

**BID PRESENTATION**

To facilitate the analysis of responses to this RFP, Bidders are required to prepare their Bids in accordance with the instructions outlined in this section. **Bidders must respond in full to all RFP sections and follow the RFP format (section numbering, etc.) in their response. Failure to follow these instructions may result in disqualification.**

For each question asked in the RFP, the bidder shall provide its response by indicating the question asked and the answer using the section numbering of the RFP.

Bids shall be prepared to satisfy the requirements of the RFP. ***EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT****.* All parts, pages, figures, and tables should be clearly numbered and labelled. The Bid should be organized as follows:

**TECHNICAL BID PRESENTATION**

| **TECHNICAL PROPOSAL** |
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| 1. **Executive summary /Understanding of the specifications** |
| This part of the response to the RFP should be limited to a brief narrative and not to exceed two (2) pages describing the proposed solution. The summary should contain as little technical jargon as possible and should be oriented towards non-technical personnel. The executive summary should not include cost quotations. |
| 1. **Supplier references in similar projects** |
| The requirement is for a minimum of three Evidence of Experience in development of Emergency, Crisis, or Business Continuity Management System. Experiences in utilities company with the same size at least will be more appreciated. |
| 1. **Skills of assigned consultants** |
| The requirement is for bidders to indicate (at a high level) the experience of the personnel that will be assigned to this project. The expectation is that consultants will have a minimum of 5 years BCMS project implementation experience. **CV and reference of consultants must be provided.** |
| 1. **High Level Project Plan & Implementation methodology** |
| Bidders are to offer a high level project plan clearly indicating the major milestones with the project implementation methodology and but not limited to:   * **Program outline and time frame** * **Legal frame work and requirement of the firm’s entity** * **Materials for workshop** |

Below is a template for supplier references' presentation

| **#ref** | **Reference items** | **Reference item details** |
| --- | --- | --- |
| 1 | Customer name: |  |
| Title of the work |  |
| Short description of work: |  |
| Monetary value |  |
| Contact person e-mail |  |
| Contact phone number |  |
| 2 | Customer name: |  |
| Title of the work |  |
| Short description of work: |  |
| Monetary value |  |
| Contact person e-mail |  |
| Contact phone number |  |
| 3 | Customer name: |  |
| Title of the work |  |
| Short description of work: |  |
| Monetary value |  |
| Contact person e-mail |  |
| Contact phone number |  |
| … | Customer name: |  |
| Title of the work |  |
| Short description of work: |  |
| Monetary value |  |
| Contact person e-mail |  |
| Contact phone number |  |

**FINANCIAL BID PRESENTATION**

**Important Note:**

* **Special Income Tax:**
* All taxes and duties within the framework of the Contract will be paid by the Parties in accordance with the Law. It is however specified that the Contractual Price is exclusive of taxes and customs duties for the selected bidder.
* Services and Works invoiced by companies located abroad and outside the CEMAC zone are subject to a withholding tax (Special Income Tax) at the rate of 15%, to be applied to the remuneration of all intangible. The rate of 7.5% is applied for the remuneration of studies and technical assistance paid to companies located in France.
* The selected bidder recognizes and accepts the deduction of this tax at source by ENEO, upon payment of the Contract Price, with a view to its repayment to the Cameroonian tax administration.
* **It is however specified that the Works performed and invoiced by a Cameroonian branch of the selected bidder are not subject to the Special Income Tax.**
* **Customs Duties (if applicable)**

Customs duties are due by Eneo. Eneo will declare and pay the customs duties in accordance with the customs regulations applicable in Cameroon. Consequently, the customs duties shall not be taken into account by the bidders based abroad for the determination of the contractual price.

| **Section** | **Section Title** | **Comments** |
| --- | --- | --- |
|  | Financial Proposal Submission Letter | Under signature of authorized representative, state the amount of the solution, identify the names of the individuals authorized to negotiate and the authorized principal contact or service representative. |
|  | The quotation | Costs for the Bidder’s proposed solution should be submitted on the proposal pricing schedules provided in the attached Microsoft Excel pricing spreadsheet (see Price schedule.xlsx).  Eneo requests for prices for each of the following requirements:   * Administrative exenses * Consultant remuneration * …. * Proposals are to be submitted in **CFA Franc (XAF)** or in **Euro (€)**. * Bidders shall provide **firm and fixed pricing based on the functionality described**. For each item, indicate if the cost is one-time or annual/recurring. |
|  | Detail of units prices | * Bidder shall make clear the rationale and basis of calculation for all fees. * Eneo requests that each bidder provides detailed pricing for each of the quoted price. Pricing must be comprehensive, and complete. |
|  | Payments terms and conditions | * Payments must be aligned to project milestones. The different invoices shall be paid 60 days from the date of submission of the invoices or presentation of required payment documents.   The payment schedule shall be agreed upon and validated by the Parties. |