

**Open National Call for Tenders No. 030/DSG/SDA/2016 for the subscription of insurance policies by ENEO CAMEROON S.A.**

**1. Introduction**

**1.1. Activities and Organization of ENEO CAMEROON S.A.**

ENEO CAMEROON S.A. (Eneo) is a company in charge of electricity generation, transmission and distribution throughout the national territory of Cameroon. ENEO workforce is about 3, 765 permanent employees, all at the service of over 1,011,421 customers.

**1.2. Purpose of the tender and scope of performance**

ENEO intends to subscribe, for a period of two years, to the following insurance policies, adjustable at the end of the 1st year and divided into five (05) separate lots:

- Lot 1 : Global damage insurance;
- Lot 2 : Comprehensive home insurance;
- Lot 3 : Third party/professional liability insurance;
- Lot 4 : Transport insurance;
- Lot 5 : Health insurance.

ENEO thus calls on all companies interested in this tender to submit their best bid.

It should be noted that a single company can submit bids for one batch or more.

**2. Participation and origin**

- 2.1. Participation in this tender is be opened to insurance companies governed by Cameroonian law and authorized to operate in the Republic of Cameroon and have been approved by the Ministry of Finance and CIMA.
- 2.2. Consortiums are not acceptable.
- 2.3. Companies wishing to participate in this Tender shall be admissible based on the qualification criteria stipulated in the Tender file.
- 2.4. A company participating in this Tender shall comply with the "Anti-corruption and money laundering regulations" attached to the Tender file.

NB: In accordance with the insurance regulations in force in Cameroon, the insurance policies related to this tender shall be managed by an insurance broker company, which shall be paid by the selected insurers.

**3. Financing**

The services, subject of this Tender, shall be financed by the ENEO 2016 and 2017 operating budgets.



#### 4. Consultation of the Tender File

The Tender files can be consulted during working hours at ENEO's main entrance, Koumassi, Douala, as well as on ENEO's website [www.eneocameroon.cm](http://www.eneocameroon.cm).

#### 5. Acquisition of the Tender file

- 5.1. The Tender file drafted in French language, can be obtained free of charge from ENEO's Shared Services Department, Supply Chain Sub-Department, Building B, Office R21 upon publication of this call for tenders by CIMA qualified insurance companies.
- 5.2. The Tender file shall comprise the following main items:
  - a. Instructions to bidders;
  - b. Terms of reference of each batch;
  - c. Qualification forms;
  - d. Tender forms processing for administrative documents and the technical bids;
  - e. Qualification and assessment criteria;
  - f. Statement of ethics;
  - g. Due Diligence Questionnaire (DDQ).

#### 6. Submission Process

- 6.1. In response to this Tender, companies shall submit:
  - Administrative documents;
  - Technical bids;
  - Financial bids.
- 6.2. The preparation and submission of bids shall be done as provided for by this Call for Tenders and the Instructions to bidders given in the Tender file.
- 6.3. Complete bids shall be submitted in sealed envelopes, against acknowledgement of receipt, to the following address:

**ENEО CAMEROON S.A.**  
**Shared Services Department**  
**Bloc B, Door 321**  
**P.O. Box 4077 Douala, Cameroon**  
Latest 26/02/2016 at 3:00 p.m.

#### 7. Selection Method

Bidders shall be selected based on the best cost/quality bidder method in accordance with the procedures stipulated in the Tender file.

#### 8. Communications

- 8.1. All the questions related to this tender shall be addressed exclusively by email at:

[Eneo.tenders@eneo.cm](mailto:Eneo.tenders@eneo.cm)
- 8.2. ENEO shall address issues raised up to 48 hours before the stipulated deadline of accepting bids. Queries on the phone shall not be allowed.
- 8.3. No industrial property information shall be provided in the questions; answers to a bidder's questions during the Tender process shall be broadcast to all the other bidders.



8.4. Communications during this Tender process shall be considered as confidential information and industrial property (Bidders shall not disclose this tender and any related information).

8.5. Any contact made by any bidder, directly with ENEO staff or board members concerning this Tender, shall be a violation of the criteria for responding to this call for tenders and might result in the elimination of the bidder.

## 9. Tender Addendum and Cancellation

9.1. ENEO reserves the right, if the need arises, to make any amendment to this Tender or not to proceed with the tender.

9.2. ENEO can, before the contract is signed, either cancel the tender, or cancel the contract implementation procedure without being liable to pay any compensation to the bidders. The cancellation conditions and the associated measures shall be spelt out in the instructions to bidders.

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**The General Manager**

  
Joel NANA KONTCHOU  
Directeur Général



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