|  |  |  |
| --- | --- | --- |
| **REPUBLIQUE DU CAMEROUN**  Paix- Travail- Patrie  **--------------** |  | **REPUBLIC OF CAMEROON**  Peace-Work-Fatherland  **--------------** |

**PROJECT OWNER OR DELEGATED PROJECT OWNER**

**TENDERS BOARD………………PLACED UNDER …………………………………………………………………**

**QUARTERLY ACTIVITY REPORT**

**No. \_\_\_\_\_/YEAR/QUARTER/PO/DPO/ITB or STB**

**FROM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TO\_\_\_\_\_\_\_\_\_\_\_\_**

Summary

[I. GENERAL INFORMATION ABOUT THE TENDERS BOARD 3](#_Toc84591628)

[II. THE TENDERS BOARD WORKLOAD PLAN 3](#_Toc84591629)

[III. STATISTICS ON ACTIVITIES CARRIED OUT 3](#_Toc84591630)

[IV. UPDATE ON SESSION ALLOWANCES 4](#_Toc84591631)

[V. WORKING CONDITIONS OF THE TENDERS BOARD 5](#_Toc84591632)

[VI. COMPLIANCE WITH DEADLINES AND PROCEDURES 5](#_Toc84591633)

[VII. QUALITY OF COLLABORATION OF STAKEHOLDERS 6](#_Toc84591634)

[VIII. DIFFICULTIES AND SUGGESTIONS 6](#_Toc84591635)

[IX. OTHER OBSERVATIONS 6](#_Toc84591636)

[ANNEX 1 CONTRACT AWARD PLAN 7](#_Toc84591637)

[ANNEX 2 : LIST OF NAMES OF FILES EXAMINED/RE-EXAMINED 8](#_Toc84591638)

[ANNEX 3 : LIST OF NAMES OF EXPERTS ENROLLED 9](#_Toc84591639)

# GENERAL INFORMATION ON THE TENDERS BOARD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Owner / Delegated Project Owner | |  | | |
| Name of the Tenders Board | |  | | |
| Reference of the Act appointing the Chairperson | |  | | |
| Reference of the Act establishing the composition of the Board | |  | | |
| **COMPOSITION OF THE BOARD** | | | | |
| **Function** | **Names** | | **Telephone and e-mail address** | **Gender**  **(M/F)** |
| Chairperson |  | |  |  |
| Representative of Project Owner/DPO |  | |  |  |
| MINMAP Representative |  | |  |  |
| MINEPAT Representative |  | |  |  |
| MINFI Representative |  | |  |  |
| Representative of the Technical Supervisory Body |  | |  |  |
| Secretary |  | |  |  |
| IO Consulting firm |  | |  |  |

**Information/observations specific to a Tenders Board member** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# WORKLOAD PLAN OF THE TENDERS BOARD[[1]](#footnote-1)

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of the file** | **Number during the quarter** | | |
| **Programmed** | **Not programmed** | **TOTAL** |
| Tender files |  |  |  |
| Opening of bids |  |  |  |
| Award proposals |  |  |  |
| Draft mutual agreement contract |  |  |  |
| Draft contract amendments |  |  |  |
| **ONLINE AWARD** | | | |
| Tender files |  |  |  |
| Opening of bids |  |  |  |
| Award proposals |  |  |  |
| Draft mutual agreement contract |  |  |  |

# STATISTICS ON ACTIVITIES CARRIED OUT

| **Nature of the files** | | **Number Expected during the quarter** | **Number achieved during the quarter** | **Number of files examined with opinion** | | |
| --- | --- | --- | --- | --- | --- | --- |
| No objection | No objection with reservations | Objection |
| 3.1 | Tender Files |  |  |  |  |  |
| 3.2 | Opening of bids |  |  |  | | |
| 3.3 | Tender Evaluation Reports |  |  |  |  |  |
| 3.4 | Drafts mutual agreement contracts |  |  |  |  |  |
| 3.5 | Draft contract amendments |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |
| **ONLINE AWARD** | | | | | | |
| 3.6 | Tender Files |  |  |  |  |  |
| 3.7 | Opening of bids |  |  |  |  |  |
| 3.8 | Tender Evaluation Reports |  |  |  |  |  |
| 3.9 | Draft mutual agreement contracts |  |  |  |  |  |
| 3.10 | **Total** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **No** | **Activities** | **Number** |
| 3.11 | Contract award proposals submitted to the PO/DPO |  |
| 3.12 | Award proposals approved by the PO/DPO |  |
| 3.13 | Award decisions signed without taking into account the Tenders Board opinions |  |
| 3.14 | Proposals with persistent disagreements and submitted to arbitration |  |
| 3.15 | Award decisions following petitions |  |
| 3.16 | Award decisions that have been subject to justified petitions |  |
| 3.17 | Regulatory acts received from ARMP |  |
| 3.18 | Contracts whose procedures have been sanctioned by the Authority in charge of Public Contracts |  |
| 3.19 | Letters of observation or warning received from the Authority in charge of Public Contracts |  |
| 3.20 | Non-programmed projects examined |  |
| 3.21 | Enrolled[[2]](#footnote-2) or invited experts |  |

N.B : Attach a detailed table of the files examined

# UPDATE OF SESSION ALLOWANCES

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Description | Number of sessions | Amounts of statements sent to the PO | Amounts of statements paid | Amounts of unpaid statements | Amounts of  Arrears from other financial years |
| 4.1 | Tenders Board |  |  |  |  |  |
| 4.2 | Bids Evaluation Sub-committee |  |  |  |  |  |

# WORKING CONDITIONS OF THE TENDERS BOARD

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes/No | Comments if yes |
| 5.1 | Availability of an operating budget for the Tenders Board |  |  |
| 5.2 | Is the Chairperson of the Tenders Board accredited to manage the budget? |  |  |
| 5.3 | Availability of an office for the Chairperson |  |  |
| 5.4 | Availability of a meeting room for Tenders Board sessions |  |  |
| 5.5 | Availability of a secure office for the work of the Bids Evaluation Sub Committee |  |  |
| 5.5 | Availability of furniture for secure filing and archiving of files |  |  |
| 5.7 | Availability of data entry and reprography equipment (computers, printers, photocopiers, etc.) |  |  |
| 5.8 | Availability of office furniture (tables, chairs, armchairs, cabinet, etc) |  |  |
| 5.9 | Availability of consumables (ink, paper, folders, pens, etc.) |  |  |
| 5.10 | Access to networks (telephone, Internet) |  |  |
| 5.11 | Availability of equipment for online award of contracts |  |  |
| 5.12 | Availability of a support staff |  |  |

# COMPLIANCE WITH DEADLINES AND PROCEDURES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Respect of deadlines | Total number of cases | Number of cases completed within the deadlines | Possible comments |
| 6.1 | Transmission of draft Tender Files by the PO/DPO (see Programming Journal) |  |  |  |
| 6.2 | Convening of members (48h before session) |  |  |  |
| 6.3 | Examination of tender file and notification of opinions by the Board |  |  |  |
| 6.4 | Award proposal |  |  |  |
| 6.5 | Review of mutual agreement projects |  |  |  |
| No | Compliance with procedures | Total number of cases | Number of reports produced within deadlines | Possible comments |
| 6.6 | Effectiveness of publication of award decisions by the PO/DPO |  |  |  |
| 6.7 | Systematic transmission by the PO/POD of published Tender files, signed tender notices and award decisions to the Chairperson of the Tenders Board |  |  |  |
| 6.8 | Systematic transmission of contracts signed by the Project Owner to the Tenders Board |  |  |  |
| 6.9 | Systematic transmission to ARMP within 72 hours of the documentation from each Tender Board session |  |  |  |
| 6.10 | Receipt of copies of bidders' appeals |  |  |  |
| 6.11 | Effective availability of the IO whenever required |  |  |  |
| 6.12 | Systematic receipt of copies of IO reports within 72 hours after each session |  |  |  |

# QUALITY OFCOLLABORATION OF STAKEHOLDERS

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Yes/No | Observations if no |
| 7.1 | Good cooperation between Tenders Board members |  |  |
| 7.2 | Good cooperation between the Tenders Board and the PO/DPO |  |  |
| 7.3 | Good cooperation between Tender Board and the SIGAMP of the PO/DPO |  |  |
| 7.4 | Good collaboration between the Tender Board and the local ARMP branch |  |  |
| 7.5 | Good collaboration with MINMAP devolved services |  |  |

# DIFFICULTIES AND SUGGESTIONS

|  |  |  |
| --- | --- | --- |
| **No** | **Difficulties/problems encountered** | **Suggestions** |
| 8.1 |  |  |
| 8.2 |  |  |
| 8.3 |  |  |
| 8.4 |  |  |

# OTHER COMMENTS

Done in **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_**

The Chairperson of the Tenders Board

(s)

Full Name

**Copies**:

* PO/DPO
* DG/ARMP

# ANNEX 1 CONTRACT AWARD PLAN

# ANNEX 2 LIST OF NAMES OF THE FILES EXAMINED/RE-EXAMINED

**2-1 DRAFT TENDER FILES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Subject: | Nature of services (RW, OI, GS, SIS) | Date of receipt of the draft tender file | Date of examination of draft tender file | Date of notification of the tenders board opinion | Date of publication of the Tender Notice |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**2-2 BIDS OPENING SESSIONS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Invitation to tender | Number of lots | Date of opening of bids | Estimated amount | Number of Tender Files purchased | Number of bidders recorded | Amount of Tender File fees |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | TOTAL |  |  |  |  |  |  |

**2-3 AWARD PROPOSALS AND AWARD**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Invitation to tender | Number of lots | Date of examination of the bid evaluation sub-committee report | Date of formulation of award proposals | Date of signature of award decisions | Award amount | Concordance decision/proposal TB (YES or NO) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | TOTAL |  |  |  |  |  |  |

**2-4 REVIEW OF DRAFT MUTUAL AGREEMENTS CONTRACTS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Title of the project | Number of lots | Reference of the mutual agreement authorisation | Date of receipt of the file | Date of examination of the project | Amount | Date of signature of the mutual agreement contract |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |

Budgetary savings generated by the award of contracts = TEA-AA (Total Estimated Amount – Award Amount)

**2-5 REVIEW OF DRAFT AMENDMENTS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Amendment .... | Basic contract reference | Amount of the basic contract | Subject of the amendment | Amount/Deadline of the amendment | Date of notification of the opinion of Tenders Board | Date of signature of the amendment |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |

# ANNEX 3 LIST OF NAMES OF EXPERTS ENROLLED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **NAMES** | **Gender (M/F)** | **DIRECTORY NUMBER** | **Number of times they were enrolled** | **Specific comments, if any** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Information from the contract award plan (to be systematically annexed to the report) [↑](#footnote-ref-1)
2. Attach a list of names according to the form attached [↑](#footnote-ref-2)