

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° 000013 /AAMI/ART/2019 OF 25 FEVRIER 2019 FOR THE RECRUITMENT OF A FIRM TO DEVISE COST ACCOUNTING GUIDELINES FOR CONCESSION HOLDING OPERATORS (FIXED AND MOBILE) AND OPERATORS ESTABLISHING AND OPERATING PASSIVE INFRASTRUCTURE IN SUPPORT OF ELECTRONIC COMMUNICATIONS NETWORKS

FINANCING : BUDGET OF THE TELECOMMUNICATIONS REGULATORY BOARD 2019 FISCAL YEAR

CALL FOR EXPRESSION OF INTEREST

N° **000013** /AAMI/ART/2019 OF **25 FEVRIER 2019** FOR THE RECRUITMENT OF A FIRM TO DEVISE COST ACCOUNTING GUIDELINES FOR CONCESSION HOLDING OPERATORS (FIXED AND MOBILE) AND OPERATORS ESTABLISHING AND OPERATING PASSIVE INFRASTRUCTURE IN SUPPORT OF ELECTRONIC COMMUNICATIONS NETWORKS

1- PURPOSE

This call for expression of interest (AAMI) is meant to shortlist the firms to bid for a restricted call to tender on the preparation of cost accounting guidelines for concession holding operators (fixed and mobile) and operators establishing and operating passive infrastructure in support of electronic communications networks in Cameroon.

2- PARTICIPATION AND ORIGIN

Participation in this call for expression of interest is open to national and international firms with proven skills in finance, accounting, auditing, economics and/or engineering in the field of electronic communications.

3- CANDIDATE PROFILE

Requirements to bid for this AAMI include:

- Having proven track record of at least five (05) years in conducting accounting and financial audit of electronic communications operators
- Having an expert team with recognized competence in accounting separation, and cost accounting of concession holding operators of telecommunications
- Having practical experience in implementing analytical information systems of telecommunications operators
- Not having served during the past three (3) years as an auditor to a telecommunications operator holding a concession
- Having thorough knowledge of the technical, economic and statutory issues pertaining to the electronic communications sector and, more specifically to the Cameroonian telecommunications sector.

4- TASK DESCRIPTION

Below are the different tasks expected for the implementation of the cost accounting and accounting separation to concession holding operators of electronic communications networks and holders of first-category licenses establishing and operating passive infrastructure in support of electronic communications networks in Cameroon.

- a- **Benchmarking on the implementation in African countries specifically, of the guidelines underpinning the cost accounting of concession holding operators (fixed and mobile) of electronic communications networks and operators establishing and operating passive infrastructure in support of electronic communications networks;**
- b- **Auditing each operator's information system and accounting practices:**
- Assess the accounting separation levels and cost accounting methods ;
 - Assess compliance with the principles of non-discrimination, objectivity and transparency in processing the relevant costs incurred in the provision of interconnection and infrastructure sharing ;
 - Take stock of the current cost accounting practices implemented by each operator concerned ;
 - Carry out an inventory of fixed assets and assess depreciation rates and policies applied by each operator concerned ;
 - Perform an audit on the traffic measurement and billing schemes of each operator holding a concession ;
 - Investigate on each operator's allocation of human resources.

c- Identify the competitive structure of the telecommunications and ICT market in Cameroon

- Identify the various market segments of telecommunications and ICT in Cameroon, and the reasons why some segments are not operative;
- Define the relevant markets of the telecommunications and ICT industry in Cameroon ;
- Find out which operators are exercising significant influence on each relevant market.

d- Draw out the guidelines to setup an accounting separation and cost accounting mechanism for concession holding operators and holders of first-category licenses establishing and operating passive infrastructure pursuant to ITU recommendations, and meeting the legal requirements and the expectations of the regulator. Such guidelines should enable to:

- Achieve consistent accounting practices for the operators of the sector ;
- Carry out cost price analysis of the products and services offered by the operators, distinguishing between whole services and retail services ;
- D'effectuer une analyse des coûts de revient des différents services et produits
- Carry out a detailed cost analysis for approval of interconnection catalogues ;
- Analyse the building of the comprehensive income and the share of each activity and service in that result.

Accordingly, the firm selected will undertake to:

- o Determine the restatements necessary to move from general accounting to cost accounting and then from cost accounting to regulatory accounting to meet the objectives of regulation;
- o suggest an approach to assess equity costs and determine the capital cost in the sector
- o suggest for each operator, a nomenclature of costs relevant to interconnection and infrastructure sharing, and costs of unregulated services
- o Suggest some rules to implement the ABC method, that enable the accounting of network costs and costs per activity;
- o identify the internal services and carry out an analysis of the costs of internal transfers (between cost centers or between the various networks) of each operator;
- o define assignment, distribution and settlement policies, outlining the drivers of resources, business, revenue and costs that are deducted at each stage of the process of cascade transfers of costs components, as well as the revenues for each service and their relevance.
- o suggest a cost transfer scheme per activity and service
- o suggest a consistent model of financial and analytical report that provides the regulator with information about the costs and revenues generated by each activity and each service

e- Prepare some drafts about:

- cost accounting guidelines for concession holding operators (fixed and mobile) of telecommunications in Cameroon
- cost accounting guidelines for operators establishing and operating passive infrastructure in support of electronic communications networks in Cameroon
- nomenclature of costs of services relevant to interconnection and infrastructure sharing, stating the accounting principles;
- an assessment method of the capital cost of the operators of telecommunications and ICTs
- a list of accounting statements and analytical records provided by each operator concerned
- a list of relevant markets and the leading operators, with the obligations to be imposed on them
- the terms and conditions to carry out the accounting and financial audit of operators, pursuant to article 23 of law N°2010/013 of December 21, 2010 governing electronic communications in Cameroon, amended and supplemented by law N°2015/006 of April 20, 2015.

f- Ensure knowledge transfer to the Board's staff in charge of the follow up of operators' cost accounting

g- Help the Board disseminate these guidelines among operators through a seminar

5- FINANCING

The services under this call for expression of interest will be funded by TRB budget, 2019 fiscal year

6- TERM OF THE MISSION

The mission will be performed within four (4) months

7- BID FILE

TRB invites all interested candidates to provide their administrative documents and a technical file in two (2) volumes

- Volume 1 : Administrative dossier

The administrative dossier will comprise the following

- a. The candidate's declaration of expression of interest outlining 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 dossier

The technical file will comprise :

- a. A cover letter of the candidate showing his interest in the mission
- b. Presentation of a comprehensive organisation chart of the firm
- c. A list of the supervisory staff assigned to the tasks, including **one mission head, chartered accountant**, with proven experience in accounting audit (A-Level +5 at least), **one telecommunications engineer** (A-Level +5) and **one economic expert** (A-Level +5 minimum), each totaling at least eight (8) years of experience and at least two (2) projects of technical, economic or regulatory auditing in the telecommunications sector in which they took part. The list will be accompanied for each person, with a curriculum vitae (CV) duly dated and signed, a copy (certified true for the nationals) of the highest diploma, certificate of registration in the association of the country of origin for chartered accountants and tax experts, and references of projects carried out by the experts (for each project or study provide a certificate of participation in the project or study or any other supporting document signed by the beneficiary
- d. The references of similar projects carried out by the firm in the past five (5) years with copies of the first and last pages of the contracts, as well as the minutes of acceptance and/or the certificates of proper completion or any other document attesting to the conduct of the study signed by the beneficiary.

8- QUALIFICATION CRITERIA

- Eliminary criteria :

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

- Essential criteria

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

N°	Assessment criteria for bidders	Scoring
01	Presentation of the firm (detailed organisation chart of the firm)	03 pts
02	General references in financial and accounting auditing (5 points per project) <i>Provide 1st and last pages of the contract and minutes of acceptance or any other document establishing the performance of the project signed by the beneficiary</i>	10 pts

03	General references in implementing cost accounting and/or analytical information systems (10 points per study) <i>Provide 1st and last pages of the contract and minutes of acceptance or any other document establishing the performance of the project signed by the beneficiary</i>	20 pts
04	General references in financial and accounting audit in telecommunications/ICTs and preparation of guidelines for the cost accounting of operators of telecommunications (10 points per study) <i>Provide 1st and last pages of the contract and minutes of acceptance or any other document establishing the performance of the projects signed by the beneficiary</i>	10 pts
05	General references in devising guidelines for the cost accounting of telecommunications operators (10 points per study) <i>Provide 1st and last pages of the contract and minutes of acceptance or any other document establishing the performance of the project signed by the beneficiary</i>	20 pts
06	Qualifications of the team	35pts
	a- Mission head, Chartered accountant	12 pts
	- Background A-Level+5 minimum	05
	- Experience : at least eight (8) years in accounting auditing	03
	- projects or studies related to technical, economic or regulatory audit in the telecommunications sector (4 pts or 2 per project or study) Provide a certificate of participation in the project or study or any other supporting document signed by the beneficiary	04
	b- Economic expert	11 pts
	- Background : A-Level+5 minimum	04
	- Experience at least eight (8) years in accounting audit	03
	- Projects or studies dealing with technical, economic or regulatory auditing in the telecommunications sector (4pts or 2 per project or study) Provide a certificate of participation in the project or study or any other document establishing the performance of the project signed by the beneficiary	04
	c- Telecommunications expert	12 pts
	- Background : A-Level+5 minimum	05
- Experience : at least eight (8) years	03	
- Projects or studies in the field of telecommunications and ICTs (4pts, 2 per project or study) Provide a certificate of participation in the project or study or any other supporting document signed by the beneficiary	04	
07	Presentation of the file	02 pts
	Content	0.5
	Clarity of the document (text and image)	0.5
	Binding	0.5
	Pagination	0.5
	Total	100

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, CRISTAL building in Bastos, opposite the Nigerian Embassy 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 **28th March 2019** at **12 noon**, local time and must be labelled as follows

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After this deadline, no other offer will be accepted.

The anonymous outer envelope must contain two (2) inner stamped 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 OF RESULTS

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

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

11- FURTHER INFORMATION

For additional information on 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, at TRB head office, CRISTAL building in Bastos, opposite the Nigerian Embassy in Yaoundé, P.O. Box 6132, Tel.: 222 23 03 80/222 23 23 30, Fax: 222 23 37 48

THE DIRECTOR-GENERAL

Philemon ZOO ZAME

Copies:

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