



**REPUBLIQUE DU CAMEROUN**

**Paix - Travail - Patrie**

**AGENCE DE REGULATION  
DES TELECOMMUNICATIONS**



**REPUBLIC OF CAMEROON**

**Peace - Work - Fatherland**

**TELECOMMUNICATIONS  
REGULATORY BOARD**

## **CALL FOR EXPRESSION OF INTEREST**

**N°00024/AAMI/ART/2017 OF 05th APRIL 2017**

**FOR THE RECRUITMENT OF A FIRM IN CHARGE OF PREPARING THE GUIDELINES TO  
DRAW UP THE COST ACCOUNTING OF CONCESSION HOLDING OPERATORS OF THE  
ELECTRONIC COMMUNICATIONS SECTOR IN CAMEROON**

### **1. PURPOSE**

This call for expression of interest (AAMI) aims at shortlisting some firms to bid for a restricted invitation to tender for the preparation of the guidelines to draw up a cost accounting system for the concession holding operators of the electronic communications sector in Cameroon.

### **2. PARTICIPATION AND ORIGIN**

Participation in this call for expression of interest is opened to national and international firms specialised in finance, accounting, auditing, economy and telecommunications and ICT.

### **3. CANDIDATE PROFILE**

Requirements to bid for this AAMI include:

- Proven experience of at least 5 (five) years in accounting and financial audit of electronic communications operators ;
- Expert team with proven skills in the accounting of concession holding operators of telecommunications.
- Practical experience in the setting up of analytical information systems of telecommunications operators ;
- No work as statutory auditor with an operator of telecommunications holding a concession in the past three (3) years ;
- Sound knowledge of technical, economic and regulatory issues of the electronic communications sector, and more specifically the Cameroonian telecommunications sector.

### **4. TASKS DESCRIPTION**

The firm retained will undertake to carry out the following tasks

- a) Devise the guidelines to set up a cost accounting system for concession holding operators of telecommunications as per the recommendations of ITU, in line with the legal requirements and the needs of the regulator.

Accordingly, he will have to submit:

1. The guiding principles of the ABC model;
2. An assessment method for certain items on the balance, namely stocks;
3. A cost nomenclature of a fixed network;
4. A cost nomenclature of a mobile network ;
5. A cost nomenclature of an internet network ;
6. A list of restitution statements to be provided periodically;
7. A cost discharge model of products and services per activity.

b) Make sure that the guidelines will enable to carry out:

1. An analysis of the production costs of the various products and services provided by the operators, distinguishing between wholesale and retail services.
2. A detailed analysis of costs for the approval of interconnection catalogues ;
3. An analysis of the calculation of the overall outcome and commit each activity's input in that result.

c) Submit to the Board a draft directive about the guidelines on the cost accounting of the concession holding operators;

d) Help the Board organise an outreach seminar for the operators on the guidelines;

e) Ensure skills transfer to the staff in charge of the follow up of the analytical accounting of operators.

## 5. FINANCING

The services under this call for expression of interest shall be financed by the budget of TRB, 2017 financial year.

## 6. TERM OF THE MISSION

The tasks will be carried out within four (4) months.

## 7. BID FILE

TRB invites the candidates to provide seven(7) copies of the following documents presented in a two volumes:

### - Volume 1 : Administrative file

The administrative file will comprise the following :

- a. The candidate's declaration of expression of interest outlining its corporate name, address and, where appropriate the powers delegated to the signatory(ies) ;
- b. A valid document attesting to the legal existence of the firm.
- c. An attestation of non-exclusion from public procurement

### - Volume 2 : Technical file

The technical file will be made of :

- a. A cover letter of the candidate showing his/her interest in the assignment ;
- b. A presentation of a comprehensive organization chart of the firm
- c. performed by the experts (for each project or study provide a certificate of participation in the project or study or any other supporting document);
- d. References of similar tasks carried out in the past five (5) years with copies of the first and last pages of the contracts and the minutes of acceptance and/or attestations of good completion or any other supporting document.

Mis en forme : Police :(Par défaut) Arial, Anglais (États-Unis)

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## 8. QUALIFICATION CRITERIA

### - eliminatory criteria :

- Incomplete administrative file
- False declaration or forged document ;
- Score lower than 70 points over 100.
- Working as statutory auditor with a concession holding operator of telecommunications sector in the past three (3) fiscal years.

### - Essential criteria:

The bid file will be assessed on 100 points and according to the criteria below :

N°	Assessment criteria for bidders	Scoring
01	<b>Presentation of the firm</b> (detailed organisation chart of the firm)	<b>05 pts</b>
02	<b>General references in financial and accounting audit</b> (5 points per project) Provide 1 <sup>st</sup> and last pages of the contract and completion certificate or any other document establishing the performance of the project	<b>25 pts</b>
03	<b>General references in financial and accounting audit in telecommunications/ICT and preparation of guidelines for cost accounting of operators of telecommunications</b> (10 points per éprojectude) Provide 1 <sup>st</sup> and last pages of each contract and completion certificate or any other document establishing the performance of the project	<b>30 pts</b>
04	<b>Qualifications of the team</b>	<b>35 pts</b>
	<b>a) Accountant Expert</b>	<b>12 pts</b>
	- Certificate of availability signed by the Director-General	03
	- Copy of the employment contract	03
	- Projects or study in the field of telecommunications and ICT (6 pts, 2 per project or study ) Provide 1st and last page of the contract	06
	<b>b) Expert in telecommunications</b>	<b>13 pts</b>
	- Background training as telecommunications engineer	01
	- Certificate of availability signed by the Director-General	03
	- Copy of the employment contract	03
	- Projects or studies in the field of telecommunications and ICT (6 pts, 2 per project or study ) Provide the 1st and last page of the contract	06
	<b>c) Expert in economy</b>	<b>10pts</b>
	- Certificate of availability signed by the Director-General	02
	- Copy of the employment contract	02
- Projects or studies in the field of telecommunications and ICT (6 pts, 2 per project or study ) Provide the 1st and last page of the contract	06	

05	<b>Presentation of the file</b>	05 pts
	<ul style="list-style-type: none"> <li>• Content (01pt)</li> <li>• Clarity of the document (text and images) (01pt)</li> <li>• Binding (0,5 pt)</li> <li>• Divider (0,5 pt)</li> <li>• Pagination (01 pt)</li> <li>• Schedule of execution (01 pt)</li> </ul>	
	<b>Total</b>	<b>100 pts</b>

**9. SUBMISSION AND PRESENTATION OF BIDS**

Each bid drafted in English or French in seven (07) copies including one (01) original and six (06) copies marked as such, must reach the Contracts Unit of TRB located in TRB's head office at nouvelle route bastos, in Yaoundé P.O.Box 6132, Tel. : 222 23 03 80/222 23 23 30, Fax : 222 23 37 48, in a sealed envelope not later than \_\_\_\_\_ at **12 noon**, local time and must be labelled as follows

“CALL FOR EXPRESSION OF INTEREST N° 000024/AAMI/ART/2017 OF 05th APRIL 2017

FOR THE RECRUITMENT OF A FIRM IN CHARGE OF PREPARING THE GUIDELINES TO DRAW UP THE COST ACCOUNTING OF CONCESSION HOLDING OPERATORS OF THE ELECTRONIC COMMUNICATIONS SECTOR IN CAMEROON“

Past this deadline, no other offer will be accepted.

The anonymous outer envelope must contain two (2) stamped inner envelopes.

- The first stamped envelope or “**envelope A**” marked as such, with the inscription “**Administrative file**”;
- A second stamped envelope or “**envelope B**” marked as such, with the inscription “**Technical file**”

**10. PUBLICATION DES RESULTATS**

The firms scoring seventy (70) points or more on a hundred (100) will be consulted in the framework of the Restricted Call to tender

Unselected candidates will have to withdraw their files within huitaine two weeks following the publication of results. Past this deadline, their offers will simply be destroyed without further claim

**11. RENSEIGNEMENTS COMPLEMENTAIRES**

Pour toute information complémentaire relative au présent Appel à Manifestation d'Intérêt, les Cabinets intéressés peuvent s'adresser aux heures ouvrables à la Direction des Licences, de la Concurrence et de l'Interconnexion ou à la Cellule des Marchés de l'ART, sise à l'immeuble de la Direction Générale de l'ART situé à la nouvelle route bastos, à Yaoundé B.P. 6132, Tél. : 222 23 03 80/222 23 23 30, Fax : 222 23 37 48.

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**Mis en forme** : Police :(Par défaut) Arial, Couleur de police : Automatique, Anglais (États-Unis)

**Mis en forme** : Police :(Par défaut) Arial, Anglais (États-Unis)

**Mis en forme** : Police :(Par défaut) Arial, Anglais (États-Unis)

For additional information relating to this Call for Expression of Interest, interested consultancy firms can enquire during working hours at the Department of License, Competition and Interconnection or the Contracts Unit of TRB, located at TRB's head office at nouvelle route Bastos, in Yaoundé P.O.Box 6132, Tel. : 222 23 03 80/222 23 23 30, Fax : 222 23 37 48

**Ampliations :**

- *MINMAP* ;
- *ARMP* ;
- *Posting* ;
- *Contracts Unit*.

**THE DIRECTOR GENERAL**

**Jean-Louis BEH MENGUE**