



Organisation
internationale
du Travail

Request for Quote¹ for the Acquisition of Services

RFQ ID NO: ILO/MINTP/019/2025

Technical Reporting, Monitoring, control and supervision of building construction and road rehabilitation works through the use of Labor-Intensive Investment Approach (EIIP,HIMO) in five municipalities along the ring road in the North West region.

**Proposals must be received by 8th of January 2026, 11:00 PM local
Cameroon time**

LEGAL

By participating in this Price Request, you agree that the ILO may process your personal data, including any future updates, for the purpose of this Price Request. The ILO applies a data protection policy in line with international standards. If you would like more information about your personal data, please contact pcrt@ilo.org indicating "Protection of personal data – RFQ No. 18/2025" in the subject of the message.

¹ The term "price" refers to any offer, quotation or proposal submitted to the ILO in response to that request.

Subject: Technical Reporting, Monitoring, control and supervision of building construction and road rehabilitation works through the use of Labor-Intensive Investment Approach (EIIP,HIMO), in five municipalities along the ring road being;

1. ***Training youths through the execution of Road Construction works of (1 km) road from Meyeye to Inter in Nkambe Subdivision, Donga Mantung Division.***
2. ***Training youths through the execution of building construction works, by constructing a market shed of 20 counters in Kumbo subdivision in Bui division.***
3. ***Training youths on the Construction works, by constructing a market shed of 20 counters in Sop, Jakiri Subdivision Bui Division.***
4. ***Training youths through the extension of gravity water supply network from Nso to Agyati and Swie Bafut Subdivision, Mezam Division.***
5. ***Training youths through the execution of building construction works, by constructing a market shed of 20 counters at Nchingon, Babessi Subdivision Ngoketunjia Division***

Reference: ILO/MINTP/019/2025

Date: 10th DECEMBER 2025

Dear Madam, Sir,

The International Labour Office (ILO) is pleased to invite your company to submit a tender for the services described in the submission form attached to this letter (Annex I).

When preparing your bid, please take into account that any service provided to the ILO is subject to the [Terms and Conditions applicable to BIT contracts](#). Please return your completed submission form along with the attestation form (Appendix II) duly signed by a legal representative of your company.

The terms and conditions set out in the [Terms and Conditions applicable to the BIT's contracts](#), as well as any other conditions set out in or attached to this letter, will form an integral part of the contract concluded with the successful bidder. If your offer is accepted, you will receive a valid order form.

The ILO must receive your offer by **13th of January 2026 at 11:00 PM. local Cameroon time**. Bids received after the deadline indicated above will not be considered.

The ILO reserves the right to reject tenders that are not submitted in accordance with these instructions.

While waiting to receive your proposal, we ask you to accept, Madam, Sir, the expression of our distinguished greetings.

YAO, KOUAME CLAUDE
DWT/CO Director



SUBMITTING YOUR OFFER

1. SUBMISSION PROCESS

For this application, bids can be submitted by **email**. You must submit your bid in strict compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order for it to be examined, your offer must include:

- Annex II, Declaration of Ethical Conduct.
- Annex III, Bid Submission Form, including Appendix A (detailed distribution).

3. VALIDATION AND SUBMISSION

The documents mentioned above must be signed by a legal representative, bear the stamp of your company, and be submitted on or before **8th of January 2026 at 11p.m. local time of Cameroon** to the following address:

Email : PROCURE_HIMO_BAMENDA@ilo.org

-

Do not copy it to any other address, indicate as the subject of the email:

RFS No. ILO/MINTP/019/2025

ILO Country Office Yaounde
EX-SOTUC, YDE CAMEROON

4. PARTIAL OFFERS

Please note that the ILO will preferably assign a single contract for the entire application; however, it will be possible to consider a partial offer and/or a division of contracts.

The ILO reserves the right to reject any bid that is not submitted in accordance with these instructions.

5. REQUESTS FOR CLARIFICATION

A bidder requesting clarification regarding the technical, commercial or legal aspects of the RFQ may send its questions to **PROCURE_HIMO_BAMENDA@ilo.org** no later than **5th of January 2026**.

6. DEADLINE FOR SUBMISSION

Bids received after the deadline indicated above will not be considered. The ILO reserves the right to extend the deadline for the submission of tenders. In this case, the ILO will inform all potential bidders in writing of the conditions and duration of this extension.

7. APPENDICES

To facilitate the preparation of your offer, please find attached the following documents:

- Terms of Reference (Annex I);
- Declaration of Ethical Conduct (Annex II);
- Bid Submission Form and Appendix A (Annex III).

8. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

The Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768753.pdf

Terms of Reference

Technical Reporting, Monitoring, control and supervision of building construction and road rehabilitation works through the use of Labor-Intensive Investment Approach:(EIIP/HIMO) in the Nkambe, Kumbo, Jakiri, Bafut and Babessi Municipalities by a competent Bureau d'études.

1. BACKGROUNDS

The International Labour Organization through an African Development Bank funding is implementing in Cameroon a project titled **'Implementing activities to support the employability of young people through the EIIP Approach and to create jobs for young people within the framework of the support programme for the transport sector - phase III: construction of national road no. 11 - Ring Road in the Northwest Region'.**

The socio-political crisis in the North-West and South-West regions of Cameroon which has entered its seventh year, has deteriorated overtime with violent clashes between armed forces and Non-State Armed Groups (NSAG) leading to loss of lives and property, internal displacement, attacks on education and a growing climate of fear and uncertainty. Much of this violence is targeted at local communities and at schools, with teachers frequently facing attacks in the form of kidnapping, harassment, decapitation and killing, while children have been exposed to several protection risks such as harassment, exploitation, abuse, and recruitment into arm groups and some have been killed due to the crisis. This has led to the loss of livelihood sources for bread winners in most families and has destroyed the cooperative spirit that existed in such communities. Men who used to be bread winners are now targets to both the State Security Forces (SSF) on the one hand and the Non-State Armed Groups (NSAG) on the other hand. This has completely broken and disrupted the peaceful coexistence that used to exist as well as the deterioration of roads and other small infrastructures. To this end, the ILO has been asked to provide technical assistance to the project owner. This ILO's technical assistance will focus on.

- Training of young people in the PIZ in labour-based techniques and road maintenance in view of their integration into existing or future Communal Road Committees (CRCs).
- Diagnosis of the situation of the CRCs, their capacity to take on road maintenance or rehabilitation and capacity building in labour-based approaches with a view to their effective participation in public contracts for road maintenance.
- Sensitisation of local administrations to the problem of post-rehabilitation maintenance works and strengthening their capacity to manage road maintenance contracts; (iv) analyses of the agricultural value chain in the Project Intervention Zone (PIZ) to boost agricultural production to create more jobs for young people.
- Structuring young people into CRCs, economic interest groups and/or cooperatives with a view to integrating them into the links in the identified value chain.
- The development and implementation of a strategy and action plan for the development of the identified value chain.
- The strengthening of the skills of local institutions for the supervision of farmers, CRCs, EIGs (Economic Interest Groups) and youth cooperatives to improve the services offered to the value chain actors.

Since inception, the project has successfully carried out the training of council development officers and youth representatives on cooperatives and economic interest groups, in which 10 women and 32 men were trained. In addition, 18 women and 68 men were sensitised on the advantages of EIIP approach and how it can contribute immensely to youth employability. Furthermore, as part of the activities of the baseline studies a total of 795 women and 905 men were sensitised on the EIIP approach and more specifically two key studies have been carried out. A baseline study of the project intervention zones to determine the need for rehabilitation and maintenance of small infrastructure such as roads, warehouses, and markets. An agriculture value chain study to identify some economically viable agriculture value chains that can be valorised to improve upon the economic situation of the inhabitants along the ring road.

Moreso, the project just completed feasibility studies for the creation of a public works trade center in Nkambe. It has successfully carried out a refresher training of 17 MINADER extension workers, who in turn have trained 4 cooperative each per council area as well as Economic interest groups on production and processing technique on the selected value chain. The project has planned and completed its next phase of activities which is to train three executives from each of the four cooperatives in the 17 council areas in processing and marketing of pulses, tubers, spices, and cereals. With regards to decent work, a workshop as well has been organized, training and supporting three councils along the ring road on decent work. In addition a training of trainers aimed at building the capacity of communal road

committees (CRCs) of all the 17 council areas was completed and a field training initiated to register those unregistered and group some to functionality, this was closely followed by the procurement of labour-intensive tools and equipment's which is in progress to support these CRCs with adequate equipment's to take responsibility of their local road maintenance structures. The project has initiated five Chantier Ecole's in Ndu, Ndop, Tubah, Bamenda III and Fonfuka practically training the young people selected on roads and building construction using the EIIP approach. Through the use of implementing partners.

One of the key activities of this project is to ensure that learners are trained on public works trades to prepare them for potential employment in this domain, and this is to be realised through the execution of the **"Chantier Ecole."** In line with **activity 01.02.04 organize project training sites for the application of theoretical knowledge.** In this light we are engaging five more implementing partners to cover Nkambe, Kumbo, Jakiri, Babessi, and Bafut, and the need to **Technically Report, monitor control and supervise the training progress of these Chantier Ecole is primordial.**

It is therefore against this backdrop that we now seek the services of competent bureau d'études to enhance quality assurance, compliance to standards, ascertain timely delivery, supervise, report and document the entire training program.

The scope of the implementing partners encompassed the training of youths on how to construct and maintain local facility such as **market sheds, road rehabilitation and maintenance** using local materials and light equipment's. whereas that of the bureau the d'études shall be technical quality control, supervision, validate working schedules, production of video graphic reports, guiding on methods and techniques of HIMO/EIIP on the construction and maintenance of roads. The project sites which are the subject of this request for services are as follows:

1. Road Construction works of (1 km) road from Meyeye to Inter in Nkambe Subdivision, Donga Mantung Division.
2. Constructing a market shed of 20 counters in Kumbo subdivision in Bui division.
3. Construction of a market shed of 20 counters in Sop, Jakiri Subdivision Bui Division.
4. Extension of gravity water supply network from Nso to Agyati and Swie Bafut Subdivision, Mezam Division.
5. Construction of a market shed of 20 counters at Nchingon, Babessi Subdivision Ngoketunjia Division

Contracting Authority : International Labour Organization,

Implementation Partner: Civil society organizations

Having understood this need ILO has decided to send out this call for service encouraging competent and well experienced design offices to tender for the service of **Monitoring, control and supervision of EIIP/HIMO training sites in Nkambe, Kumbo, Jakiri, Bafut and Babessi**, as described in these Terms of Reference.

This activity is aligned with international and national intervention frameworks, including the 2030 Agenda through its contribution to SDG 8, Agenda 2063 for Africa, the ILO Programme and Budget, the National Development Plan, the UNSDC coordinated development efforts, the ILO Country Programme for Cameroon, and the Country Office Workplan. It also contributes to achieving the project's objectives related to the road rehabilitation, training, and the creation of employment opportunities.

2. OBJECTIVES OF THIS SERVICE

The main objective of the service required is to ensure control and monitoring of the implementation partner executions, and more specifically to

- Ensure works are executed according to design, specifications, and contracts.
- Monitor progress, quality, safety, and environmental compliance.
- Certify completed works through the submission of adequate technical reports for payment.
- Provide technical advice to the implementing partner(s).
- Adjust and update the activity work plan alongside the implementing partner
- Produce graphical reports and documentaries of each project sites.

a. The monitoring, control and supervision of the works include:

- The Technical and Administrative follow up of the works
- The organization and participation in the provisional and final acceptance of the work.

- Production of a three-minute documentary of the Chantier Ecole activities from start to finish per project site.
- Regular sharing of action photos from each site under the contract.

2.1- Control, Supervision and Reporting of the work

The control and supervision of the works include the administrative and technical provision of services. The service provider will be more specifically responsible for the following tasks:

Part A: Administrative tasks

- Monitor the submission of work plans and execution documents by the implementing partner and validate or request corrections to these execution documents within the time limit indicated in the works schedule.
- Confirmation of the use of site log and the utilization of regular attendance sheets for trainees.
- Follow up the program and schedule for training of trainees.
- Preparation of Technical progress reports and monthly work reports. To this end, the design office will fill in the model of the work monitoring sheet established by the ILO for HIMO works.
- Coordination of the activities of technical supervisors seconded to construction sites.
- Execution of contradictory statements allowing the calculation of the quantities actually carried out for the establishment of the clear reporting.
- Preparation and execution of provisional and final acceptances of works.
- Follow up the purchases of light equipment by the implementing partner for the works and the eventual transmission to the municipal councils as directed by ILO.
- Ensure a good collaboration between all stakeholders; liaise with local authorities and institutions ensuring that ILO rules and regulations regarding the task contracted for are respected.

Part B: Technical Tasks

- Ensuring that the contractor complies with the construction standards and execution methods provided for in the HIMO guidelines and manual.
- Inform the ILO without delay of defects in the execution of the works likely to affect the comfortable use of the market shed, road stretch, or gravity water rehabilitated.
- Carry out sampling or compaction tests where required.
- Provide technical advice to the implementing partner as directed by the ILO
- Ensure that the implementing partners meets the deadlines for execution and reporting.
- Control the quality and quantity of supplies and equipment put in place by the Implementing partner
- Advise on any changes to be made to the plans, specifications or execution methods
- Carry out the technical pre-acceptance of the work before the provisional acceptance.
- Prepare plans for the reassembly of completed achievements.
- The regular accounts, in the form of measurement reports, of the quantities of preparatory works, earthworks, structures and roadways carried out by the implementing partners.
- Customized reporting documents to context standard form of the site diary, of the facts and highlights of the day; o the establishment, at the end of each month, of the records of the quantities of work observed, established by unit prices; sheets presented for the approval of the Contractor and equivalent to attachment of quantities for the establishment of the monthly provisional statement.
- The establishment, at the end of each month, of the monthly statement of the works, presented to the Implementing partner.
- Validation of the technical team of the implementing partner as agreed by the ILO.
- Approval of the special technical provisions for the execution of the work, in particular:
- Review equipment's purchase during the execution of works and ascertain alongside ILO those to be handed to the Municipal council of the project site.
- The approval of execution projects (earthworks, sanitation and engineering structures, quantities and calculation notes drawn up by the implementing partner)
- Checking the compaction of the backfill (type of material, number of passes, etc.).
- Verification of the characteristics of the materials used for masonry, reinforced concrete, metal and wooden structures (stones, sand, gravel, cement, water, steel, profiles, wood, etc.)
- Participation in regular meetings held on site or online or in the office, between representatives of the Implementing partner and the ILO twice monthly.
- Ensure environmental and social protection during the execution of works.

2.2- Other obligations of the service provider

Respect for working conditions

The service provider will check the working conditions in place on the project sites. The verification will be carried out for the Implementing partner staff and will cover the following points:

- Compliance with applicable national laws and decrees regarding labour and social protection as directed by the ILO.
- Compliance with the International Labour Organization's fundamental conventions concerning the minimum age for admission to work (Convention No. 138 of 1973), non-discrimination (Convention No. 100 on Equal Remuneration – 1951 and Convention No. 111 concerning Discrimination in Respect of Employment and Occupation – 1958) and the minimum wage as directed by the ILO.

Standards of Conduct

The service provider shall, in all circumstances, conform their conduct to the responsibilities entrusted to them by the ILO. They shall not engage in any activity that is incompatible with the normal exercise of their present responsibilities. They will not accept a favour, a donation or remuneration from a source outside the ilo/HIMO project within the framework of this contract.

The service provider shall not make use of any unpublished or confidential information of which it has become aware in the performance of its functions at the end of the contract, unless authorized by the ILO. This provision will remain in effect after the expiration or termination of the contract.

The service provider will not in any way subcontract all or part of its obligations arising from this contract to another service provider without the prior agreement of the ILO.

In order to better explain the scope of work, a mandatory site visit is organized, and the appointment is set and pasted in the notice board of the following municipal councils Nkambe, Kumbo, Jakiri, Babessi and Bafut. This visit is slated for the December 13th and 20th 2025, between the hours of 9am to 2:30Pm cameroon time. Find below the contact information of the various municipal representatives who shall be onsite during the site visit by interested services providers.

Municipality	Project Description	Council Rep in charge of site visit	Tell
Nkambe-Meyeye	Training youths through the execution of Road Construction works of (1 km) road from Meyeye to Inter in Nkambe Subdivision, Donga Mantung Division.	Mr. Amos	675580699
Kumbo-Tobin	Training youths through the execution of building construction works, by constructing a market shed of 20 counters in Kumbo subdivision in Bui division.	1. Tanjiy Safiatou 2. Mr Nelson	675553553 670003577
Jakiri-SOP	Training youths on the Construction works, by constructing a market shed of 20 counters in Sop, Jakiri Subdivision Bui Division.	1. Mr. Hilary Jakiri	678546041 676401802
Bafut-Agyati-Bafut	Training youths through the extension of gravity water supply network from Nso to Agyati and Swie Bafut Subdivision, Mezam Division.	1. Mm. Geraldine Manka 2. Mr Mufesy	677471270 683528323
Babessi-Nchingon	Training youths through the execution of building construction works, by constructing a market shed of 20 counters at Nchingon, Babessi Subdivision Ngoketunjia Division	1. Mr Poufoun 2. Mr. Mama	670105875 676183175

3. QUALIFICATIONS

3.1- Human Resources.

The service provider undertakes to assign the human resources indicated in its technical offer to the sites. If it is unable to meet its commitments, it must assign staff with the same level of qualifications and experience. However, any change to the provisions announced or under construction must be the subject of a request addressed to the ILO and can only be implemented after the latter's acceptance.

If one of the service provider's staff, be it (Civil/design engineers, surveyor/topographers, environmental and social affairs officer, administrative/finance officers) proves to be deficient in the performance of their tasks, the ILO may request their replacement at the expense of the service provider.

3.2- Profile of the service provider's staff

The service provider will assign the staff necessary for the proper performance of the services. This staff will include, at a minimum, the following specialists:

- One (1) Head of Mission who will supervise all the services required and the rest of the staff.
- One (1) Assistant mission head to support the mission head in the delivery the contracted services and doubles as the Control Engineer who will be responsible for the monitoring, control and supervision of the works.
- One (1) Environmental and Social Affairs Officer who will be responsible for the coordination, supervision and animation of the environmental and socio-organizational activities of the service provider.
- Five (5) Work Supervisors who will provide ongoing supervision during the work, having relevant experience. The tasks to be performed and the qualifications required are set out in the table below, list not only
- One (1) Documentary production staff, who is in charge of production of 30s and 3 minutes videos each of all the project sites, develop and share with the team real time action photos and photographic reports of the ongoing works from the start, during and after.

Post	Tasks	Qualifications	Minimum on-site presence
Head of mission	Coordination of the entire service Writing of reports Production of project documentaries	Civil Engineer with at least ten (10) years of experience as head of mission in the field of studies and/or control of road works. Be Registered in their respective National orders.	Follow-up and control of the work: 5 days per month
Assistant mission head/control Engineer	Carrying out the monitoring, control and supervision of the works	Geotechnical/ Building engineer, experience with Public Works trade. Having at least five (05) years of experience as a geotechnical/Design/building Engineer and/or monitoring and control of road works, building construction, or water projects. Having successfully completed one of the trainings in HIMO/EIIP Approach applied to road construction works, building construction works organized by the ILO	Follow-up and control of the works, permanent
Construction supervisor	Execution of the control (technical and administrative monitoring of the work)	Holder of a Higher National diploma in civil engineering, Construction or related field and with at least two (02) years of experience in the control and supervision of road works using the HIMO method or a bachelor's degree in civil engineering/ geotechnic or any related field with at least one (01) year of experience in the control of any public works trade	Each shall follow up either building construction work, road rehabilitation works or water project as supervisors: Permanent field presence
Responsible for questions environmental and social	Coordination, supervision and animation of environmental and socio-organizational activities	Holder of a BACC + II in Environmental Science or any equivalent field of study. Having carried out a (03) successful similar projects as an environmental and social manager of road rehabilitation works.	Follow-up and control of the works: 2 days per week
Documentary staff	Triangulating information from start to finish using real time photos of trainees, implementing partners and other stakeholders. Capture live pictures of meetings and briefing sessions per site. Produce high quality 3-minute video documentary (MP4-AVI)per site with subtitle versions in French	Holder of a diploma, HND or BSc or MSc in videography, cinematography, journalism, or any other related field. Having at least three (03) years of experience in the production of similar documentary.	As programmed by the service provider.

3.3- Material resources

The service provider shall provide the necessary material resources for the proper execution of its activities. By this we require all interested bidders to demonstrate how their mobility, logistics will be managed to ensure regular field presence and also safety of staff.

4. RESPONSIBILITIES OF THE SERVICE PROVIDER

4.1- General Responsibilities

The service provider will carry out his mission according to the rules of the agreement by providing the necessary services according to the nature and extent of the work. In addition, they will comply with the instructions given to them by the ILO to the benefit of the project. The ILO shall be the only entity to order additional work.

The service provider shall provide reasonable and accurate information for efficient decision making by ILO.

The service provider is required to have in his team at all times the representative approved by the ILO; He will have to ask for the approval of the latter again if he wants to change his representative.

The service provider will ensure that situations that must be accepted or rejected are dealt with diligently within a maximum period of two (2) days from their presentation.

The must ensure that the working documents are easily interpreted by the stakeholders at various levels of usage.

Report to ILO any challenges encountered during the execution of their duties.

4.2-Insurance

Within fifteen days of the date of notification of the service contract, the service provider shall submit to the ILO a copy of the insurance policies which they have taken out to cover the risks and professional liabilities relating to the performance of their services.

5. RESPONSIBILITY OF THE ILO

5.1- Provision of available data and information

The ILO will provide all relevant data and information that may be available related to the project and its sites, previous studies and plans; technical specifications requested; socio-economic studies carried out; involvement of local authorities in the different phases of the project.

Put at the disposal of the service provider HIMO manuals.

5.2- Approval of technical files

Within a maximum of ten (10) working days, the ILO shall approve or request the amendment of the technical files submitted in relation to the supervision of the five Chantier Ecole's

5.3- Technical monitoring and payment of the service provider

The ILO will be responsible for the technical monitoring of the service provider and for paying the services of the Service Provider, according to the payment schedule planned and accepted by both parties.

6. TIMING AND PLANNING

6.1- Execution time

The maximum execution times for the services shall be for 6 months. But more specifically

3 months for Road maintenance works

2 months for water extension project in Bafut

2 months for open market shed of 20 counter, which shall all be carried out at the same time.

6.2- Reporting

The service provider will submit the following reports:

- i- **A start-up report summarising the methodology and means for the implementation of the service to be submitted no later than one week after the contract to start the services.**
- ii- Weekly update report with real time pictures and videos of trainees and implementing partners per each site to keep the ILO instantly informed about field activities to be submitted every Monday following the week of reporting.

- iii- Monthly reports presenting the progress of the work, site by site. Monthly reports must be submitted no later than ONE WEEK after the end of the month in question. All required graphics considered. Reports will be expected on all the five months as stated in the contract.
- iv- The final reports. The service provider will prepare, at the time of completion of the works, the following reports and documents. The technical report, final invoice and statement of completion of service. They must be submitted no later than One week after the provisional acceptance of the work.

The service provider undertakes to draw up and submit the reports according to the above schedule. The ILO will formally issue its comments, observations and recommendations, or give its approval within a maximum of five (5) working days. The corrected version incorporating the ILO's comments, observations and recommendations on the report shall be submitted within two (02) calendar days after receipt by the service provider of the ILO's comments, observations and recommendations.

Reports shall be submitted to the following addresses at all times.

ramiarintsoa@ilo.org, tah@ilo.org, seka@ilo.org

7. FEES AND PAYMENTS

7.1- Amount of benefits

The budget available for this service shall be employed at its modest capacity to complete the tasks outlined.

7.2- Terms of payment

- An amount equivalent to **30%** of the contract amount will be paid to the service provider, after the **validation by the ILO of the start-up report**.
- An amount of **20%** of the contract amount will be paid to the service provider, after the approval by the ILO of the **3rd monthly progress report** received, corresponding to a work progress rate of **50%**
- An amount equivalent to **25%** of the contract amount will be paid to the service provider, after the approval by the ILO of the **5th monthly progress report**, with a progress rate of **75%**.
- An amount equivalent to **25%** of the contract amount will be paid to the service provider after the approval by the ILO of the final report upon final acceptance.

8. VALIDITY OF THE OFFER

The bidder must ensure that its tender remains valid for SIX (06) months from the date of submission of the tenders in order to allow the ILO sufficient time to evaluate the tenders and award the contract. There we require all bidders to indicate the tender validity period before submission.

9. SPECIFIC TERMS AND CONDITIONS

9.2- Late Penalties

In the event of a delay in the completion of the services, penalties will be applied, except in cases of force majeure, which will take effect from the first day of delay and without the need for prior formal notice.

The amount of the penalties is set at one thousandth (1/1000) of the amount of the contract per working day of delay up to a maximum amount equivalent to 10% of the total amount of the contract. In the event of exceedance, the contract will be automatically terminated to the detriment of the service provider. These sums will be deducted from the amounts due to the services provider and will be deducted from the invoices presented (statements of services).

The following exceptional conditions that prevent the performance of the services are considered to be force majeure:

- Extreme weather, flooding.
- Riots, serious social unrest, war.

9.3- Force majeure

The service provider may only invoke force majeure due to exceptional weather conditions in one of the following cases:

- Winds: if the winds recorded exceed one hundred and twenty (120) kilometres per hour, the period of application will only apply to the days on which the wind exceeding this speed has been observed at least once during the day.
- Insecurity and Social unrest (As required the services provider must develop a risk management plan to which ILO will validate for utilization, hence if insecurity and unrest disrupt operations ILO must be notified immediately providing evidence linking delays to this condition.

- Rainfall: if during a period of thirty (30) consecutive days the following two conditions are observed: More than ten (10) days recording a precipitation in 24 hours greater than fourteen (14) millimeters; Average value of ten (10) highest precipitation in 24 hours greater than twenty (20) millimetres. For winds and rain, the values considered will be those recorded at the nearest weather station. However, in the event of serious damage as a result of rain, wind or flooding, the service provider must inform the ILO as soon as possible. It is specified that the mere observation of these exceptional conditions could not be sufficient to obtain additional deadlines. The Project Manager must also provide evidence that the above-mentioned weather conditions are the direct cause of the delays suffered on the sites, provided that the periods of execution of the work are in accordance with the forecasts of the Execution Schedule initially planned.

ANNEX III

10. COMPOSITION OF THE OFFER

The bidder must submit the following for evaluation.

- a) **The certification of suppliers according to the model in Annex II to be completed appropriately by the tenderer.**
- b) **The Bid Submission Form to be completed by the Bidder according to the model in Annex III;**
- c) **The technical offer consists of:**
 - A Copy of the valid Tax Payers attestation
 - A copy of the certificate of incorporation
 - A copy of trade registration certificate
 - A certificate of fiscal conformity
 - A localization plan
 - Copy of Articles of association
 - Bank attestation
 - A letter of financial capacity.
 - The list of personnel resources that the service provider undertakes to allocate for the performance of the mission. The CVs of the agents must be signed by the agents in question attached to this should be clean scan copies of their original certificates diplomas and licenses obtained.
 - Technical proposal in relation to service requested which should have the following clearly indicated among others.
 - ✓ The list of equipment and material resources that the service provider wishes to use for the performance of the mission.
 - ✓ The methodology for conducting the service according to the terms of reference, including at least:
 - ✓ A description of the proposed organizational chart and the steps, with definitions and detailed explanations of the processes for the performance of the services.
 - ✓ The detailed timetable and the time frame for the execution of the design office's intervention according to the required tasks explained in these terms of reference.

10.1-Staff List Template

Each bidder shall indicate in the following model table, to be reproduced with the tenderer at the head of the tenderer, the list of personnel that it undertakes to assign to the performance of the service:

Order number	Full name	Diploma	Function	Professional experience	HIMO Training	Observations
			Head of mission	(Include only that which is relevant to the rule solicited)		
			Assistant Mission head			
			Environmental officers			
			Supervisors, (increase the rows to include all the five supervisors)			
			Media and documentary officer			

Done at:, the:

STAMP OF THE DESIGN OFFICE :

Signature: Name: Function:

► ILO Supplier Selection Procedure: Certification

The International Labour Organization (ILO), represented by the International Labour Office (ILO), expects its suppliers and their staff to support and respect the protection of internationally instituted human rights and to observe the highest ethical standards in all supply chains in which they operate, throughout the selection process and during the implementation of the contract.

The Supplier hereby certifies that it is NOT in **any of the** following situations:

1. Be bankrupt or subject to insolvency or liquidation proceedings, have their property administered by a liquidator or placed under judicial administration; have entered into an arrangement with creditors; be in a state of cessation of activities or in any similar situation resulting from a similar procedure provided for by national law;
2. Failure to comply with the obligations relating to the payment of taxes and social security contributions imposed by legislation or a regulatory body;
3. Have committed professional misconduct by violating applicable laws or regulations or the ethical standards of the profession to which he or she belongs, or having engaged in wrongful acts that affect his or her professional credibility, where such conduct indicates wrongful intent or gross negligence, such as, in particular, any of the following:
 - a) knowingly or negligently submitting incorrect information in the course of the procedure to verify that there are no grounds for exclusion or that the eligibility or selection criteria have been met, or in the context of the fulfilment of the legal commitment;
 - b) entering into agreements with any other interested company, competitor or potential competitor with a view to distorting competition in the context of the ongoing procurement process;
 - c) attempting to influence the ILO's decision-making process to obtain confidential information that could give it an unfair advantage in the context of the ongoing procurement process, or negligent presentation of misleading information that could have a significant influence on the ILO's decisions on exclusion, selection or award;
4. Engaging in acts or conduct constituting prohibited practices or prohibited conduct, as defined in paragraph **12.3** of the Terms and Conditions for ILO contracts ², vis-à-vis the ILO, another entity of the United Nations system or a multilateral development finance institution;
5. Actively or passively participating in a criminal organization or money laundering;
6. Being sanctioned ³ or reported by a government, supranational organization (such as the European Union), another entity of the United Nations system or a multilateral development finance institution preventing it from contracting with them;
7. Have provided resources received under contract with the ILO, another entity of the United Nations system or a multilateral development finance institution to individuals, groups, undertakings or entities associated with terrorism, in particular those on the United Nations Security Council Consolidated List, which may be subject to subsequent amendments;

² https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768753.pdf

³ See in particular the United Nations Security Council Consolidated List, available at <https://www.un.org/securitycouncil/fr/content/unsc-consolidated-list>.

8. Employing children as defined in paragraph **12.2.5** of the ILO's Terms and Conditions for Contracts, or committing offences related to trafficking in persons ⁴;
9. Have caused significant or persistent deficiencies in the performance of a core obligation under a previous contract with the ILO, resulting in the termination of the contract, damages, etc.;
10. Submitting inaccurate information as part of the procedure to verify that there are no grounds for exclusion or that the selection criteria have been met, concealing this information or failing to submit the required supporting documentation as part of the ongoing procurement process;
11. Committing a financial irregularity;
12. Have created a phantom company or incorporated as a phantom company to participate in the ongoing purchase process.

The supplier has understood that it may be excluded by the ILO from the ongoing procurement process if it makes a false declaration in the context of this certification, and that the ILO reserves the right to cancel or terminate, with immediate effect and without compensation, any proposal or contract resulting from the procurement process.

The undersigned(s) certify that they are duly authorized to sign this certification on behalf of the Supplier.

For the Supplier

Name:

Title:

At:

Signed:

Contact

International Labour Organization
Route des Morillons 4
CH-1211 Geneva 22
Switzerland

**Procurement and Contracts Office
(PROCUREMENT)**
Email: pcrt@ilo.org

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⁴ As defined in article 3 (a) of the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, adopted and opened for signature, ratification and accession by the General Assembly in its resolution 55/25 of 15 November 2000, available at <https://www.ohchr.org/fr/instrumentsmechanisms/instruments/protocol-prevent-suppress-and-punish-trafficking-persons>.

Bid Submission Form (to be completed by the Bidder)

Reference: NO: ILO/MINTP/019/2025, Technical Reporting, Monitoring, control and supervision of building construction and road rehabilitation works through the use of Labor-Intensive Investment Approach (EIIP/HIMO) in the Nkambe, Kumbo, Jakiri, Bafut and Babessi Municipalities by a competent Bureau d'études.

Deadline for receipt of proposals : 8TH of January 2025, 11:00 p.m., Cameroon time,

Bidder : (Indicate the company name and address)

For the provision of services:

After consideration of this Request for Quotation and its annexes, as well as all conditions and elements that may affect the cost or the time frame for completion, we, the undersigned, propose to provide and complete the services, in accordance with the [Terms and Conditions applicable to ILO contracts](#) for the following total contract price: net of any direct tax or customs duty and other import taxes:

Task	Description	Lump sum in Enter currency (Excl. VAT)
1	Please insert your text here	Please insert your text here
2	Please insert your text here	Please insert your text here
3	Please insert your text here	Please insert your text here
4	Please insert your text here	Please insert your text here
5	Please insert your text here	Please insert your text here
Total		Please insert your text here

Name: Please insert your text here

FOR THE COMPANY

Position: Please insert your text here

Phone/Fax: Please insert your text here

Email: Please insert your text here

Date: Please click here to enter the date

Signature:

Appendix A

In this document, the bidder is requested to provide a detailed breakdown for each of the proposed tasks.

All tasks and subtasks must be specified and their respective costs indicated.

Any details or clarifications regarding any costs related to "time and material" services should also be provided here.

No.	Designation	Unit	Quantity	U.Price	Amount
1	CONTROL AND SUPERVISION OF THE WORKS				
1.1	PERSONAL				
1.1.1	Head of mission	H. Month	1		
1.1.2	Assistant mission head/ Control engineer	H. Month	1.5		
1.1.3	Environmental and social issues	H. Month	1		
1.1.4	Supervisors (Nb 05)	H. Month	25		
1.1.5	Documentary and media office	H. Month	1		
1.2	OPERATIONS				
1.2.1	Supplies and Office	Ft/Month			
1.2.2	Travel of supervisory staff,	Ft/Month			
1.2.3	Supervision of supervisors on site,	Ft/Month			
1.2.4	Editing and production of reports	Ft/Month			
1.2.5	Others	Ft/Month			
SUBTOTAL 1: CONTROL AND MONITORING					
TOTAL AMOUNT					

Amount: [in letters] (in figures)

Done at,

DESIGN OFFICE STAMP:

Signature:..... Name:.....

Function:.....