of offers in 2 stages and/or in 2 steps)**

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. GENERAL

- I.1. Number of the Invitation to tender
- I.2. Subject of the Invitation to tender
- I.3. Launching date of the Invitation to tender
- I.4. Project financing source
- I.5. Documents received by the Tenders Board
- I.6. Composition of the Bid evaluation sub-committee
- I.7. Independent Observer (if applicable)

II. ADMISSIBILITY OF OFFERS AND OPENING OF ENVELOPES

- II.1. Opening date for financial offers
- II.2. Mentioning of the prices and rebates proposed by the bidders.

III. EVALUATION OF OFFERS

- III.1. Methodology for the evaluation of offers
- III.2. Reminder of bid evaluation criteria (essential and eliminatory criteria) provided for in the tender file
- III.3. Reminder of the tender evaluation grid and adoption date of the grid
- III.4. Corrections, if any, and financial evaluation of offers
- III.5. Ranking of offers
- III.6. Signing of the evaluation Report by all members of the Bid Evaluation sub-Committee

APPENDICES

- 1. Detailed evaluation sheet for each bidder
- 2. Requests for clarifications addressed to bidders and their answers, if applicable
- 3. Service Note establishing the composition of the Bid evaluation sub-committee
- 4. Corrected DQE
- 5. Attendance sheets
- 6. Others

e. Outline 9: Summary report of the evaluation of technical and financial offers (opening of offers in 2 steps and/or in 2 stages)

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I. General

1. Consultation references (Number and subject of invitation to tender, source of funding)
2. Consultation launch date
3. Reminder of the date for the opening of envelopes containing administrative documents and technical offers
4. Reminder of the deadlines granted to the Bid evaluation sub-committee for the evaluation of technical offers
5. Reminder of the technical marks obtained by the bidders
6. List of candidates with the minimum technical score required
7. Date of the Tenders Board opening session of financial bids
8. Members of the Tenders Board present
9. Independent Observer (if applicable)
10. Documents received by the Tenders Board
11. Composition of the Bid evaluation sub-committee

II. Evaluation of the technical offers

1. Evaluation of the technical offers
2. Summary of bidders' overall scores and ranking

III. Evaluation of the financial offers

1. Evaluation of financial offers and possible corrections
2. Final financial bids

IV. Summary

1. Reminder of the formula for calculating the overall score (technical-financial weighting)
2. Summary of bidders' overall scores and ranking

APPENDICES

1. Detailed evaluation sheet for each bidder
2. Requests for clarifications addressed to bidders and their answers, if applicable
3. Service Note establishing the composition of the Bid evaluation sub-committee
4. Attendance sheets
5. Minutes of the opening of technical and financial offers

1.9. OUTLINE OF PERIODIC REPORTS

Outline 10 - Tenders Boards' Periodic Activity Reports

Outline 11 - Central Contracts Control Boards' Periodic Activity Reports

Outline 12 - Quarterly, Half-yearly and annual reports of Internal Public Contracts
Administrative Management Entities (SIGAMP) on the award
and execution of public contracts

a. Outline 10: Tenders Boards' Periodic Activity Reports

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

INTRODUCTION

I- GENERAL INFORMATION / PRESENTATION OF THE BOARD

- I.1- Document setting up the Board (if applicable)
- I.2- Composition of the Board (Name, position, reference of the appointment document, address, etc.)
- I.3- Project Owner/Contracting Authority

II- CONTRACT PROGRAMMING ADOPTED

- II.1 Projects programmed at the beginning of the financial year
- II.2 Projects not programmed at the beginning of the financial year
- II.3 Programming update

III- RESOLUTIONS OF THE BOARD

- III.1- Implementation of the Contract Award Plan during the Period
 - a) List of contracts
 - b) List of Jobbing Orders
- III-2 List of Amendments
- III-3 Summary of the Tenders Board's activities (Summary of the Tenders Board's activities)
- III.4- Consumption of contract award deadlines (Analysis of contract award deadlines)

III- FUNCTIONING OF THE BOARD

- IV.1- Evaluation of the number of the board's meetings
- IV.3- Participation of committee/sub-committee members and guests, IOs and experts
- IV.4- Monitoring of experts involved in the functioning of the Tenders Board
- IV.5- Operating costs

V- PROBLEMS IDENTIFIED

APPENDICES

- 1- Contract programming
- 2- Documents appointing the officials
- 3- Documents setting up the Tenders Board
- 4- False documents detected (Non-Exclusion Certificate (CNE), APS, Curriculum Vitae etc)
- 5- Tables



b. Outline 11: Central Contracts Control Boards' Periodic Activity Reports

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I- GENERAL INFORMATION / PRESENTATION OF THE CENTRAL CONTRACTS CONTROL BOARD

- I.1- Document setting up the Central Contracts Control Board
- I.2- Composition of the Central Contracts Control Board

II- FILES PROCESSED BY THE CENTRAL CONTRACTS CONTROL BOARD

- II.1- Summary of files processed
- II.2- Summary of files not yet processed
- II.3- Deadlines for the processing of files

III- OPINIONS ISSUED BY THE CENTRAL CONTRACTS CONTROL BOARD

- III.1- Summary of opinions issued
- III.2- List of files transmitted by Project Owners

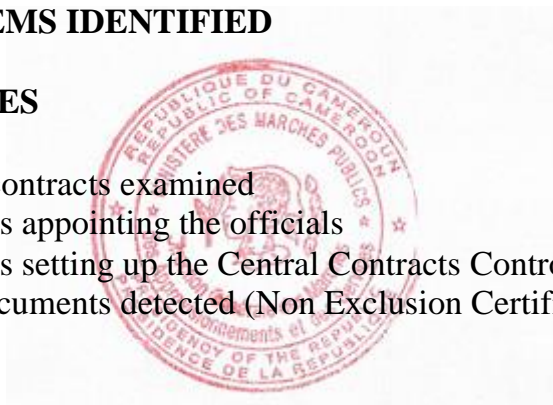
IV- FUNCTIONING OF THE CENTRAL CONTROL BOARD

- IV.1- Evaluation of the number of Board's meetings
- IV.2- Duration of the Board's meetings
- IV.3- Participation of board members and guests, IOs and experts
- IV.4- Monitoring of experts involved in the functioning of the Tenders Boards
- IV.5- Operating costs

V- PROBLEMS IDENTIFIED

APPENDICES

- 1- Status of contracts examined
- 2- Documents appointing the officials
- 3- Documents setting up the Central Contracts Control Board
- 4- Forged documents detected (Non Exclusion Certificate, APS, Curriculum Vitae, etc)
- 5- Others



c. Outline 12: Quarterly, half-yearly and annual reports of the Internal Public Contracts Administrative Management Entities (SIGAMP) on the award and execution of public contracts

[PROJECT OWNER OR DELEGATED PROJECT OWNER LETTER HEAD]

I- GENERAL INFORMATION / PRESENTATION OF THE SIGAMP

II- ACTIVITIES FOR THE MATURATION OF PROJECTS

III- PROGRAMMING OF CONTRACTS

II.1 Projects included in the contract award plan

II.2 Projects not programmed in the contract award plan at the start of the financial year

III- PUBLIC CONTRACTS AWARD ACTIVITIES

III.1 Tender Files examined

III.2 Invitations to tender launched and awarded

III.3 Wasted procedures (unfruitful invitations to tender, cancelled invitations to tender or awards)

III.4 Summary of award operations

III.5 Procedure deadlines

III.6 Procedures that were the subject of petitions

IV- PUBLIC CONTRACTS EXECUTION ACTIVITIES

IV.1 Monitoring of the execution (Summary of execution operations, etc.)

IV.2 Contracts execution deadlines (Analysis of execution deadlines, Situation of delay penalties)

IV.3 Amendments

IV.4 Wasted procedures in the execution phase (Terminated contracts, abandoned sites)

IV.5 Exceptional procedures (mutual agreement contracts, works executed under State supervision)

IV.6 Contracts that were the subject of petitions

IV.7 Balance sheet of physical units

V- ACTIVITIES WITHIN SIGAMP

V.1 At the internal level

V.2 At the external level

VI- PROBLEMS IDENTIFIED

VII- RECOMMENDATIONS

APPENDICES

- 1- Contract programming
- 2- Update on contracts awarded during the period
- 3- Update on documents sent to the Public Contract Regulatory Agency
- 4- Award decisions
- 5- Contract signed (first and last page)
- 6- Amendment if applicable (first and last page)
- 7- Start-up administrative orders
- 8- Deadline extension administrative orders, if applicable
- 9 - Minutes of provisional and final acceptance
- 10- Other execution documents

