



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° 000058/AAMI/ART/2017 OF 22<sup>nd</sup> MAY 2017

### FOR THE RECRUITMENT OF A CONSULTANCY FIRM TO CARRY OUT A DETAILED FEASIBILITY STUDY WITH A VIEW TO SET UP A TEST AND MEASUREMENT LABORATORY FOR THE APPROVAL OF ELECTRONIC COMMUNICATIONS EQUIPMENT IN THE TELECOMMUNICATIONS REGULATORY BOARD

#### 1. PURPOSE

This call for expression of interest (AAMI) aims to recruit a consultancy firm to carry out a detailed feasibility study with a view to set up a test and measurement laboratory for the approval of electronic communications equipment in the Telecommunications Regulatory Board.

#### 2. PARTICIPATION AND ORIGIN

This call for expression of interest is intended for national and international consultancy firms which are competent and experienced in the installation and operation of test and measurement laboratories meant for type approval of electronic communications equipment.

#### 3. CANDIDATE PROFILE

Firms willing to bid for this AAMI must be qualified in the following:

- Carrying out technical studies for the setup of test and measurement laboratories meant for type approval of electronic communications equipment ;
- Organising and operating test and measurement laboratories for the approval of electronic communications equipment ;
- International regulations and normalization on tests and measurements of electronic communications equipment subject to approval.

#### 4. DESCRIPTION OF THE MISSION

The tasks of the selected firm will consist of:

- Taking stock of the regulatory, institutional and operational environment of electronic communications services, networks, infrastructure and equipment ;
- Suggest a legal and operational framework for the test and measurement laboratory meant for the approval of electronic communications framework ;
- Carry out detailed technical studies and appraise investment costs for the installation and operation of a test and measurement laboratory for type approval of electronic communications equipment ;
- Prepare technical specifications for the acquisition, installation and commissioning of systems and equipment necessary to setup a test and measurement laboratory for the approval of electronic communications equipment ;
- Suggest an implementation calendar of the project's components ;
- Prepare complete relating tender files(s).

In order to achieve the above mentioned objectives, the consultant should:

- state the different tasks to be performed ;
- define the contractual framework of the said tasks ;
- Identify the different electronic communications equipment to undergo test and measurement by the Telecommunications Regulatory Board in the type approval laboratory;
- Identify international norms and standards (UIT-T, IEC, ETSI, IEEE, ANSI, etc) and equivalences to be considered for tests and measurements in the laboratory ;
- evaluate associated infrastructure (premises, power, etc.), existing services and human force ;
- define the functioning and interoperability criteria of the equipment to be approved with local existing networks ;
- identify, quantify and bring out the technical specifications of the equipment, information systems and services to be established ;
- Define a test reporting template per type of equipment that the test and measurement laboratory should issue to attest the approval of an equipment ;
- draw out plans and specifications for the construction and/or the refurbishment of premises and associated facilities;
- assess staffing needs and prepare terms of reference for staff rise in competence ;
- define the administrative and commercial management terms necessary for the operation of the laboratory ;
- assess the project's costs (investment, functioning, etc.) ;
- etc.

The consultant will have to line up with the guidelines contained in the relevant publications of ITU and IMO.

#### 5. FINANCING

The services to be carried out under this Call for Expression of Interest will be funded by the budget of TRB, 2017 fiscal year.

#### 6. TERM OF THE MISSION

The tasks will be carried out within five (5) months.

#### 7. BID FILE

TRB invites interested candidates to provide in seven (7) copies the following documents in a two-volume file:

##### - Volume 1 : Administrative file

The administrative file shall include the following:

- a. a declaration of expression of interest of the candidate featuring its corporate name, address, and where necessary, the powers delegated to the signatory(ies) ;
- b. A valid document attesting to the legal existence of the firm ;
- c. A certificate of non exclusion from public procurement.

##### - Volume 2 : Technical file

The technical file must include :

- a. A cover letter of the firm showing his/her interest in the assignment ;
- b. Presentation of a comprehensive organisation chart of the firm ;
- c. A list of supervisory staff assigned to the tasks to be performed including a mission Head, expert in radio communications/telecommunications network engineering (A-Level +5), a civil engineer (A-Level +5) and an expert in information systems applied radio communication/telecommunications networks (A-Level +5). This list will be accompanied by a duly signed and dated Curriculum Vitae (CV) of each person, a copy of the diploma (certified true for the nationals) and references of the projects 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 ten (10) years together with copies of the first and last pages of the contracts and minutes of acceptance and/or proper completion certificates or any other document attesting to the realization of the study.

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## 8. QUALIFICATIONCRITERIA

### - Eliminary criteria:

- Incomplete administrative file;
- False declaration or forged document ;
- Score lower than 70 points on 100.

### - Essential criteria :

The bid file will be assessed on 100 points following the criteria below :

N°	Bidder's assessment criteria	Scoring
01	<b>Presentation of the firm</b> (Detailed organisation chart of the firm)	<b>10 pts</b>
02	<b>References in the setting up of test and measurement laboratories meant</b> (6 pts per study) <i>Provide 1<sup>st</sup> and last pages of each contract or any document issued by the beneficiary and establishing the performance of the project</i>	<b>18 pts</b>
03	<b>References in the organisation and operation of test and measurement laboratories meant for the approval of electronic communications equipment</b> (4 pts per study) <i>Provide 1<sup>st</sup> and last pages of each contract or any document issued by the beneficiary and establishing the performance of the project</i>	<b>8 pts</b>
04	<b>References in the mastery of the regulations and international standards applicable to tests and measurements of electronic communications equipment subject to approval</b> (4 pts per study) <i>Provide 1<sup>st</sup> and last pages of each contract or any document issued by the beneficiary and establishing the performance of the project</i>	<b>8 pts</b>
05	<b>References on the diagnosis and studies in the field of telecommunications and ICTs (infrastructure and/or services)</b> (4 pts per study). <i>Provide 1<sup>st</sup> and last pages of each contract or any document issued by the beneficiary and establishing the performance of the project</i>	<b>8 pts</b>
06	<b>Qualifications of the team</b>	<b>43 pts</b>
	<b>a) Mission head – expert in radiocommunications/ telecommunications network engineering</b>	<b>15 pts</b>
	- Certificate of availability signed by the Director-General	03
	- Copy of the employment contract	04
	Projects or studies carried out in the field of type approval of electronic communications equipment	08
	- Provide 1 <sup>st</sup> and last pages of each contract and minutes of receipt or any other document establishing the performance of the project (8 pts, or 4 pts per project or study). <i>For each project or study provide a certificate of participation in the project or study or any document attesting to the participation in the project or study</i>	
	<b>b) Expert in civil engineering and structures</b>	<b>14 pts</b>
	- Certificate of availability signed by the Director-General	03
	- Copy of the employment contract	03
	- Projects studies in the planning and construction of passive facilities and infrastructure for electronic communications networks (8 pts, or 4 pts per project or study). <i>For each project or study provide a certificate of participation in the project or study or any document attesting to the participation in the project or study</i>	08
<b>c) Expert in information systems applied to</b>	<b>14 pts</b>	

	<b>radiocommunications/telecommunications networks</b>	
	- certificate of availability signed by the Director-General	03
	- Copy of the employment contract	03
	- Projects or studies related to ICT in the telecommunications sector 5 pts per study) (8 pts, or 4 pts per project or study). <i>For each project or study provide a certificate of participation in the project or study or any document attesting to the participation in the project or study</i>	08
<b>07</b>	<b>Presentation of the file</b> <ul style="list-style-type: none"> <li>• Content (01pt)</li> <li>• Clarity of the document (text and image) (01pt)</li> <li>• Binding (0,5 pt)</li> <li>• Divider (0,5 pt)</li> <li>• Pagination (01 pt)</li> <li>• Implementation calendar (01 pt)</li> </ul>	<b>05 pts</b>
	<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 **12<sup>th</sup> July 2017 at 12 noon**, local time and must be labelled as follows

"CALL FOR EXPRESSION OF INTEREST N° **000058/AAMI/ART/2017 OF 22<sup>nd</sup> MAY 2017**  
FOR THE RECRUITMENT OF A CONSULTANCY FIRM TO CARRY OUT A DETAILED  
FEASIBILITY STUDY WITH A VIEW TO SET UP A TEST AND MEASUREMENT  
LABORATORY FOR THE APPROVAL OF ELECTRONIC TELECOMMUNICATIONS  
EQUIPMENT IN THE TELECOMMUNICATIONS REGULATORY BOARD"

After the deadline, no other offer will be accepted.

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

- A stamped envelope or "**envelope A**" marked as such, bearing the inscription "**Administrative file**";
- A second stamped envelope or "**envelope B**" marked as such and bearing the inscription "**Technical file**".

### 10. PUBLICATION OF RESULTS

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 of this prequalification. Past this deadline, their offers will simply be destroyed without further claim.

### 11. FURTHER INFORMATION

For additional information relating to this Call for Expression of Interest, interested consultancy firms can enquire during working hours at the Technical Department 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.

#### Copies :

- MINMAP ;
- ARMP;
- Display ;
- Contracts Unit.

THE DIRECTOR-GENERAL

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

