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CABINET



**CIRCULAR LETTER No. 000007/CLMINMAP/CAB OF 25 MARS 2020**

*Relating to the implementation of Government's anti-COVID-19 measures within the Ministry of Public Contracts and by stakeholders of the public contracts system*

**THE MINISTER DELEGATE AT THE PRESIDENCY OF THE  
REPUBLIC IN CHARGE OF PUBLIC CONTRACTS**

**TO:**

- The Secretary-General of the Ministry of Public Contracts;
- The Inspector-General for Public Contracts Control;
- Directors-General;
- Directors and persons ranking as such
- Regional and Divisional Delegates of Public Contracts;
- Project Owners and Delegated Project Owners;
- Chairpersons of Public Tenders Boards;
- Chairpersons of Central Contracts Control Boards.

In his statement of 17 March 2020, and reiterating the instructions of the President of the Republic, the Prime Minister, Head of Government, prescribed a series of thirteen (13) measures to be observed in the fight against the **COVID-19 pandemic**. Since they are intended for the protection of the population, these measures require rigorous implementation within MINMAP in particular, and by all stakeholders of the public contracts system in general.

This is why, in order to reconcile the necessary public service continuity with the current public health exigencies, it appeared indispensable to undertake some work reorganisation regarding notably:

- Reception of users, audiences and visits;
- Organisation of meetings and ceremonies;
- Holding Tenders Boards sessions.

**I. RECEPTION OF USERS, AUDIENCES AND VISITS**

Generally, the reception of public service users shall continue uninterrupted, while scrupulously abiding by hygiene and sanitation rules on entering and leaving the premises hosting the various services. However, this reception shall be confined within or referred to the service concerned, that is, the Reception and Guidance Service which, during this period of restrictions, shall be the main contact for any problem tabled by the citizen/user.

The unnecessary circulation of persons in corridors and their presence in offices to follow up files shall therefore be forbidden during this period.

Similarly, it is of utmost importance to grant only audiences which are absolutely necessary, and to reduce private visits to their barest minimum.

In this respect, and concerning specifically the central services of the Ministry of Public Contracts, these visits shall be allowed every working day only between **11 am and 1 pm**, with Regional and Divisional Delegates to determine such slots, each with respect to the services under their authority. Apart from these time slots, users shall previously obtain appointments with the officials requested.

**II. ORGANISATION OF MEETINGS AND CEREMONIES**

The organisation of meetings shall only be considered for issues of established sensitivity, urgency and importance, and as long as the timing complies with Government's directive regarding the duration and maximum number of participants, that is, **(10) persons** at most. The meeting shall therefore only be the last resort, with priority to be given to electronic and telephone means of communication as alternative methods for meeting, collaboration and coordination of the work carried out by the various services.

Gatherings shall be suspended in order to avoid putting guests through risky situations. In case of extreme necessity, the Minister's attention shall be drawn inevitably.

**III. HOLDING PUBLIC TENDERS AND CONTROL BOARDS SESSIONS**

The work of public tenders and control boards shall continue without any interruption. However, **Project Owners and Delegated Project Owners** shall ensure to make available and for use by the relevant Tenders Boards, the sanitation mechanism allowing everyone to fulfil the prescribed hygiene duty prior to or coming out of each session.

Concerning particularly the sessions wherein bidders are authorised by law to attend, the Chairpersons shall ensure to keep to the authorised maximum of **10 (ten) persons**, in accordance with practical modalities to be agreed upon with members of the tenders board and in strict compliance with the provisions of the Public Contracts Code.

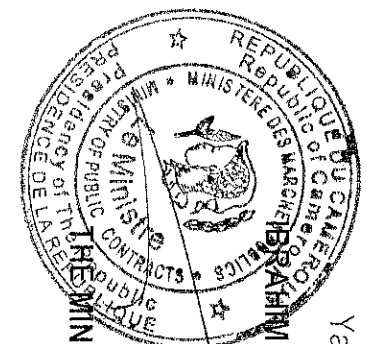
In any case, the quest for performance and the need to execute the investment budget should on no account overshadow the current stakes and challenges of community health.

By the way, let me remind Project Owners and Delegated Project Owners that there is a dematerialisation platform wherein they have the right to publish all the documents generated by public contracts execution and award, namely: the “**Cameroon Online E-procurement System**” (**COLEPS**). The use of this modern tool is highly recommended.

Officials and staff of the Ministry of Public Contracts as well as all stakeholders in the system are instantly called upon to fully observe the hygiene and preventive measures recommended by the Government in general, and particularly, these specific provisions heretofore highlighted and which I intend to enforce rigorously.

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- SG/PM's OFFICE



Yaounde, 25 MARS 2020

BAHIM TALBA MALLA

THE MINISTER DELEGATE