



DIRECTION GENERALE

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

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OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

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**EXHIBIT NO. 2:
GENERAL REGULATIONS OF THE INVITATION TO
TENDERS (GRIT)**

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GENERAL REGULATIONS OF THE INVITATION TO TENDERS (GRIT)

A. GENERAL

Article 1. Subject of the consultation.

1.1. The Contracting Authority selects a Service Provider from among the candidates who have submitted a tender, in accordance with the selection method specified in the Special Rules for the Call for Tenders (RPAO).

1.2. Candidates are invited to submit an administrative file, a technical proposal and a financial proposal for the provision of the services necessary for the mission designated in the Terms of Reference. The proposal will serve as a basis for contract negotiations and, ultimately, for the contract signed with the successful Candidate.

1.3. The mission will be completed in accordance with the schedule indicated in the Terms of Reference. When the mission involves several phases, the performance of the Service Provider during a given phase must satisfy the Project Owner before the next phase begins.

1.4. Candidates must inform themselves of local conditions and take them into account when preparing their proposal. To obtain first-hand information about the mission and local conditions, it is recommended that Candidates, before submitting a proposal, to attend the pre-proposals conference, if one is planned by RPAO. But participating in this kind of meeting is not mandatory. The Candidates' representatives should contact the officials mentioned in the RPAO to arrange a visit or obtain further information on the pre-hearing conference. Candidates must ensure that these officials are notified of their visit in a timely manner so that they can make appropriate arrangements.

1.5. The Contracting Authority shall provide the inputs specified in the Terms of Reference, assist the Contractor in obtaining the licenses and permits necessary for the provision of services, and provide data and reports relating to the relevant projects

1.6. Please note that:

- i) The costs of establishing the proposal and negotiating the contract, including the visit to the Project Owner, are not considered as direct costs of the mission and are therefore not reimbursable; and that
- ii) The Contracting Authority is under no obligation to accept any of the proposals that have been submitted.

1.6.1. The Service Providers provide objective and impartial professional advice; in all circumstances they defend above all the interests of the Project Owner, without taking into account the possibility of a subsequent mission, and that they scrupulously avoid any possibility of conflict with other activities or with the interests of their company. Contractors shall not be engaged for assignments that would be incompatible with their present or past obligations to other Contracting Authorities, or which might make it impossible for them to perform their task in the best interests of the Contracting Authority.

1.6.2. Without prejudice to the generality of this rule, the Providers are not committed in the circumstances stipulated below:

- a. No company hired by the Project Owner to supply goods or perform services for a project, nor any company affiliated with it, is eligible to provide consulting services for the same project. In the same way, no consultancy firm engaged to provide advisory services for the preparation or execution of a project, nor any company affiliated with it, is subsequently allowed to supply goods, perform services, or provide services related to its initial mission for the same project (unless it is a continuation of this mission);
- b. Neither the service providers nor any of their affiliated companies may be engaged for a mission which, by its nature, might prove to be incompatible with another of their missions.

1.6.3 As set out in clause 1.7.1 (a) above, Providers may be engaged to provide downstream activities where it is essential to ensure continuity, in which case the RPAO must mention this possibility and the criteria used in selecting the provider must take into account the probability of a renewal. It will be the sole responsibility of the Contracting Authority to decide whether or not to perform downstream activities and, if so, to determine which Contractor will be engaged for this purpose.

Article 2. Funding

The source of funding for the Services covered by this call for tenders is specified in the RPAO.

Article 3: Ethical principles, Fraud and Corruption

3.1. Public service employees, tenderers and contract holders, as well as any person involved in any capacity in the process of awarding, executing, monitoring and regulating contracts, are subject to the provisions of laws and regulations prohibiting acts of corruption, fraudulent schemes, collusive, coercive or obstructive practices, conflicts of interest, insider trading and complicity.

In this regard, the tenderers subscribe to the integrity charter whose model is attached to this Tender File (document 10).

3.2. The Contracting Authority requires tenderers and its co-contractors to observe the strictest rules of professional ethics during the awarding and execution of these contracts. By virtue of this principle, the Contracting Authority:

a) Defines for the purposes of this clause, the expressions below as follows:

- i) Anyone who directly or indirectly offers, gives, solicits or accepts any advantage with a view to unduly influencing the actions of a public official during the award or performance of a contract is guilty of "corruption";
- ii) Engages in "fraudulent manoeuvres" by distorting or misrepresenting facts in order to influence the award or performance of a contract;
- iii) "Collusive practices" mean any form of agreement between two or more tenderers (whether the Contracting Authority is aware of it or not) who collude with the aim of artificially maintaining the prices of offers at levels not corresponding to those that would result from competition;
- iv) "Coercive practices" means any form of harm to persons or their property or threats against them directly or indirectly in order to influence their action during the award or performance of a contract.
- v) "Conflict of interest" A bidder may be found to have a conflict of interest under the following conditions:
 - Is associated, or has been associated in the past, with a firm (or subsidiary of such firm) which provided consultancy services for the design, preparation of specifications and other documents used in the procurement under this tender; where
 - Submit more than one tender in this RFP, with the exception of alternative tenders permitted under clause 17, if any; however, this does not preclude subcontractors from participating in more than one tender.
 - The Project Owner has financial interests in its capital geography that could compromise the transparency of Public Procurement procedures;
- vi) Complicity is understood to mean:
 - The omission or negligence of carrying out the prescribed inspections or technical advice;
 - Voluntary failure to bring to the attention of the project owner or the competent authority, the irregularities noted during the performance of his/her tasks.
- vii) Engages in "obstructive practices" whoever commits acts comes to the destruction, falsification, alteration or concealment of evidence on which an investigation is based or any false statements made to investigators or indeed any threats, harassment or intimidation) against a person for the purpose of preventing him from revealing information relating to an investigation, or otherwise prosecuting it.

b) Any proposal for award shall be rejected if it is proven that the proposed awardee is, directly or through an agent, guilty of corruption, conflict of interest or has engaged in fraudulent schemes, collusive practices, coercive or obstructive for the award of this contract.

3.3. Candidates shall provide information on any commissions and bonuses paid or to be paid to officers in connection with this proposal, and the performance of the contract if awarded to the candidate as requested on the financial proposal form (submission letter).

3.4. Candidates must not have been declared excluded from any contract awards for bribery or fraudulent schemes.

3.5. The Public Procurement Authority may, as a precautionary measure, take a decision to prohibit bidding for a period not exceeding two (2) years against any bidder or contractor of the Administration found guilty of influence peddling, conflicts of interest, complicity, insider trading, fraud, corruption or the production of non-authentic documents in the offer, without prejudice to any criminal proceedings that may be brought against him.

3.6. When the Candidate proposes a public agent, in his technical proposal, this agent undertakes to provide a written certificate from his ministry or employer attesting to the fact that he is on availability and is authorized to work full-time outside of his previous official position. The Candidate will present this commitment to the Project Owner as part of his Technical Proposal.

3.7. The Public Procurement Authority may take action against public actors found guilty of violating the provisions of the Government Procurement Code, a decision prohibiting intervention in the award and monitoring of Public Contracts for a period not exceeding two (2) years.

Article 4. Candidates admitted to the competition

4.1. Apart from the restricted call for tenders which is addressed to all candidates selected at the end of the prequalification procedure and/or those selected within the framework of the categorization previously indicated in the tender notice and recalled in the RPAO, as a general rule, the call for tenders is addressed to all tenderers, provided they meet the following eligibility conditions:

- a) A tenderer (including all members of a consortium and all subcontractors of the tenderer) must be from an eligible country, in accordance with the financing agreement where applicable;
- b) A tenderer (including all members of a consortium and all subcontractors of the tenderer) must not be in a conflict of interest under penalty of disqualification. A bidder may be found to have a conflict of interest under the following conditions:
 - i. Is associated, or has been associated in the past, with a firm (or subsidiary of that firm) which provided consultancy services for the design, preparation of specifications and other documents used in the procurement under this tender;
 - ii. Submit more than one tender in this RFP, with the exception of alternative tenders permitted under clause 17, if any; however, this does not preclude subcontractors from participating in more than one tender.
 - iii. The Contracting Authority participates in the capital of the bidder, which is liable to compromise the transparency of Public Procurement procedures;
 - iv. Is affiliated with a group or entity that the Project Owner has recruited or plans to recruit to participate in control.
- c) A legal person under public law (public enterprise or Cameroonian Public Establishment) if it demonstrates that it is (i) legally and financially autonomous, (ii) administered according to the rules of commercial law or private accounting and (iii) is not under the supervision of the Project Owner unless expressly authorized by the Public Procurement Authority.
- d) Civil society organizations and public institutions provided that the prices offered are competitive, that is to say, that they have been determined taking into account all the direct and indirect costs contributing to the formation of the price of the service subject to the contract and (ii) that they did not benefit, in determining this price, benefits deriving from the resources allocated to them in respect of their public service missions.

4.2. The call for tenders is open/or restricted according to the specifications of the RPAO to all candidates who meet the following conditions:

- a) Not to be in a state of judicial liquidation or bankruptcy;
- b) Not to be subject to any of the prohibitions or deadlines provided for by the laws and regulations in force, both nationally and internationally;
- c) Subscribe to the declarations provided for by the laws and regulations in force.

4.3. If the call for tenders is restricted, the consultation is addressed to all candidates selected at the end of the prequalification procedure and/or those selected within the framework of the categorization previously indicated in the tender notice and recalled in the RPAO.

Article 5. Documents establishing the qualification of the Bidder

5.1. Tenderers shall, as an integral part of their tender:

- a) Produce a power empowering the signatory of the tender to engage the tenderer;
- b) Provide the documents to establish the qualification of the bidder according to the list provided for in the RPAO and including, in particular, all the information (complete or update the information attached to their pre-qualification application that may have changed, in case the candidates have been pre-qualified) requested from them in the RPAO.

The following information is required where applicable:

- i. The production of an extract from certified balance sheets highlighting sales and results;
- ii. Access to a credit line or other financial resources;
- iii. The executed contracts;
- iv. The list of key personnel;
- v. The availability of essential equipment;
- vi. The Categorization Certificate for construction providers, if applicable.

5.2. Tenders submitted by two or more grouped contractors (co-contracting) must meet the following conditions:

- a) The offer must include for each of the companies, all the information listed in Article 5.1 above. The RPAO must specify the information to be provided by the group and those to be provided by each member of the group;
- b) The offer and the contract must be signed in such a way as to oblige all the members of the group;
- c) The nature of the grouping (joint or several as required in the RPAO) must be specified and justified by the production of a copy of the grouping agreement in due form;
- d) The member of the group designated as representative will represent all the companies vis-à-vis the Project Owner for the execution of the contract;
- e) In the event of a joint and several grouping, the co-contractors share the payments made by the Project Owner in a single account. In case of joint grouping, the tasks of each member must be specified and each company is paid by the Project Owner in its own account.

5.3. Bidders must also submit proposals that are sufficiently detailed to demonstrate compliance with the Terms of Reference and time frames outlined in the RPAO.

B. TENDER FILE

Article 6. Content of the Tender File

6.1. The Tender File describes the services covered by the contract, sets out the procedures for consulting companies and specifies the market conditions. In addition to the additive(s) published pursuant to section 8 of the GFRA, it also includes the following main documents:

- **Exhibit No. 1: The Tender Notice written in French and English (AAO);**
- **Exhibit No. 2: The General Tender Regulations (RGAO);**
- **Exhibit No. 3: The Special Regulations for the Call for Tenders (RPAO);**
- **Exhibit No. 4: The Specific Administrative Clauses Book (CCAP);**
- **Exhibit No. 5: The Terms of Reference (TDR);**
- **Exhibit No. 6: The Standard Tables (Technical proposal);**
- **Exhibit No. 7: The Standard Tables (Financial Proposal);**
- **Exhibit No. 8: The market model;**
- **Exhibit No. 9: The Model or standard forms to be used by the Tenderers, in particular:**
 - a) The Model Statement of Intent to Tender;
 - b) The Submission Bond Model;
 - c) The Final Bond Model;

- d) The Start-up Advance Guarantee Model;
- e) The Templates of material presentation sheets;
- f) The template of the grouping agreement framework;

Document No. 10: integrity charter;

- **Exhibit No.11: Social and Environmental Commitment;**
- **Exhibit No. 12: maturity visa or the supporting documents for preliminary studies to be completed by the project owner, the availability of funding or budget registration;**
- **Exhibit No. 13: The list of financial institutions or bodies approved by the Minister in charge of finance and authorized to issue guarantees in the context of public contracts, to be inserted by the Project Owner**

6.2. The Bidder must review all regulations, forms, conditions and specifications contained in the tender file. It is his responsibility to provide all the requested information and to prepare an offer that complies in all respects with this file.

Article 7. Clarification of the tender documents and appeals

7.1. Any bidder wishing to obtain clarification on the Tender Dossier may request it from the Contracting Authority in writing or by email (fax or e-mail) to the address of the Client indicated in the RPAO. However, the Contracting Authority will respond in writing or by electronic mail or any other means of electronic communication indicated in the tender file to any request for clarification received at least fourteen (14) days before the deadline for submission of tenders.

7.2. A copy of the response from the Project Owner, indicating the question asked but not mentioning its author, is sent to all bidders who have purchased the Tender Document.

7.3. Any aggrieved bidder may file a request with the Contracting Authority. In the case of restricted tendering, recourse must:

- i)* In the pre-qualification phase, to deal with requests for review of solicitation conditions, pre-qualification or requests for review of decisions or acts taken by the Contracting Authority during the pre-qualification procedure.
- ii)* Candidates have five (05) working days prior to the date of application and five (05) working days after the publication of the pre-qualification results to submit their appeal, the Contracting Authority, with a copy to the Public Procurement Authority and the body responsible for regulating Public Procurement.
- iii)* This appeal is not suspensive.

7.4. When the call for tenders is the chosen procedure, the appeal must be addressed between the publication of the tender notice and the opening of the envelopes:

- i)* To the Contracting Authority, with a copy to the Public Procurement Authority and the body responsible for regulating Public Procurement;
- ii)* It must reach the Contracting Authority no later than fourteen (14) working days before the date on which tenders are to be opened;
- iii)* The Contracting Authority, has five (05) working days to react. The copy of the reaction is sent to the Public Procurement Authority and to the body responsible for regulating public contracts;
- iv)* In the event of disagreement between the applicant and the Contracting Authority, the application shall be made by the applicant to the Appeals Committee.
- v)* This appeal is not suspensive.

Article 8. Changes made to the Tender File

8.1. The Contracting Authority may, at any time before the deadline for submission of tenders and for any reason, whether on its own initiative or following a referral by a tenderer, modify the Tender Document by publishing an addendum.

8.2. Any addendum thus published will be an integral part of the Tender Document in accordance with the provisions of article 6 of the RGAO and must be communicated in writing or served by any means that leaves a written record to all the bidders who purchased the Tender Document or on any other means of electronic communication indicated by the Project Owner in the TENDER FILE

8.3. In order to give the tenderers sufficient time to take into account the addendum in the preparation of their tenders, the Contracting Authority may postpone, as necessary, the deadline for submission of tenders, in accordance with the provisions of article 19 of the RGAO.

C. PREPARATION OF OFFERS

Article 9. Submission fees

The applicant shall bear all costs relating to the preparation and presentation of his tender. The Contracting Authority is in no way responsible for these costs, nor required to pay them, regardless of the progress or outcome of the tender procedure.

Article 10. Language of the offer

The offer, as well as all correspondence and documents exchanged between the Bidder and the Contracting Authority, will be drawn up in French or in English. Additional documents and printed matter provided by the tenderer may be drawn up in another language on condition that they are accompanied by a precise translation into French or English made by an approved translator; in which case, for the purposes of interpreting the tender, the translation will be authentic.

Article 11. Documents constituting the offer

11.1. The offer submitted by the bidder will include the detailed documents to RPAO, duly completed and grouped into three (03) volumes:

a) *Volume 1: Administrative file*

It includes in particular:

a.1. All documents attesting that the bidder:

- Subscribes to the declarations provided for by the laws and regulations in force;
- Has paid the duties, taxes, levies, contributions, fees or levies of any kind;
- Is not in a state of judicial liquidation or bankruptcy;
- Is not subject to any of the prohibitions or deadlines provided for by the laws and regulations in force, both nationally and internationally.

a.2. The bid bond established in accordance with the provisions of section 15 of the GFRA;

a.3. The written act empowering the signatory of the offer to commit the Company in accordance with the provisions of article 5 of the RGAO.

b) *Volume 2: Technical proposal*

It includes in particular:

b.1. *Information on qualifications*

The RPAO specifies the list of documents to be provided by bidders to justify the qualification criteria mentioned in section 5 of the RGAO, including the company's references, equipment and personnel list.

b.2. *Methodology*

The RPAO specifies the constituent elements of the tenderers' technical proposal, in particular: a methodological note on an analysis of the services and specifying the organization and program that the tenderer intends to

implement or implement to achieve them (Data collection, deployment of experts, planning, subcontracting, if applicable, etc.).

b.3. The proofs of acceptance of the market conditions

The tenderer shall submit duly initialled, completed and signed copies of the administrative and technical documents governing the contract, namely:

- i. The SPECIAL ADMINISTRATIVE CLAUSES SPECIFICATIONS (CCAP) ;
- ii. The terms of reference (TDR).

b.4. Comments CCAP and TDR (optional)

11.2. Bidders will comment on the technical choices of the project and possible proposals.

11.3. During the preparation of the Technical Proposal, the Candidates are expected to review the documents constituting this Consultation File in detail. The obvious insufficiency of the information provided may lead to the rejection of a proposal.

11.4. In preparing the Technical Proposal, Applicants shall pay particular attention to the following considerations:

- i)* The Candidate who considers that they do not possess all the skills necessary for the mission may obtain them by partnering with one or more individual Candidates and/or other Candidates in the form of a group of companies or subcontracting, as appropriate. The Candidates may only associate with other Candidates solicited for this mission with the approval of the Project Owner, as indicated in the RPAO. Candidates are encouraged to seek the participation of national candidates by entering into joint ventures (notarial deeds) with them or subcontracting part of the mission to them;
- ii)* For missions based on working time, the estimate of staff working time is provided in the RPAO. However, the proposal must be based on the estimate of staff working time made by the Candidate;
- iii)* It is desirable that the proposed specialized staff be composed mainly of permanent employees of the Candidate or maintain with them a long-standing stable working relationship;
- iv)* The specialist staff proposed must have at least the experience indicated in RPAO, preferably acquired under working conditions similar to those of the country where the mission is to take place;
- v)* There cannot be a choice of specialized staff, and it is only allowed to submit a curriculum vitae (CV) per position.

11.5. The reports to be produced by the Candidates within the framework of this mission must be written in the language(s) stipulated in the RPAO. It is desirable that the Candidate's staff have a good working knowledge of the French and English languages;

11.6. The Technical Proposal provides the following information using the attached Tables (Exhibit 4):

- i)* A brief description of the Candidate and an overview of their recent experience in similar assignments (Table 4B). For each of them, this summary must indicate in particular the characteristics of the proposed staff, the duration of the mission, the amount of the contract and the share taken by the candidate;
- ii)* Any comments or suggestions on the Terms of Reference and data, services and facilities to be provided by the Contracting Authority (Table 4C);
- iii)* A description of the methodology and work plan proposed to accomplish the mission (Table 4D);
- iv)* The composition of the proposed team, by specialty, as well as the tasks assigned to each member and their schedule (Table 4E);
- v)* Curricula vitae recently signed by the proposed specialized staff and the representative of the Candidate authorized to submit the proposal (Table 4F). Key information must include, for each, the number of years of experience of the Candidate and the extent of responsibilities exercised in connection with various missions over the last ten (10) years;
- vi)* The estimates of staff inputs (executives and support staff, time) necessary for the accomplishment of the mission, justified by bar diagrams indicating the expected working time for each team executive (Tables 4E and 4G);
- vii)* A detailed description of the method, staffing and follow-up envisaged for the training, if the RPAO specifies that it constitutes a major element of the mission;

viii) Any other information requested in the RPAO.

11.7. The Technical Proposal must not include any financial information.

c) Volume 3: Financial Proposal

11.8. It includes the elements to justify the cost of benefits, namely:

c.1. The submission itself, in original drawn up according to the attached model or standard form, stamped at the rate in force, signed and dated;

c.2. The tables of personnel unit costs, reimbursable expenses and miscellaneous expenses;

c.3. The duly completed estimated quantitative detail;

c.4. Breakdowns of costs and remunerations by activity;

c.5. The provisional schedule of payments, if applicable.

11.9. Bidders will use for this purpose the standard documents and models or forms provided in the Tender File, subject to the provisions of Article 15.2 of the RGAO regarding other possible forms of Bid Guarantee.

11.10. Bidders shall indicate the discounts granted in their bids. If, in accordance with the provisions of the RPAO, tenderers submit tenders for several lots in the same Call for Tenders, they may indicate the discounts offered in case more than one lot is awarded. They will specify the conditions for applying this discount.

11.11. The Financial Proposal must be prepared using the Standard Tables (Exhibit 5). It lists all costs related to the mission. If necessary, all charges can be broken down by activity.

11.12. The Financial Proposal must separately present the taxes, duties (including social security contributions), levies and other fiscal charges applicable under the current legislation on candidates, subcontractors and their staff (other than nationals or permanent residents of Cameroon), unless otherwise stated in the RPAO.

11.13. It is assumed that the activities and inputs described in the Technical Proposal for which no costs are mentioned are included in the cost of other activities and inputs.

11.14. The candidates will denominate the prices of their services in the currency(ies) specified in the RPAO.

11.15. The commissions and bonuses, possibly paid or to be paid by the Candidates in connection with the mission or service, are specified in the submission letter of the Financial Proposal (Section 5.A).

11.16. The RPAO indicates how long proposals must remain valid from the date of submission. During this period, candidates must keep available the specialized staff proposed for the mission. The Contracting Authority shall make every effort to complete the negotiations within these deadlines. If the latter wishes to extend the validity period of the proposals, the Candidates who do not consent are entitled to refuse such an extension.

Article 12. Amount of the offer

12.1. Unless otherwise indicated in the Tender File, the contract amount will cover all the services described in accordance with article 1.1 of the RGAO, on the basis of quantitative details and estimated figures resulting from unit costs and the breakdown of costs by activity as presented by the bidder.

12.2. The bidder will fill in the unit and total prices of all items on the price list and the Quantitative and Estimated Detail.

12.3. Subject to the provisions otherwise provided in the RPAO and the CCAP, all duties, taxes, fees and insurance payable by the bidder under the future Contract, or in any other capacity, thirty (30) days before the deadline for submitting offers will be included in the prices and in the total amount of his offer.

12.4. If the price revision and/or updating clauses are provided for in the contract, the date of establishment of the initial prices, as well as the terms and conditions for revising and/or updating these prices must be specified. It being understood that any Contract with an execution period of at most one (1) year cannot be subject to price revision.

12.5. Bidders shall indicate the discounts granted in their bids. Furthermore, they will specify the conditions for applying this discount.

12.6. All unit prices together with quantities must be justified by sub-details established in accordance with the framework proposed at TENDER FILE Exhibit N° 7.

Article 13. Submission and settlement currencies

13.1. In the case of International Tenders, the currencies of the tender shall follow the provisions of either Option A or Option B below; the applicable option being that retained in the RPAO.

13.2. Option A: the bid amount is denominated entirely in national currency

The bid amount, unit costs and quantitative and estimated retail prices are denominated entirely in CFA francs as follows:

- a) Prices will be denominated entirely in the national currency. The tenderer who intends to incur expenses in other currencies for the performance of the services shall indicate in an annex to the tender the percentage or percentages of the amount of the tender necessary to cover the requirements in foreign currencies, without exceeding a maximum of three currencies from member countries of the market financing institution.
- b) The exchange rates used by the Bidder to convert its offer into national currency will be specified by the Bidder in an annex to the tender in accordance with RPAO details. They will be applied for any payment under the Contract, so that no exchange risk is borne by the successful Bidder.

13.3. Option B: The bid amount is directly denominated in domestic and foreign currency.

The Bidder will denominate the unit costs and prices of the Quantitative and Estimated Retail as follows:

- a) The costs of the charges necessary for the services that the Tenderer intends to bear in the country of the Project Owner will be denominated in CFA francs as specified in the RPAO and called 'national currency'.
- b) The costs of the charges necessary for the services which the Bidder intends to procure outside the country of the Project Owner shall be denominated in the currency of the country of the Bidder or that of an eligible member country widely used in trade international.

13.4. The Contracting Authority may ask tenderers to express their needs in national and foreign currencies and to justify that the amounts included in the unit and total costs, and indicated in the annex to the submission, are reasonable; for this purpose, a detailed statement of its requirements in foreign currencies will be provided by the tenderer.

13.5. During the performance of services, most of the foreign currencies remaining to be paid on the contract amount may be revised by mutual agreement between the Contracting Authority and the company in order to take into account any changes that have occurred in the currency requirements under the contract.

Article 14. Validity of the offers

14.1. Tenders must remain valid for the period specified in the Special Rules of Procedure of the Call for Tenders from the date of submission of tenders set by the Contracting Authority, pursuant to article 19 of the RGAO. A tender valid for a shorter period, at the opening of tenders, will be considered by the Internal Procurement Commission as non-compliant, unless the validity period of the bid bond is compliant. In this case, a period of forty-eight (48) hours is granted to the tenderer to produce a new letter of submission in phase with the bid bond.

14.2. In exceptional circumstances, the Contracting Authority may request the bidder's consent to an extension of the validity period. The request and the answers to it will be made in writing (or by fax). The validity of the bid bond provided for in section 15 of the GBER will also be extended for a corresponding period. A Bidder may refuse to extend the validity of its offer without losing its bid bond. A Bidder who agrees to an extension will not be asked or permitted to amend its offer.

14.3. When the contract does not include a price revision article and the validity period of the tenders is extended by more than sixty (60) days, the amounts payable to the successful tenderer, will be updated by application of the relevant formula contained in the extension request that the Contracting Authority will address to the bidder(s).

The update period will be from the date exceeding sixty (60) days to the date of notification of the contract or service order for the start of work to the successful bidder, as provided by the CCAP. The effect of the update is not taken into account for the purposes of evaluating tenders.

Article 15. Bid bond

15.1. Pursuant to Article 11 of the GFRA, the bidder will provide a bid bond for the amount specified in the Special Rules for the Call for Tenders, which will form an integral part of its offer.

15.2. The bid bond shall be in accordance with the model presented in the Tender Dossier; other models may be authorized, by the Contracting Authority. The Bid Bond shall remain valid for thirty (30) days beyond the initial Offer Deadline, or any new Offer Deadline requested by the Contracting Authority and accepted by the Bidder, in accordance with the provisions of section 14.2 of the GBER.

15.3. Any offer not accompanied by an acceptable Bid Bond will be rejected by the Contracting Commission as incomplete. The bid bond of a group of companies must be established in the name of the agent submitting the offer.

15.4. The tenders of unsuccessful bidders (with the exception of the copy intended for the body responsible for Public Procurement Regulation) will be returned within fifteen (15) working days upon publication of the award results. Offers not withdrawn within this period may be destroyed, without any claim being made.

15.5. The bid bonds of unsuccessful bidders are returned upon publication of the award results.

15. 6. The tender bond of the contractor will be released as soon as the latter has provided the final bond required.

15. 7. The bid bond may be entered:

- a. If the tenderer withdraws his tender during the validity period;
- b. If, the successful bidder:
 - i. Fails in its obligation to underwrite the contract pursuant to section 32 of the GRAO;
 - ii. Failed to provide the final security pursuant to section 33 of the GFRA;
 - iii. Refuse to receive notification from the market.

Article 16. Preparatory meeting for the preparation of offers

- a) Unless otherwise provided by RPAO, the Bidder may be invited to attend a preparatory meeting at the place and date indicated in the RPAO.
- b) The purpose of the preparatory meeting will be to provide clarification and answers to any questions that may arise at this stage.
- c) The Bidder is requested, as far as possible, to submit any questions in writing so that they reach the Project Owner at least one week before the preparatory meeting. It is possible that the Project Owner will not be able to answer questions received too late during the meeting. In this case, the questions and answers will be transmitted according to the terms of Article 2.3 above.
- d) The minutes of the meeting to which is attached the attendance sheet, including the text of the questions asked and answers given, including the answers prepared after the meeting, will be forwarded without delay to all those who purchased the Tender File. Any modification of the tender documents listed in the provisions of article 6 of the RGAO that may be necessary at the end of the preparatory meeting will be made by the Project Owner by publishing an addendum in accordance with the provisions of article 8 of the RGAO, the minutes of the preparatory meeting cannot take place.
- e) The fact that a tenderer does not attend the preparatory meeting for the preparation of tenders shall not be grounds for disqualification.

Article 17. Form, format and signature of the offer

For offline submission,

17.1. The Bidder will prepare an original of each volume constituting the offer described in Article 11 of the RGAO, clearly marked 'ORIGINAL'. In addition, the Tenderer shall submit for each volume the number of copies required in the RPAO, bearing the indication "COPY". In case of discrepancy between the original and the copies, the original shall prevail

17.2. The original and all copies of the offer must be written in indelible ink (in the case of copies, photocopies including in scanned form are also acceptable) and will be signed by the person(s) duly authorized to sign on behalf

of the Bidder, in accordance with section 6.1 (a) or 6.2 (c) of the GBER, as applicable. All pages of the offer including surcharges or changes will be initialled by the signatory(s) to the offer.

17.3. The offer must not include any modification, deletion or surcharge,

For the online submission

17.4 The offer must be submitted by the bidder on the COLEPS platform or any other electronic means of communication indicated by the Project Owner in the Tender File. A backup copy of the offer recorded on a USB key or CD/DVD must be filed in the services of the concerned MO/MOD or AC under sealed envelope with the clear and legible mention «backup copy» and the references of the call for tenders within the allotted time.

17.5. The offers, accompanied by the required documents and exhibits, are gathered in electronic files and grouped according to their administrative, technical and financial nature. However, as regards the administrative documents, they are entered into COLEPS by the issuing structures.

17.6 The file formats chosen for the submission of tenders via COLEPS must be standard ones which are widely used in the professional sector, including operators likely to be interested in consultation, for better exploitation.

17.7. The documents and items transmitted on the COLEPS platform are electronically signed through the use of the certificate.

D. SUBMISSION OF OFFERS

Article 18. Sealing and marking of offers

18.1. Applicants must place the original and all copies of administrative documents listed in the RPAO, in an envelope marked **ADMINISTRATIVE FILE**, the original and all copies of the technical proposal in an envelope clearly marked **“TECHNICAL PROPOSAL”**, and the original and all copies of the Financial Proposal, in a sealed envelope clearly marked **‘FINANCIAL PROPOSAL’** and with a warning **"DO NOT OPEN AT THE SAME TIME AS THE TECHNICAL PROPOSAL"**. The Candidates then place these three separate and sealed envelopes in a single sealed envelope, which bears the address of the place where tenders are to be submitted and the information indicated in the RPAO, as well as the statement **'NOT TO BE OPENED UNTIL METERING'**

The different parts of each volume will be numbered in the order of RPAO and separated by a coloured divider. **18.2.** The inner and outer envelopes:

- a)* Will be addressed to the Project Owner at the address indicated in the Special Regulations of the Call for Tenders;
- b)* Will bear the name of the project as well as the subject and the number of the Tender Notice indicated in the RPAO, and the mention **"TO BE OPENED ONLY DURING THE INSPECTION"**.

18.3. The inner envelopes will also bear the name and address of the Bidder in order to allow the Project Owner to return the sealed offer if it has been declared out of time in accordance with the provisions of articles 20 and 21 of the RGAO.

18.4. If the outer envelope is not sealed and marked as indicated in articles 18.1 and 18.2 referred to above, the Contracting Authority shall be in no way responsible if the offer is mislaid or opened prematurely.

18.5 As part of the online submission, the offer to be provided by the bidder includes three electronic files corresponding to the three administrative, technical and financial volumes.

Each file must explicitly bear a name that refers to the nature of its content (Administrative Offer, Technical Offer, Financial Offer).

In parallel with the electronic dispatch, tenderers must send to the Contracting Authority or to the MO/MOD within the same time-limits, a backup copy of their tender on a physical electronic medium (CD, DVD, USB stick...). This copy shall be sent in a letter by post or by deposit with the Contracting Authority or the MO/MOD. This fold, closed, must bear the mention "backup copy" in a clear and legible manner, as well as the consultation references.

18.6 The constituent elements of the Bidder's online or offline Offer must be the same for a given consultation

Article 19. Deadline for submission of tenders and method of submission

19.1. Deadline for submission of tenders

- a) Tenders must be received by the Contracting Authority through their internal administrative management structure for public contracts at the address specified in Article 18.2 of the RPAO no later than the date and time specified in the Special Regulations of the Call for Tenders.
- b) The date and time of receipt of online submissions are automatically recorded by the dematerialization platform through a timestamp mechanism. Only the date and time of COLEPS or any other electronic means of communication indicated by the Contracting Authority are valid.
- c) For the timestamp, the reference time zone is local time (GMT/UTC + 1). This time is visible on the submission page.
- d) The Project Owner may, at their discretion, extend the deadline for the submission of tenders by publishing an addendum in accordance with the provisions of Article 8 of the RGAO. In this case, all rights and obligations of the Contracting Authority and the Tenderers previously governed by the initial deadline shall be governed by the new deadline.

19.2. Tenders sent by electronic means shall be acknowledged with the date and time of receipt and reference to the consultation.

19.3: Method of submission

Three submission modes are possible:

- Online: only online submissions are accepted for this consultation by the Contracting Authority and are authentic.
- Offline (offline): only offline submissions are accepted for this consultation by the Contracting Authority and are authentic.
- Online or offline (on/offline). Both submission modes are possible. However, it is not possible to submit online and offline for the same consultation.

The method of submission chosen is specified in the RPAO.

NB: At the time of online submission, bidders' submissions are automatically encrypted or encrypted, that is to say, their content is made unreadable.

Article 20. Offers outside the deadline

Any offer received by the Project Owner after the deadline and time fixed for the submission of offers in accordance with Article 19 of the RGAO will be declared untimely and, consequently, inadmissible.

Article 21. Modification, substitution and withdrawal of tenders

For offline submissions,

21.1. A Bidder may amend, replace or withdraw its tender after it has been submitted, provided that written notification of the amendment or withdrawal is received by the Contracting Authority before the end of the prescribed period for submission of tenders. Said notification must be signed by a representative authorized pursuant to Article 17.2 of the GBER. The corresponding modification or replacement offer must be attached to the written notification. Envelopes must be clearly marked with the words "WITHDRAWAL" and "REPLACEMENT OFFER" or "MODIFICATION", as appropriate.

21.2. The notification of modification, replacement or withdrawal of the offer by the Bidder will be prepared, sealed, marked and sent in accordance with the provisions of article 18 of the RGAO. The withdrawal may also be notified by fax or e-mail, but in this case it must be confirmed by a duly signed written notification, the date of which, as evidenced by the postal stamp, shall not be later than the deadline fixed for the submission of tenders.

21.3. The offers which the Tenderers request to be withdrawn pursuant to article 21.4 will be returned to them without having been opened.

21.5. No tender may be withdrawn during the period between the closing date for submission of tenders and the expiry of the period of validity of the tender specified by the model tender. Any withdrawal by a Bidder of its offer during this interval entails the confiscation of the bid bond in accordance with the provisions of article 14 of the RGAO.

For online submissions,

21.6 Several tenders may validly be transmitted by the same tenderer before the deadline for receipt of tenders. In this case, only the last arrival and its corresponding backup copy if applicable will be taken into account during the evaluation, any other backup copies must be returned without being opened.

21.7 The modification, replacement or withdrawal of the backup copy is done in accordance with the provisions of article 22 paragraphs 3 to 4.

E. OPENING OF TENDERS AND EVALUATION OF OFFERS

Article 22. Opening of the pleas and appeals

22.1. Prior to the opening of tenders, electronically submitted tenders shall be decoded by the contracting authority. Decryption involves making the offers readable and accessible only for the Internal Procurement Commission.

22.2-The opening of all bids is done in two stages in the presence of the representatives of the bidders concerned or their duly mandated representatives, on the date, time and address indicated in the RPAO. Tenderers or their representatives who are present will sign a register or a sheet attesting to their presence.

22.3- Initially, the administrative files and technical offers are opened one after the other and the name of the bidder announced aloud by the Internal Procurement Commission. The financial proposal remains sealed and is entrusted to the President of the competent Internal Procurement Commission who keeps it until the opening session of the financial proposals.

22.4. As for the envelopes marked "Withdrawal" they will be opened and their contents announced aloud, while the envelope containing the offer or the corresponding backup copy will be returned to the Bidder without having been opened. The withdrawal of an offer or the backup copy will only be allowed if the corresponding notification contains a valid authorization from the signatory to request the withdrawal and if this notification is read aloud. Then the envelopes marked "Offer or Replacement Backup Copy" will be opened and announced aloud and the corresponding new offer substituted for the previous one, which will be returned to the concerned Bidder without having been opened. The offer replacement or backup copy will only be allowed if the corresponding notification contains a valid authorization from the signatory to request the replacement and is read aloud. Finally, the envelopes marked "modification" will be opened and their content read aloud with the corresponding offer. The offer modification or backup copy will only be allowed if the corresponding notification contains a valid authorization from the signatory to request the modification and is read aloud. Only those offers or the backup copy that were opened and announced aloud during the opening of the envelopes will then be evaluated.

22.5-A signed tally is drawn up immediately at the same time as the minutes of opening of the tenders, which mentions the admissibility of the tenders, their administrative regularity and the composition of the analysis sub-commission if applicable. However, the information relating to said composition remains internal to the commission.

In parallel with the minutes of opening the envelopes, a count sheet signed by all members of the commission to which is attached an attendance sheet signed by all participants is given to each tenderer who requests it.

22.6-In a second step, only the financial bids of bidders who have reached the minimum required technical score are opened in the presence of the bidders concerned.

22.7-At the end of each bid opening session, the chairman of the Internal Procurement committee certifies a copy of each bidder's offer which will be immediately made available to the focal point designated by the body in charge of Public Procurement Regulation. Offers (and amendments received in accordance with the provisions of section 21 of the GBER that have not been opened and read aloud during the opening session) may not be subject to evaluation.

22.8- In the event of an appeal, it must be addressed to the Appeals Review Committee with copies to the Contracting Authority, to the chairman of the procurement commission concerned, to the body responsible for regulating Public Procurement and to the Public Procurement Authority.

22.9-It must arrive within a maximum of three (03) working days after the opening of the envelopes, in the form of a letter duly signed by the applicant.

22.10. This appeal, which is not suspensive, may only concern the progress of this step, in particular compliance with procedures and the regularity of the verified documents.

22.11. If applicable, the Independent Observer shall annex to his report the leaflet that was handed over to him, together with any comments or observations relating thereto.

22.12. The opening of submissions sent electronically and those submitted in paper format is done during the same session. The opening and examination of tenders transmitted electronically are subject to the rules applicable to the processing of physical tenders

Article 23. Confidentiality of the procedure

23.1. No information relating to the examination, evaluation, comparison of offers, the verification of the qualification of the tenderers and the proposal for the award of the Contract will not be given to the tenderers or any other person not concerned by the said procedure until the award of the Contract has been made public, under penalty of disqualification of the Bidder's offer and suspension of the authors of all activities in the field of Public Contracts.

23.2. Any attempt by a tenderer to influence the Analysis Sub-commission in the evaluation of tenders, the Contracting Commission in the award proposal or the Project Owner in the award decision may result in the rejection of their offer.

23.3. Notwithstanding the provisions of paragraph 23.2, between the opening of the tenders and the award of the contract, if a tenderer wishes to contact the Contracting Authority for reasons relating to its tender, it shall do so in writing.

Article 24. Clarifications on offers in the analysis phase

24.1. To facilitate the examination, evaluation and comparison of tenders, the Chairman of the Internal Procurement Commission may, on a proposal from the analysis sub-commission, ask the tenderers, to the competent administrations or bodies to provide clarifications on the offers. The request for clarification and the response are formulated in writing or via COLEPS or any other means of communication indicated by the Project Owner, with a copy to the body responsible for Public Procurement Regulation, but no change in the amount or content of the submission to make it more competitive is sought, offered or allowed.

The purpose of the clarification request must include retrieving information contained in the offer; verifying the accuracy of the information provided by an applicant, where applicable, with the issuing administrations; to ask a tenderer to confirm the correction of a calculation error or omission discovered; to provide details on technical aspects not understood by the analysis sub-committee or on the content of the sub-price details, or to justify the prices of offers deemed abnormally low.

24.2. The deadline for responding to requests for clarification cannot exceed seven (07) working days.

24.3 Subject to the provisions of paragraph 1 above, tenderers shall not contact the members of the Committee on Contracts and the sub-committee for matters relating to their tenders between the opening of the tenders and the award of the contract.

Article 25. Determination of the compliance of tenders

25.1. The Subcommission for prior analysis will proceed with the verification of the eligibility of the tenderers and a detailed examination of the tenders to determine whether they are complete, if the required guarantees have been provided, if the documents have been properly signed, and if the offers are generally in good order.

25.2. The Sub-commission of analysis will then determine whether the offer is substantially in conformity with the provisions of the Tender File based on its content without resorting to extrinsic evidence. In this regard, the Sub-commission on Analysis:

- Will review the offer to confirm that all conditions specified in the RPAO and CCAP have been accepted by the Bidder without discrepancy or substantial reservation;
- Will evaluate the technical aspects of the offer submitted in accordance with clause 11.1.b of the RGAO to ensure that all stipulations in the methodological note concerning an analysis of the services and specifying the organization and program that the bidder intends to implement or in work to achieve them, are respected without divergence or substantial reservation.

25.3. An offer substantially in accordance with the Tender Document is one that meets all the terms, conditions, and specifications of the Tender Document, without divergence or significant reservation. A significant divergence or reservation is one that:

- i)* Significantly affects the scope, quality or delivery of services;
- ii)* ii. Significantly limits, in contradiction with the Tender File, the rights of the Contracting Authority or its obligations under the Contract;
- iii)* iii. Is such that its acceptance or correction would unfairly affect the competitiveness of other tenderers who submitted tenders substantially in accordance with the Tender Documentation.

25.4. If an offer is not substantially compliant with the Tender File, it will be rejected by the Competent Procurement Committee and cannot subsequently be brought into compliance.

25.5. The Contracting Authority reserves the right to accept or reject any modification, discrepancy or reservation. Modifications, discrepancies, variations and other factors that exceed the requirements of the Tender Dossier shall not be taken into account when evaluating tenders.

Article 26. Evaluation of proposals and appeals

26.1. Evaluation of technical proposals:

- a)* The Analysis Sub-commission set up by the Internal Procurement Commission evaluates technical proposals based on their compliance with the terms of reference, using evaluation criteria, sub-criteria [as a general rule, no more than three per criterion] and the system of points specified in the RPAO. Each compliant proposal is assigned a technical score (St). A proposal is rejected at this stage if it does not meet important aspects of the terms of reference, or does not achieve the minimum technical score specified in the RPAO.
- b)* At the end of the technical quality evaluation, the Project Owner informs the candidates whose proposals have not obtained the minimum qualification score that their offers have not been selected; their financial proposals will therefore be returned to them upon request, without having been opened at the end of the selection process. The Contracting Authority shall at the same time notify the Candidates who have obtained the minimum required qualification score, and inform them of the date, time and place for opening financial proposals. This notification may be sent by registered mail, fax or e-mail.

26.2. Evaluation of financial offers

- a)* The Analysis Subcommittee determines whether the financial proposals are complete (i.e. if all the elements of the corresponding Technical Proposal have been quantified; correct any calculation errors, and convert prices expressed in various currencies in which the amount of the offer is payable in CFA francs. The conversion will be made using the selling rate set by the Bank of Central African States (BEAC), under the conditions defined by the RPAO
- b)* Only those offers that are deemed compliant, in accordance with the provisions of articles 25 and 26 of the RGAO, will be evaluated and compared by the Analysis Sub-commission.
- c)* In evaluating the tenders, the sub-committee shall determine for each tender the evaluated amount of the tender by correcting its amount as follows:
 - i)* By correcting any calculation or possible carryover errors;
 - ii)* By excluding the provisional amounts and, if applicable, the provisions for unforeseen events contained in the summary quantitative and estimated detail, but by adding the amount of work under management, when they are competitively priced as specified in the RPAO;
 - iii)* By converting into a single currency the amount resulting from corrections (i) and (ii) above, in accordance with the provisions of article 13 of the RGAO;
 - iv)* Adjusting appropriately, on technical or financial grounds, any other quantifiable modification, discrepancy or reservation;
 - v)* Taking into consideration the different lead times proposed by the bidders, if they are authorized by the RPAO;

- vi) Where applicable, in accordance with the provisions of article 11.8 of the RGAO and the RPAO, by applying the discounts offered by the Bidder for the allocation of more than one lot, if this tender is launched simultaneously for several lots.
- d) The estimated effect of the price revision formulas in the CCAG and CCAP, applied during the Contract's execution period, will not be taken into consideration when evaluating the offers.
- e) On a proposal from the analysis sub-commission, the Chairman of the Internal Procurement Commission may ask bidders or the competent administrations and bodies for clarifications on the offers.
- f) In the event that an offer is deemed abnormally low, an Internal Procurement Commission may propose to the Contracting Authority not to award the contract to the tenderer concerned.
- g) In the event that the supporting documents not provided by the candidate are deemed unacceptable, the body responsible for Public Procurement Regulation will examine the supporting documents and submit these conclusions to the Project Owner within a period of seven (7) working days on account of its referral by the Project Owner.
- h) The assessment shall be made without taking into account taxes, duties, levies and other charges as defined in paragraph 3.7.

26.3. Selection of the contractor

The selection is made according to the quality-cost ratio. For this purpose, the lowest compliant financial proposal (*Fm*) receives a financial score (*Sf*) of 100 points. The financial scores (*Sf*) of the other Financial Proposals are calculated as indicated in the RPAO. The proposals are ranked according to their combined Technical (*St*) and Financial (*Sf*) Scores after introducing weighting (T being the weight assigned to the Technical Proposal and P the weight given to the Financial Proposal; either T + P being equal to 100, as indicated in the RPAO. The Candidate who has obtained the highest combined technical and financial score is proposed for award or invited to negotiation by the project owner if applicable.

26.4. Appeal in the award phase

Bidders who are not qualified after the analysis of the technical offers may lodge an appeal with the Appeals Review Committee, with a copy to the Project Owner, to the President of the Internal Procurement Commission concerned and to the Public Procurement Authority.

The appeal must take place within a maximum of three (03) working days after the opening session of the financial offers.

Article 27. Correction of errors

27.1. The Analysis Sub-commission will verify the offers recognized as substantially compliant with the Tender File to correct any calculation errors. The analysis subcommittee will correct errors as follows:

- a) If there is a contradiction between the unit price and the total price obtained by multiplying the unit price by the quantities, the unit price shall be authentic and the total price shall be corrected unless, in the opinion of the Sub-analysis commission, the decimal point of the unit price is manifestly misplaced, in which case the total price indicated will prevail and the unit price will be corrected;
- b) If the total obtained by addition or subtraction of sub-totals is not exact, the sub-totals shall be taken as valid and the total corrected;
- c) If there is a contradiction between the price indicated in letters and numbers, it is the amount indicated in the Sub-detail that will be considered. In the absence of Sub-detail prices, the one indicated in letters will prevail subject to paragraphs (a) and (b) above.

27.2. The amount shown in the Tender shall be corrected by the Analysis Sub-commission, in accordance with the aforementioned error correction procedure and, upon confirmation from the Tenderer, such amount shall be deemed to commit it.

27.3. If the Bidder who submitted the best-rated offer does not accept the corrections made, his offer will be rejected and his guarantee may be seized.

Article 28. Negotiations

28.1. Negotiations shall take place at the address indicated in the RPAO, between the Contracting Authority and the successful applicant, with the aim of reaching a satisfactory agreement on all points and signing a contract.

In no case may negotiations be conducted with more than one candidate at a time, nor concern unit prices. These negotiations are sanctioned by a report signed by both parties

Negotiations with the candidates must not have the effect of substantially modifying the scope, nature, consistency and quality of the services. In any event, the financial impact of the modifications on the offer may not exceed fifteen percent (15%) of the offer.

28.2. Negotiations shall include a discussion of the Technical Proposal, proposed methodology (work plan), staffing and any suggestions made by the Candidate to improve the Terms of Reference. The Contracting Authority and candidate then finalize final terms of reference, staffing, and bar charts showing activities, staff utilized, and time spent in the field and at headquarters, working time in months, logistical aspects and reporting conditions. The final work plan and terms of reference that have been agreed upon are then integrated into the "description of services", which is part of the contract. Particular care should be taken to obtain from the successful candidate the maximum that he can offer within the available budget, and to clearly define the information that the Contracting Authority must provide in order to ensure the proper execution of the assignment.

28.3. The financial negotiations aim in particular to specify (if applicable) the tax obligations of the Candidate in the Republic of Cameroon, and the manner in which they are taken into account in the contract; they also integrate the agreed technical modifications to the cost of services.

In any event, the financial impact of the amendments on the tender may not exceed fifteen per cent and 15% of the tender.

28.4. Having based its choice of the Candidate, inter alia, on an evaluation of the proposed specialized personnel, the Project Owner intends to negotiate the contract on the basis of the experts whose name appears in the proposal. Prior to the negotiation of the contract, the Contracting Authority requires the assurance that these experts are indeed available. It does not consider any replacement of such personnel during the negotiations, unless both parties agree that this replacement has been made inevitable by an excessive delay in the selection process, or that these replacements are essential for the achievement of the mission's objectives. If this is not the case, and it is established that the Candidate has proposed a key person without having ensured his availability, this candidate may be disqualified.

28.5 Any negotiation, whatever the outcome, must be sanctioned by a report signed by both parties, a copy of which shall be sent to the body responsible for Public Procurement Regulation. If negotiations fail, the Contracting Authority shall invite the Candidate whose proposal was ranked second to negotiations.

F. ATTRIBUTION

Article 29. Attribution

29.1 Once the negotiations are completed, or upon receipt of the final award proposal from the competent Procurement Committee (except in cases where the procedure is suspended), the Project Owner will award the contract to the Bidder whose offer has been recognized as substantially compliant with the Tender File and who has the technical and financial capabilities required to satisfactorily execute the contract and whose the offer was evaluated the best-stated by combining technical, financial or aesthetic criteria, including where applicable the proposed discounts.

29.2 If, in accordance with the provisions of Article 11.10 of the RGAO, the call for tenders concerns several lots, the best bid will be determined by evaluating this contract in conjunction with the other lots to be awarded concurrently, taking into account the discounts offered by the bidders in case of awarding more than one lot.

If the AO covers several batches, the allocation will be done according to the prescription of the RPAO (check or integrate, resulting from the work RGAO).

29.3 In all cases, any award of a contract shall be evidenced by a decision of the Contracting Authority and notified to the successful bidder within a maximum period of seventy-two (72) hours from its signature.

Article 30. Failure or cancellation of a procedure

30.1. The Contracting Authority reserves the right to cancel a Call for Tenders or to declare a call for tenders unsuccessful after obtaining the opinion of the competent Procurement Commission without giving rise to any claim. However, where tenders have already been opened, cancellation is subject to the agreement of the Public Procurement Authority.

30.2. The Project Owner shall notify the decision to cancel or the decision declaring the unsuccessful tender, to the President of the Internal Procurement Commission, with a copy to the body responsible for Public Procurement Regulation.

30.3. In the case of allotment, the provisions provided for in the above paragraphs shall apply to each of the lots.

Article 31. Notification of the award of the contract

31.1 Any award of a contract shall be evidenced by a decision of the Project Owner and notified to the successful bidder within a maximum period of seventy-two (72) hours from its signature.

31.2. Before the expiry of the validity period for tenders set by RPAO, the Contracting Authority shall notify the successful tenderer of the contract by fax confirmed by registered letter or by any other means that his tender has been accepted. This letter will indicate the amount that the Project Owner will pay to the contracting party of the administration for the performance of services and the execution time.

Article 32. Publication of award results and appeals

32.1. The Contracting Authority shall have a period of five (05) working days to sign the award decision and publish the results from the date of receipt of the final award proposal from the competent Internal Procurement Committee, except in case of suspension of the procedure.

32.2. Any decision to award a public contract by the Project Owner is inserted, with indication of price and deadline, in the Public Procurement journal published by the body responsible for regulating Public Procurement or in COLEPS or any other authorised publication.

32.3. As soon as the results of the award are published, the Project Owner sends an extract from the analysis report concerning each bidder who requests it.

32.4 After the publication of the award result, offers not withdrawn within a maximum period of fifteen (15) days will be destroyed, without any claim being made, with the exception of the copy intended for the body in charge of public Procurement Regulation if it has not been collected immediately.

32.5 In the event of an appeal, it must be addressed to the Committee responsible for reviewing appeals with copies to the Project Owner and to the Chairman of the relevant Procurement Commission, to the body responsible for regulating Public Procurement and to the Public Procurement Authority.

It must intervene within a maximum period of five (05) working days after the publication of the results.

32.6 This appeal may lead to the suspension of the procedure at the discretion of the body responsible for regulating public contracts.

Article 33. Signing of the contract

33.1. After publication of the results, the contract project is subscribed by the contractor and submitted for signature to the Contracting Authority.

For contracts awarded by mutual agreement, the contract project drawn up by the successful tenderer shall be submitted to the relevant Internal Procurement Committee for examination and adoption and, where appropriate, to the competent Central Procurement Control Committee for an opinion.

33.2 The successful tenderer for the contract has a period of fifteen (15) working days from its receipt to sign the contract or order letter. After this period, the Project Owner reserves the right to annul the award decision after formal notice from the awardee who has not followed up and prior agreement of the Public Procurement Authority. In this case, the bid bond is seized and the contract is awarded to the candidate ranked second.

33.3. The Project Owner has a period of five (05) working days for the signing of the contract:

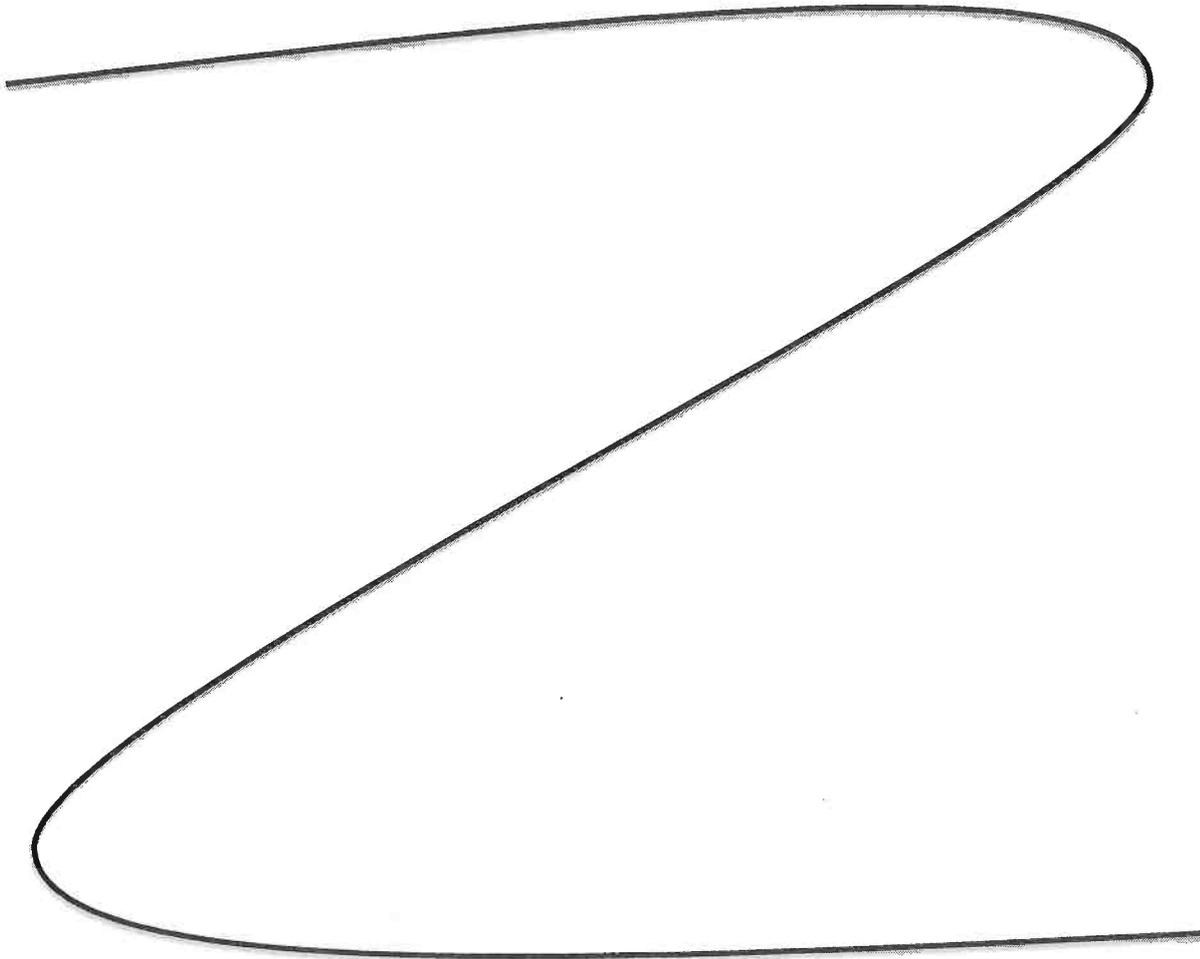
The signing of the contract:

- from the date of receipt of the draft contract resulting from the call for tenders or quotation request, subscribed by the contractor and opinion of the competent Central Market Control Commission if applicable;
- from the date of receipt of the draft contract by mutual agreement signed by the successful tenderer after consultation with the Internal Procurement Committee and the competent Central Market Control Committee, if applicable.

33.4. The contract must be notified to its holder within five (5) working days following the date of signature.

Article 34. Final guarantee

The retention money or performance bond is not required for non-quantifiable service contracts and intellectual services





Aéroports Du Cameroun
DIRECTION GENERALE

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02../AOIO/ADC/CIPM/2026 OF 1.6../..03./2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND
OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

**EXHIBIT No. 3:
SPECIAL RULES OF THE CALL TENDERS (RPAO)**

Specific Rules of the Call for Tenders (RPAO)

The information and data that follow for the performance of the services must complete or specify the clauses of the General Rules of the Call for Tenders (RGAO). In case of discrepancy, the following provisions will prevail over the clauses of the RGAO.

A- General Provisions	
1.	<p>Nature of Services:</p> <p>The services under this call for tenders include the delivery of the following services:</p> <ul style="list-style-type: none"> • Initial and full WGS-84 Aerodrome Survey of the airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual at Ngaoundere airport; • Update of WGS-84 Aerodrome Survey of the airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual at Douala and Garoua airport; • Acquisition of an ortho-rectified satellite image of 100 km² with minimum 50cm resolution, inclusive of ground control points (GCP) for Ngaoundéré airport; • Acquisition of an ortho-rectified satellite image of 100 km² with minimum 50cm resolution, inclusive of ground control points (GCP) for Douala airport; • Maintenance of the ADC SA online aerodrome safeguarding software for 6 users and 7 aerodromes for 3 years • Import of OLS and Type A surfaces, satellite imageries, surveyed objects (obstacles) in ADC used software GDMS Online; • Restitution and Training on Aerodrome Online Safeguarding Software, AIM including QMS, WGS-84 aerodrome surveys (Preparation, Key points, Execution) at Service Provider's premises for two (02) persons.
2.	<p>Name and address of the Contracting Authority: The Director General of Aéroports Du Cameroun S.A., P.O. Box. 13615 Yaoundé</p> <p>Reference of the Call for Tenders: N° 02../AOIO/ADC/CIPM/2026 DU 16...../03.../2026</p>
3.	<p>Execution deadline : Nine (09) months.</p>
4.	<p>Financing: Budget of Aéroports Du Cameroun S.A. Exercice 2026, Line 81804.</p> <p>Name of the Project: Acquisition and update of WGS-84 aerodrome and obstacle data for Douala, Garoua and Ngaoundere Airports.</p>
5.	<p>Participation and Origin of bidders</p> <p>Participation in this call for tenders is opened, on equal conditions, to companies headquartered in the Republic of Cameroon and abroad, and specialized in the acquisition of WGS-84 aerodrome and obstacle data for airports.</p>
6.	<p>Evaluation of bids</p>
6.1.	<p>Eliminatory criteria</p> <ol style="list-style-type: none"> a. Non-production beyond 48 hours after the opening of the envelopes, of an item from the administrative file deemed non-compliant or missing at the time of the opening of the envelopes (except for the bid bond); b. Incomplete financial offer (RPAO confers, Envelope C); c. Absence of the bid security (stamp at the current rate, deposit receipt issued by the Caisse de Dépôts et de Consignations (CDEC), handwritten note from the issuing institution) at the opening of tenders in accordance with the provisions of the letter-circular no 00019/LC/MINMAP of June 05, 2024; d. A technical score of less than seventy-five (75) out of one hundred (100); e. Lack of a valid ISO 9001 QMS 2015 version certificate covering topographic surveys; f. False declaration, fraudulent manoeuvres or falsification of documents; g. Absence of the sworn statement of non-abandonment of contract over the last three (03) years and inclusion in the list of failing companies annually established by MINMAP to be attached to the technical file;
6.2.	<ol style="list-style-type: none"> h. Lack of information on a quantified unit price; i. Absence of the dated and signed integrity charter; j. Absence of the dated and signed declaration of commitment to comply with social and environmental clauses; k. Bidder's refusal to accept corrections for arithmetic errors in its financial offer. <p>Essential Criteria</p> <ol style="list-style-type: none"> 1. References in similar services: 25 points

- 2. Qualification of the experts: 30 points
- 3. Methodological note: 20 points
- 4. Hardware and software :15 points
- 5. Evidence of acceptance of market conditions: 06 points
- 6. Presentation of the offer: 04 points

7. **Language of the bid: French or English**

8. **Content of the Bids**

The list of information on the qualification referred to in article 12 of the RGAO is grouped into three volumes inserted respectively in inner envelopes and detailed as follows:

Envelope A - Volume 1: Administrative File

The administrative file includes the following documents:

For national bidders:

- a. The grouping (consortium) agreement if applicable;
- b. The power of signature;
- c. The Certificate of registration on the trade and corporate register;
- d. Non-bankruptcy certificate issued by the Court of First Instance of the place of residence of the bidder and dated less than three (3) months before the date of submission of offers;
- e. Bank domiciliation certificate of the bidder issued by a first-rank banking institution approved by the Minister in charge of Finance;
- f. Receipt of payment de consultation file purchase fees;
- g. Bid bond (according to the template attached) of an amount of: three million six hundred thousand (3,600,000) CFAF. The bid bonds shall be valid for ninety (90) days, from the date of submission of bids.
- h. Attestation of non-exclusion from public contracts by ARMP;
- i. NSIF submission certificate less than three months old;
- j. A certificate of non-tax royalty;
- k. Map of the taxpayer.

In the case of a group (consortium) of companies, each member of the grouping must submit a complete administrative file; pieces e, f, g being only presented by the representative of the grouping (consortium).

For foreign bidders:

- a. The grouping (consortium) agreement if applicable;
- b. The power of signature;
- c. Non-bankruptcy certificate or any document attesting that the bidder is not undergoing liquidation;
- d. Bank account identification (RIB);
- e. Receipt of payment de consultation file purchase fees;
- f. Bid bond (according to the template attached) of an amount of **three million six hundred thousand (3,600,000) CFAF**. The bid bonds shall be valid for ninety (90) days, from the date of submission of bids.
- g. Certificate of registration on the Trade and Corporate Register.

In the case of a group (consortium) of companies, each member of the grouping must submit a complete administrative file; pieces d, e, f being only presented by the representative of the grouping (consortium).

Envelope B - Volume 2: Technical Proposal

This envelope will consist of the following elements:

B.1. References in similar services

The references in services for the last three years. Attach the acceptance reports and contracts (1st and last pages).

B.2. Qualification of experts

Attach CV dated and signed experts to work on the project as well as certified copies of diplomas (certified copies to be produced only for nationals; for foreigners, a copy is acceptable).

B.3. Proposed method of work

The bidder shall provide note on the understanding, the organization of the mission. He shall demonstrate how he will respect the work packages, deliverables (including report) and deadlines defined in the Terms of Reference.

B.4. Software and equipment used

The bidder must provide:

- The valid licenses (key number) and datasheet for every software showing his (the bidder) name as the owner; and
- The serial numbers of the equipment, their act of property, datasheet of equipment used and calibration certificate.

B.5. Evidence of acceptance of contract conditions

- **Special Administrative Clauses Specifications (CCAP)** duly initialed on each page: date, signature and stamp of the bidder on the last page with the mention "read and approved".
- **Terms of Reference (TDR)** duly initialed on each page: date, signature and stamp of the bidder on the last page with the mention "read and approved".

B.6. Declaration on honor

The bidder must provide a declaration on honor certifying the non-abandonment of the contract and its absence on the list of failing companies (see model in Annex 2) in accordance with Circular Letter No. 004 / LC/MINMAP/CAB of 25 January 2017.

Envelope C- Volume 3: Financial Offer

C1. The bid letter, in original, written according to the attached template (model of the Tenders), stamped at the current rate, signed and dated;

C2. Price sub-details schedule (SDP);

C3. Unit price schedule (BPU) completed;

C4. Detailed estimate schedule.

In the case of a group (consortium) of companies, designate the representative of the group (consortium).

NB: The different parts of the same file must be separated by the color dividers in both the original and the copies in order to facilitate its examination.

B- Bids Price

9. The place of delivery is the Headquarter of société Aéroports Du Cameroun S.A., located at Yaoundé Nsimalen International Airport.

10. Prices shall be fixed and shall not be subject to any modifications.

C- Preparation and submission of bids

11. **The amount of the bid bond is:**

12. **Bid Validity Duration:** The validity period of the bids is ninety (90) days, with effect from the deadline determined for the submission of bids.

13. **Number of copies of offer:**

Bids shall be submitted in seven (07) copies, including the original copy and six (06) copies labelled as such. Each bidder will present his file in an anonymous envelope. This envelope will contain three (03) inner envelopes sealed and bearing the exact address and contact information of the tenderer and each containing:

Envelope A: Administrative file original + six (06) copies)

Envelope B: Technical proposal original + six (06) copies)

Envelope C : Financial offer original + six (06) copies)

14. **Address of the Contracting Authority to be used for sending the tenders:** The Director General of Aéroports Du Cameroun S.A., P.O. Box. 13615 Yaoundé.

Contract Unit of Aéroports du Cameroun S.A, located at the Yaoundé-Nsimalen International Airport, Door 0104 Tel. 222 23 26 02, Extensions 359/335, P.O. Box. 13615 Yaoundé.

Number of the invitation to tender: N° 02.../AOIO/ADC/CIPM/2026 DU.16...03.../2026

15. **Deadline for submission of tenders: .../.../2026 at 13 h 00 am.**

16. **Place, date and time of the opening of the bids by the Internal Procurement Commission:** Meeting room of the Yaoundé-Nsimalen International Airport, Door 1103-386, The 20 / 04 / 2026 at 14 h 00 pm.

Conversion into a single currency

17. **Currency of the bids:** Prices shall be labelled in CFA Francs or Euros (1 Euro = 655.957 CFAF)

Contract Award

18. In accordance with Article 50, paragraph 1 (a) of Decree No. 2018/355 of 12 June 2018 laying down the common rules applicable to the contracts of public enterprises, the Internal Tender Board will propose the award of the contract to the tenderer of which it has determined that the offer is the best, that is to say that having obtained the best score

BIDS' EVALUATION GRID

N°	DESIGNATION	
<p>The evaluation of the offers will first focus on the eliminatory criteria and the essential criteria. The eliminatory criteria of each offer will be evaluated first and only the bids that have met the eliminatory criteria will be the subject of the evaluation of their essential criteria. The satisfaction of a score of at seventy-five (75) points out of one hundred (100) will qualify the said offer for its financial analysis. *</p>		
A- ELIMINATORY CRITERIA		
a)	Incomplete administrative file or at least one non-conform document (Cf. RPAO, envelope A, Page 22)	
b)	Incomplete financial file (confer RPAO envelope C, Page 23)	
c)	Presence of a falsified document or false declaration	
d)	Absence of declaration on honour of non-abandonment of contract for the past three (03) years and registration on the list of failing companies established by the MINMAP (and to be attached in the administrative file)	
e)	Absence of a valid ISO 9001 QMS 2015 version certificate applied to land surveys	
f)	Technical mark less than 75 points out of 100	
g)	Bidder's refusal to accept corrections to arithmetic errors in its financial offer	
h)	Absence of a quantified unit price	
B- ESSENTIAL CRITERIA		NOTATION
1	<p>References in acquisition of WGS-84 and Obstacle data for airports.</p>	25 pts
	<ul style="list-style-type: none"> • Cumulative amount of similar acquisition of WGS-84 and Obstacle data conducted in the last three (03) years exceeding one hundred and fifty (150) millions FCFA (attach the acceptance reports and contracts (1st and last pages)); 	15 pts
	<p style="padding-left: 40px;">1. Cumulative amount <=50 millions</p>	0 pt
	<p style="padding-left: 40px;">2. 0 < Cumulative amount <=100 millions</p>	5 pts
	<p style="padding-left: 40px;">3. 100 < Cumulative amount <= 150 millions</p>	10 pts
	<p style="padding-left: 40px;">4. Cumulative amount > 150 millions</p>	15 pts
<p>Have completed at least two (02) projects with similar aerodrome survey in the last three years (05 points for each project)</p>	10 pts	
2	<p>Qualification of experts (provide CV signed and dated, copies of diplomas and certificates). Any expert that does not have the required Diploma and global required experience will receive the zero mark on the entire rating</p>	30 pts
	<p>01 Lead surveyor: At least BSc in Topography, Geodesy, Cartography with 12 years of professional experience in aviation</p> <ul style="list-style-type: none"> • Provide CV justifying the experience and copy of the Diploma • Have worked in at least five (05) projects in aerodrome survey • Have been the Lead Surveyor in at least two (02) projects on aerodrome survey 	12 pts 4 pts 4 pts 4 pts
	<p>01 Surveyor: At least BSc in Topography, Geodesy, Cartography with 10 years of professional experience in aviation</p> <ul style="list-style-type: none"> • Provide CV justifying the experience and copy of the Diploma • Have worked in at least five (03) projects in aerodrome survey as a surveyor 	08 pts 4 pts 4 pts
	<p>01 Surveyor: At least BSc (BT+3) in Topography, Geodesy, Cartography with 3 years of professional experience as a topographer</p> <ul style="list-style-type: none"> • Provide CV justifying the experience and copy of the Diploma • Is Cameroon sworn topographer 	5 pts 2.5 pts 2.5 pts
	<p>01 Responsible for Quality Assurance and Reporting: At least BSc in Topography, Geodesy, Cartography with 07 years of professional experience in aerodrome surveys</p> <ul style="list-style-type: none"> • Provide CV justifying the experience and copy of the Diploma 	5 pts

	<ul style="list-style-type: none"> Have worked in at least five (03) projects in aerodrome survey as Quality Assurance Manager 	2.5 pts 2.5 pts
3	<p>Propose méthode of work</p> <ul style="list-style-type: none"> Note on the understanding, the organization of the mission. Respect for work packages, deliverables (including report) and deadlines defined in the Terms of Reference. <ol style="list-style-type: none"> Excellent Good Medium Bad 	20 pts 20 pts 15 pts 10 pts 05 pts
4	<p>Software and equipment used</p> <ul style="list-style-type: none"> Computer-aided design (CAD) software capable of reading and modifying .dwg 2013 (provide a valid license of the two software with the name of the company); One (01) total station for surveying (the total station can also be integrated with GNSS) and with Electronic Distance Measurement (EDM) equipment (separate binocular or incorporate) with the required accuracies; Two (02) GNSS stations capable of getting signals from at least 02 (GPS, GLONASS, GALILEO, BEIDOU) for static and kinematic measurements with the required accuracies; GNSS and Total Station processing software (provide a valid license of the software with the name of the company). 	15 pts 5 pts 2.5 pts 5 pts 2.5 pts
5	<p>Evidence of acceptance of contract conditions</p> <ul style="list-style-type: none"> CCAP initialed on each page and signed on the last page with the mention <<read and approved>>; Terms of reference initialed on each page and signed on the last page with the mention <<read and approved>>. 	6 pts 3 pts 3 pts
6	<p>Bid presentation</p> <ul style="list-style-type: none"> Good documents presentation (clarity, order of the prescribed parts followed). Color spacer to separate chapters and tabs for sub-chapters 	4 pts 2 pts 2 pts

NB: To be qualified, a technical bid must have at least seventy-five (75) points out of one hundred (100) points.

➤ **Evaluation of financial offers**

Only the financial offers of the tenderers whose technical offers will have obtained at least **five (75) points** will be analysed.

i) Completeness check

The Sub-Commission of Analysis will review the financial offers to determine whether they are complete and sufficiently credible, and whether or not they contain calculation errors.

ii) Correction of calculation errors

The arithmetic errors will be rectified on the basis of the following criteria:

- If there is a contradiction between the unit price and the total price obtained by multiplying the unit price by the quantities, the unit price will prevail and the total price will be corrected;
- If there is a contradiction between the price indicated in letters and the price indicated in figures of the list of unit prices, the amount in words will prevail;
- The unit prices applied and valid are those derived from the price sub-details, if they are not consistent this financial offer will be removed from the analysis of the offers.

iii) Ranking by lowest price

The lowest financial offer (ofm) will receive the score 100. The financial scores (sf) of the other offers will be calculated according to the following formula.

$$\mathbf{SF = 100 \times OFM / AMOUNT OF THE OFFER CONSIDERED}$$

The price considered will be the All Taxes Included (TI) price for all services.

The final score will result from the combination of the technical and financial scores, after introduction of the weights relating to the weight of the technical offer (T) and the financial offer (F) as follows:

$$\mathbf{S = st \times T + sf \times F \text{ with } (T = 0.7 \text{ and } F = 0.3)}$$

The ranking of offers will automatically follow their final score, the first being the one with the best final score (S).

Following technical and financial analyses and classification of tenders, in accordance with the provisions of article 50, paragraph 1 (b) of Decree No. 2018/355 of 12 June 2018 to lay down the general rules and regulations governing contracts in public enterprises, the Internal Tender Board will propose the award of the contract to the tenderer of which it has determined that the offer is the best, that is to say that having obtained the best score.

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02./AOIO/ADC/CIPM/2026 OF 16./03/2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND
OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

**EXHIBIT N° 4:
SPECIAL ADMINISTRATIVE CLAUSES SPECIFICATIONS
(CCAP)**

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CHAPTER I: GENERAL

Article 1- Subject of the Contract

The subject of this contract shall be the acquisition and update of WGS-84 aerodrome and obstacle data for Douala, Garoua and Ngaoundere Airports.

Article 2- Tendering procedure of the Contract

This Contract is awarded after Open International Call for Tenders.

Article 3- Functions and powers

For the application of the provisions of this Contract:

- The functions and powers of the Contracting Authority shall be vested in the **General Manager of Aéroports Du Cameroun S.A.**;
- The functions and powers of the Contract Service Head shall be vested in the **Director Safety Security Quality and Environment of société Aéroports Du Cameroun S.A.**;
- The functions and powers of the Contract Engineer shall be vested in the **Head of Quality and Compliance Monitoring of société Aéroports Du Cameroun S.A.**

Article 4- Collateral security

This Contract may be pledged as collateral, subject to any form of assignment of claim.

- The Authority responsible for the issuing of the unique copy of collateral security and authorization of expenditure shall be: **The General Manager of Aéroports Du Cameroun S.A.**;
- The official having competence to provide information within the framework of this Contract shall be: **The Director, Safety, Security, Quality and Environment of Société Aéroports Du Cameroun S.A.**;
- The official having responsible for the liquidation of expenditures shall be: **The General Manager of Aéroports Du Cameroun S.A.**;
- The Accountant responsible for payments shall be: **The Director of Accountancy and Finances of Société Aéroports Du Cameroun S.A.**

Article 5- Language, applicable laws and regulations

5.1. The language used shall be French or English.

5.2. The service provider undertakes to observe the laws and regulations in force in the Republic of Cameroon, both in its own organization and in the execution of the contract.

If these laws and regulations in force on the date of signature of this contract were to be modified after the signature of the contract, the possible costs which would result directly therefrom would be considered without gain or loss for each party.

Article 6- Contract documents

The contractual documents of this contract are in order of priority:

1. The bid letter;
2. The service provider's bid and its appendices in all the provisions not contrary to the Special Administrative Clauses and to the Terms of References below referred to;
3. The Special Administrative Clauses Specifications (CCAP);
4. The Terms of References (TDR);
5. The elements specific to determining the amount of the contract, such as, in order of priority: the unit prices schedule; the state of the lump sum prices; the detailed estimate schedule; the breakdown of the fixed prices and/or the price sub-details schedule;
6. The General Administrative Clauses Specifications (CCAG) applicable to Public Contracts for Services and Intellectual Services brought into force by decree No. 033 of February 13, 2007 of the Prime Minister, Head of Government;
7. The General Technical Clauses Specifications (CCTG) applicable to the services subject to the contract.

Article 7- General texts applicable

This contract shall be subjected to the following general texts:

- 1) Law No. 2025/012 of 17 th December 2025 - Finance Law of the Republic of Cameroon for the 2026 Financial Year;

- 2) Law No.2017/011 of 12 July 2017 to lay down the general rules and regulations governing public corporations;
- 3) Decree No. 2018/355 of 12 June 2018 to lay down the general rules and regulations governing contracts in public enterprises;
- 4) Decree No. 075/2012 of 08 March 2012 to organize the Ministry of Public Contracts in its non-contrary provisions to Decree No. 2018/355 of 12 June 2018 to lay down the general rules and regulations governing contracts in public enterprises;
- 5) Decree No. 2003/651/PM of 16 April 2003 to lay down the modalities of implementation of public contract tax and customs system;
- 6) Decree No. 2001/048 of 23 February 2001 on the organization and functioning of the Public Contracts Regulation Agency and its subsequent texts in its non-contrary provisions to Decree No. 2018/355 of 12 June 2018 to lay down common regulations applicable to public establishments contracts;
- 7) Circular n° 0001877/C/MINFI of 31 December 2025 on instructions relating to the Execution of Finance Laws, the Monitoring and Control of the Execution of the Budget of the State and other Public Entities, for the 2026 financial year;
- 8) Circular No. 001/CAB/PR/ of 19 June 2012 relating to the award and control of execution of public contracts in its non-contrary provisions to Decree No. 2018/355 of 12 June 2018 to lay down common regulations applicable to public establishments contracts;
- 9) Circular No. 002/CAB/PM of 31 January 2011 relating to the improvement of public contract system performance in its non-contrary provisions to Decree No. 2018/355 of 12 June 2018 to lay down common regulations applicable to public establishments contracts;
- 10) Circular No. 003/CAB/PM of 18 April 2008 relating to the observance of regulations governing the award, execution and control of public contracts in its non-contrary provisions to Decree No. 2018/355 of 12 June 2018 to lay down common regulations applicable to public establishments contracts;
- 11) Circular letter No 00019/LC/MINMAP of June 5, 2024, concerning the procedures for constituting, consigning, preserving, returning and releasing bonds in public contracts;
- 12) The Manual of Rules Applicable to Contracts of the company Aéroports Du Cameroun S.A adopted by Resolution No. 007-137th session of the Board of Directors on November 13, 2025;
- 13) Texts governing different trades and professions;
- 14) Any other texts specific to the field concerned by the contract; and
- 15) Standards in force.

Article 8- Communication

Any communications between the Service Provider, the Contracting Authority, the Contract Service Head and the Contract Engineer relating to the execution of this Contract shall be exclusively in writing.

They shall be sent by mail, telegrams, telex, telecopy, e-mail or submitted against discharge to the addresses indicated by the parties for this purpose.

Article 9- Service orders

The different service orders will be established and notified as follows:

- 9.1. Upon notification of the contract to the contractor, the Contracting Authority has a period of fifteen (15) calendar days to sign the service order for the start of services. This service order is notified to the contracting party by the Market Department Head within seven (7) calendar days. A copy of this service order is sent to the Minister in charge of Public Procurement, to the Regulatory Body, to the Market Department Head, to the Market Engineer, and to the Paying Agency.
- 9.2. The service orders having an impact on the objective, the amount or the deadlines of the contract, are signed by the Project Owner or after his written agreement, by the Market Department Manager. And issued under the following conditions:
 - a) When a service order is likely to result in the amount of the contract being exceeded, its signature is subject to the financial supporting documents by the Project Owner;
 - b) in case of exceeding the contract amount, modifications can only be made by way of an amendment and additional services can only be paid after signature of the latter by the Project Owner;
 - c) Service orders for additional services may be signed by the Contracting Authority and regularized later through an amendment, as long as their financial impact is less than ten percent (10%) of the contract amount.

A copy of the aforementioned service orders will be sent to the Market Department Head, the Market

Engineer, the Paying Agency and the Project Manager if applicable.

The prior visa of the Paying Agency may be required before the signature of those affecting the amount.

In any case, any modification affecting the Terms of Reference or technical specifications must be the subject of a prior study on the scope, cost and deadlines of the contract. The service orders related to the subcontracted services are signed by the contracting authority and notified by the Service Manager to the provider, who alone has the right to present reservations.

9.3. Service orders of a technical nature related to the normal performance of services will be directly signed by the Market Department Head and notified to the Co-contractor by the engineer with copy to the Minister in charge of Public Procurement, to the Regulatory Body, and to the Paying Agency.

9.4. The service orders constituting formal notice shall be signed by the Project Owner, and notified to the Co-contractor by the Head of department, with a copy to the Minister in charge of Public Procurement, to the Body responsible for Regulation, to the Market Engineer, and to the Paying Agency.

9.5. The service orders for suspension and resumption of services, due to force majeure, will be signed by the Project Owner and notified by the Department Head to the co-contractor, with a copy to the Minister in charge of Public Procurement, to the Body in charge of Regulation, to the Market Engineer, and to the Paying Agency.

9.6. The Co-contractor has a period of fifteen (15) days to make reservations about any service order received. The fact of issuing reservations does not exempt the Co-contractor from executing the service orders received.

9.7. In the case of a group of undertakings, service orders shall be addressed to the representative, who alone has the authority to submit reservations on behalf of the group he represents.

9.8. The contract may include conditional tranches whose execution is subject, for each of them, to the possible lifting of the denunciation clause and to notification to the Co-contractor, by service order, of the Project Owner's decision to continue the execution of said instalments. If this service order has not been notified to the Co-contractor within the fixed period defined in Article 14 of this contract, the Contracting Authority and the Co-contractor are, at the expiration of this period, released from this obligation for this conditional part.

9.9. The service order to start the services of the conditional phase can only be notified after completion and receipt of the previous phase. However, in the event that the suspensive condition for the execution of the conditional tranche is due to the availability of financing, notification of the start-up service order shall be given as soon as proof of the availability of financing is established.

Article 10- Service provider's equipment and staff

Any change, even partial, to proposals of the technical bid shall take place only after written agreement of the Service Head. In case of change of staff, the service provider shall have him replaced by personnel with at least equal competence (qualifications and experience) or by an equipment with similar performance and in good functioning state.

CHAPTER II: FINANCIAL PROVISIONS

Article 11- Amount of the Contract

The amount of this contract, as shown in [detail or estimate] attached, is (in figures) (in letters) CFA francs All Taxes Included (TTC); either:

- Amount excluding VAT: _____ () CFA francs
- Amount of VAT: _____ () CFA francs
- Amount of the TSR and/or AIR: ____ () CFA francs
- Net to be collected = VAT excl. (TSR and/or AIR) () CFA Francs.

Article 12- Place and mode of payment

12.1. In consideration of the payments to be made by the Contracting authority to the Service Provider, under the conditions stated in the contract, the Contractor hereby undertakes to perform the contract in accordance with the provisions of the Contract.

12.2. Payments shall be made by wire transfer, at:

Modes of payment is as follows:

- 20% advance payment at the start of services at the request of the Service Provider;
- 80% at acceptance of services.

The payment currency shall be the _____. The Official in charge of payments is the **General Manager of Aéroports Du Cameroun S.A.**

Article 13- Guarantees and securities

13.1. Final security

Within twenty (20) days from the notification of the order letter, the supplier must provide the final security set at three percent (3%) of the amount including VAT of the order letter. Said security must be stamped at the current rate, accompanied by the consignment receipt issued by the "Caisse de Dépôts et de Consignations" (CDEC), with the handwritten mention of the issuing institution.

The Guarantee will be returned, or the guarantee released, within one (01) month following the date of receipt of the supplies, following an acknowledgement issued by the Client, at the supplier's request.

13.2. Surety bond

Not Applicable as it is a provision of services.

13.3 Advance payment to guarantee startup

As for the start-up advance deposit, forty percent (40%) of the amount related to it is deposited in cash with the CDEC at the time of consignment, while the remaining sixty percent (60%) is subject to a commitment by the issuing financial institution, to return them on first request to the CDEC, for any remaining amount due in case of default of the contract holder.

The advance payment to guarantee startup shall be set at one hundred percent (100 %) of the amount requested.

Article 14- Change in price

Prices shall be fixed and shall not be subject to any modifications.

Article 15: Price revision formulas

Not applicable.

Article 16: Price update formulas

Not applicable

Article 17: Advances

17.1. The Contracting Authority may grant to the service provider a start-up advance of an amount not exceeding twenty percent (20%) of the market price including all taxes at his request. And the payment deadline for the start-up advance is set at thirty (30) days from its request by the provider.

17.2. This advance, the value of which cannot exceed twenty percent (20%) of the initial market price including all taxes, is guaranteed to one hundred percent (100%) by a banking institution under Cameroonian law or a first-tier approved financial organization in accordance with the texts in force, and

reimbursed by deduction on the instalments to be paid to the contractor during the performance of the contract, in accordance with the procedures defined in the CCAP.

17.3 The entire advance must be reimbursed at the latest from the moment when the value in basic price of the services performed reaches eighty percent (80%) of the contract amount.

17.4 As the advances are refunded, the Project Owner will release the part of the corresponding deposit, at the express request of the service provider.

[The possibility of granting the start-up advance must be expressly stipulated in the tender document and the Contracting Authority must indicate whether or not it undertakes to pay it].

Article 18: Payment of benefits

18.1. Recording of services performed

Before the 30th of each month, the service provider and the Engineer establish a contradictory attachment that summarizes and fixes the quantities carried out and recorded for each item of the slip during the month and which may give entitlement to payment.

18.2. Monthly count

No later than the fifth (05) of the month following the month of the services, the service provider will submit in seven (07) copies to the Market Engineer, two draft monthly statements (a statement excluding VAT and a statement of the amount of taxes), in accordance with the approved model and establishing the total amount of sums to which he may be entitled by reason of the performance of the contract since its commencement.

Only the VAT excl. will be settled with the provider. The breakdown of taxes will be the subject of an accounting entry between the budgets of the company Aéroports Du Cameroun S.A. and the Ministry in charge of Finance.

The amount excluding VAT of the deposit to be paid to the provider will be mandated as follows:

- 97.8% paid directly to the provider's account;
- 2.2% paid to the public treasury in respect of the RIA due by the provider;

The Engineer shall have a period of seven (07) days to transmit to the Head of Market Service the statements he has approved so that they are in his possession no later than the 12th of the month.

The Market Department Head and the Market Engineer have a maximum of twenty-one (21) days to sign the statements and forward them to the accountant in charge of payment. A copy of the corrected statement is returned to the Co-contractor if applicable. Payments shall be made by the Director of Accounting and Finance within a maximum period of thirty (30) calendar days from the date of delivery of the approved statement.

Article 19- Interest on arrears

Any default interest is paid on the basis of the statement of amounts due in accordance with the provisions of articles 147 and 148 of the Manual of Rules Applicable to Contracts of the company Aéroports Du Cameroun S.A adopted by resolution n° 007-137th session of the Board of Directors on November 13, 2025 by applying the formula:

$I = M \times (n/360) \times (i)$ in which:

M = Total amount of sums due to the holder; N = Number of calendar days of delay;

i = Corporate lending rates to the BEAC increased by one (01) point or discount rate applied by the issuing bank of the currency in question increased by no more than one (01) point, as the case may be.

Article 20– Late payment charges

In case of exceeding the contractual deadlines, the supplier is liable to penalties in accordance with the provisions of articles 149 and 150 of the Manual of Rules Applicable to Contracts of the company Aéroports Du Cameroun S.A adopted by resolution n° 007-137th session of the Board of Directors on November 13, 2025 by applying the formula:

20.1. The amount of late penalties is set as follows:

- a. One two thousandth (1/2000) of the basic market amount including VAT per calendar day of delay from the first to the thirtieth day beyond the contractual deadline.
- b. One thousandth (1/1000) of the market amount including VAT per calendar day of delay beyond the thirtieth day.

20.2. The cumulative amount of late payment penalties is limited to ten percent (10%) of the contract amount including tax and any amendments thereto, under penalty of possible termination.

Article 21: Regulation in case of a group of companies

21.1. In the case of a business group, payment will be made into the account opened for this purpose by the representative of the said group. But in case of presentation of a synallagmatic act of the two companies put into a grouping, and upon agreement of the Client, it may be authorized a separate payment in two accounts indicated by the companies in the synallagmatic act and subject to the signature of the statements by the representative of the Group.

Article 22: General and final statement

22.1. The Market Department Manager or Market Engineer to draw up the general and final account to the provider has twenty (20) days from the date of receipt by the Market Department Manager or Market Engineer of the provider's request on this subject.

The Contract Service Manager draws up the general and final account of the contract which he has signed contradictorily by the provider and the Contracting Authority. This count includes:

- The final count;
- The deposit for balance;
- The summary of monthly installments.

The signing of the general and final bill without reservation by the service provider, binds the parties definitively and puts an end to the performance of the contract, except as regards the interest on arrears.

22.2. The service provider has a period of 07 working days to return the final statement bearing his signature. After this period, the statement will be deemed accepted by the provider.

Article 23: Final statement

23.1 After completion of the services and within a maximum period of thirty (30) days after the date of provisional receipt of the final report, the provider will establish from the contradictory findings, the draft final statement of actually performed services which summarizes the total amount of sums to which he may be entitled as a result of the execution of the contract as a whole.

23.2. The Market Department Manager has a period of ten (10) days to notify the corrected and accepted project to the provider.

23.3. The service provider has a period of seven (07) days, if necessary, in case of unfavorable opinion on the draft statement by the Market Department, to make the necessary corrections and return the draft statement bearing his signature, for further processing.

Article 25: Tax and customs regime (CCAG Article 36)

Decree N° 2003/651/PM of 16 April 2003 defines the terms and conditions for implementing the tax regime for Public Procurement. The taxation applicable to this contract includes in particular:

- taxes and charges related to industrial and commercial profits, including the IAR which constitutes a withholding tax on corporations;
- registration fees calculated in accordance with the provisions of the tax code;
- duties and taxes attached to the provision of services provided by the market:
 - * import duties and taxes on Cameroonian territory (customs duties, VAT, computer tax);
 - * communal duties and taxes,
 - * duties and taxes related to the withdrawal of materials and water.

These elements must be included in the charges which the undertaking imputes on its intervention costs and constitute one of the sub-details of the pre-tax prices.

The price includes VAT.

Article 24: Stamps and market registration

Seven (07) original copies of the contract will be stamped and registered by the care and at the expense of the Co-contractor, in accordance with the regulations.

CHAPTER III: EXECUTION OF THE CONTRACT

Article 25- Nature of Services

The services shall include:

- Initial and full WGS-84 Aerodrome Survey of the airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual at Ngaoundere airport;
- Update of WGS-84 Aerodrome Survey of the airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual at Douala and Garoua airport;
- Acquisition of an ortho-rectified satellite image of 100 km² with minimum 50cm resolution, inclusive of ground control points (GCP) for Ngaoundéré airport;
- Acquisition of an ortho-rectified satellite image of 100 km² with minimum 50cm resolution, inclusive of ground control points (GCP) for Douala airport;
- Maintenance of the ADC SA online aerodrome safeguarding software for 6 users and 7 aerodromes for 3 years;
- Import of OLS and Type A surfaces, satellite imageries, surveyed objects (obstacles) in ADC used software GDMS Online;
- Restitution and Training on Aerodrome Online Safeguarding Software, AIM including QMS, WGS-84 aerodrome surveys (Preparation, Key points, Execution) at Service Provider's premises for two (02) persons.

Details are contained in the Special Technical Clauses and the bill of quantities.

Article 26- Term for execution

26.1. Terms for execution of this Contract is **nine (09) months**.

26.2. Places of execution shall be **Douala, Garoua And Ngaoundere Airports**.

26.3. This period runs from the date of notification of the service order to start the services

Article 27- Roles and responsibilities of the Service Provider

The Service Provider shall be responsible for enduring the la provision of services as described in the Terms of Reference, under the control of the Contract Engineer, in compliance with this Contract, regulations and standards in force.

Article 28: Obligations of the contracting party

28.1. The mission of the contracting party is to ensure the execution of the services under the control of the Engineer and to fulfill his obligations diligently, efficiently and economically, as described in the Terms of Reference or the technical clauses, and this in accordance with the present market to the rules and standards in force in Cameroon and generally accepted techniques and practices in the field of activity concerned by the market. He is required to hire all useful staff, specialized or not.

28.2. The contracting party is responsible towards the Project Owner for the quality of the proper performance of the services. It has the obligation to comply with the legislation in force in Cameroon regarding respect for the environment. He must perform all the services specified in the TDR and to the texts and directives mentioned in article [Specify] of said TDR.

28.3. During the duration of the contract, the contracting party does not engage directly or indirectly in professional or contractual activities likely to compromise its independence in relation to the tasks assigned to it.

28.4. In the event of a conflict of interest caused by a member of the mission team, the co-contractor must report it in writing to the Project Owner and must replace the expert in question, involved in the project or contract.

Conflict of interest means any situation in which the co-contracting party could derive direct or indirect benefits from a contract awarded by the Project Owner with whom he is consulted, or any situation in which he has sufficient personal or financial interests to compromise his impartiality in the performance of his duties or of such a nature as to adversely affect his judgment.

28.5. The contracting party is bound to observe professional secrecy with regard to third parties regarding information, data and documents collected or brought to its knowledge during the performance of the contract.

In this respect, the documents drawn up by the contracting party during the execution of the contract may only be published or communicated with the written agreement of the Client.

28.6. The contracting party is required, upon submission of the final report, to return all the borrowed documents to the Project Owner.

28.7. The co-contractor and its partners or subcontractors agree to refrain, during the duration of the contract, and at its end for [six (6) months], from providing goods, services or services intended for the Contracting Authority arising from the services or having a close relationship with them (with the exception of the performance of services or their continuation).

28.8. The contracting party must cover professional expenses and the coverage of all risks of illness and accident as part of their mission.

28.9. The contracting party cannot modify the composition of the team proposed in its technical offer without written agreement to the Project Owner.

Article 29: Insurance

Not applicable.

Article 30: Implementation programme

Within a maximum period of [thirty (30) days] from the notification of the service order to start the services, the contracting party shall submit, in [five (05) or six (06)] copies, for approval [of the Contract Service Manager after consultation with the Market Engineer, the performance schedule, its execution schedule, its Quality Assurance Plan (QAP) project and its Environmental Management Plan, if applicable.

This program will be exclusively presented according to the provided models.

Two (2) copies of these documents will be returned to him within a period of eight (08) to fifteen (15) days from their receipt with:

- Either the endorsement 'GOOD FOR EXECUTION' ;
- Either the mention of their rejection accompanied by the reasons for said rejection.

In case of rejection, the Co-contractor will then have eight (08) days to submit a new project. The Market Service Manager will then have a period of five (05) days to give his approval or make any comments. The deadlines for approving the execution program are suspensive of the execution deadline.

The approval given by the Market Manager will not in any way mitigate the liability of the Co-contractor. However, services performed before the approval of the programme will neither be recorded nor remunerated. The updated and approved schedule will become the contractual schedule.

The Co-contractor will constantly maintain a schedule of services that will take into account the actual progress of the services. Significant changes can only be made to the contractual program after receiving the agreement of the Market Manager. After approval of the execution program by the Head of Market Department, the latter will transmit it within a period of five (05) days to the Project Owner, without suspensive effect of its execution.

However, if it is found that significant modifications distort the subject of the contract or the consistency of the services, the Contracting Authority will return the execution program accompanied by reservations to be lifted within fifteen (15) days from the date of receipt

Article 31: Subcontracting

This contract provides for the possibility for the contracting party to have part of the work carried out by subcontractors, in accordance with the provisions in force [To be specified or not], after express authorization from the Project Owner.

This authorisation does not release the contracting party from any of its contractual obligations. The subcontract must comply with the commitments of the main company. They will carry out their part of the work under the sole and full responsibility of the contracting party.

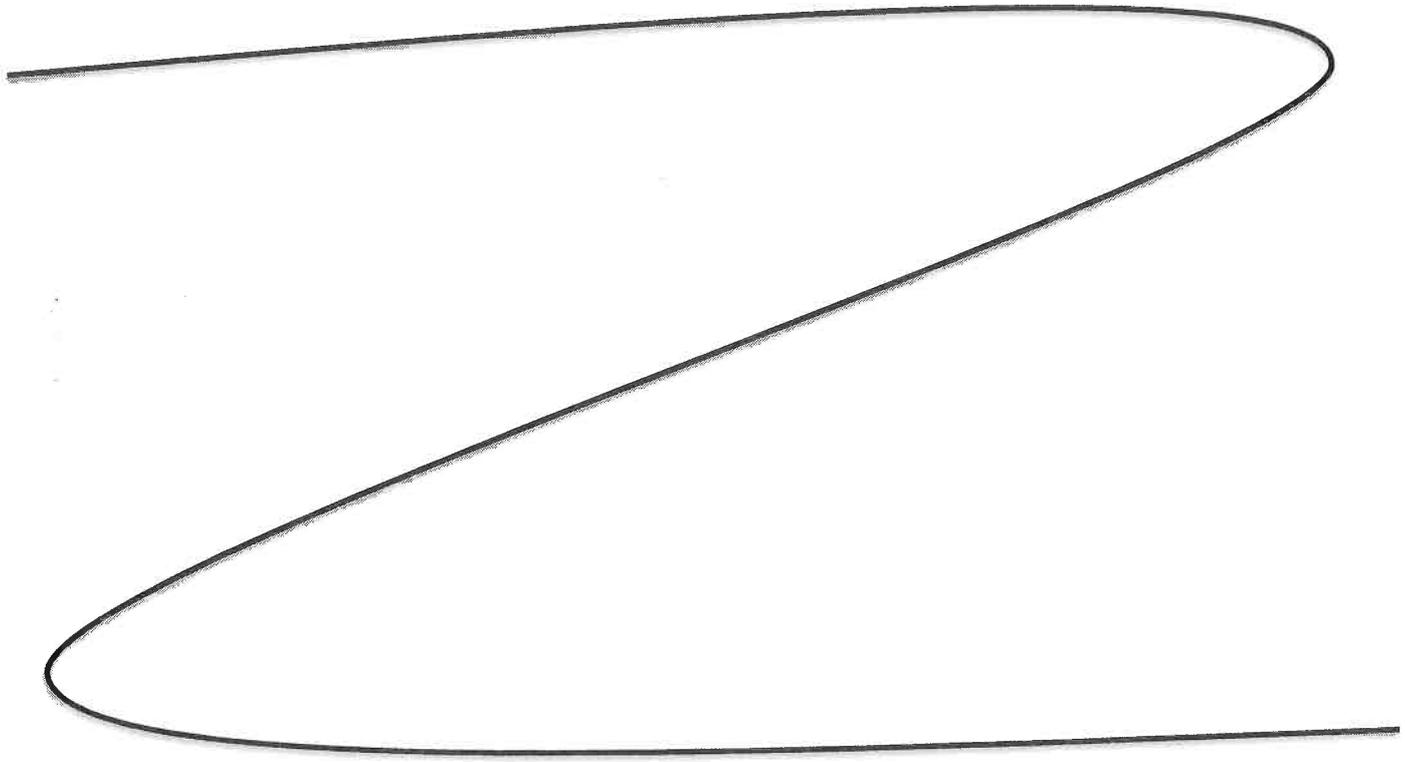
The amount of work that can be subcontracted is limited to thirty percent (30%) of the contract amount and its amendments, if any.

The subcontractor's payment may be made by the Contracting Authority when the amount of the service subcontracted by a single company is greater than or equal to ten percent (10%) of the total amount of the contract and any amendments thereto or when it is established that the principal undertaking is engaging in

deceptive manoeuvres with regard to the subcontractor. Where the subcontractor is to be paid directly, the principal undertaking shall be required at the time of application for authorization to establish that the assignment or pledge of claims resulting from the contract does not preclude direct payment to the subcontractor.

Article 32- Patent

The Service Provider shall guarantee the Contracting Authority against any claims from third parties relating to the infringement or unauthorized exploitation of any patent, brand or industrial copyrights resulting from the use of supplies or their components.



CHAPTER IV. OF THE RECIPE

Article 33: Monitoring and Revenue Commission

Prior to acceptance, the Service Provider shall request in writing the Service Head with copy to the Contract Engineer, the organisation of a technical inspection prior to acceptance. This move shall be entered in the minutes.

Acceptance shall be programmed by the Contracting Authority when all possible reservations expressed during pre-acceptance are lifted.

The Contracting Authority shall determine the date of acceptance that shall take place in the presence of the Service Provider by a Board made up as follow:

- The General Manager or his Representative, Chairman ;
- The Service Head of the Contract, Member ;
- The Chief of Department of Administrative Management
Public Contracts or his Representative ,Member ;

The Contract Engineer, Rapporteur.

The Service Provider shall be invited by mail to the Acceptance Committee, at least ten (10) days before the acceptance date. He must take part therein or be represented. His absence shall be considered as acceptance without reservation of the conclusions of the Acceptance Committee.

Article 34: acceptance of services

Documents to be provided prior to technical acceptance

The Service Provider must provide two (02) UBS drive of 16Gb containing digital files of the project (final written documents and plans) shall be attached during submission (07) days before pre- acceptance.

CHAPTER V : MISCELLANEOUS PROVISIONS

Article 35- Force majeure

Cases of force majeure shall apply to effects of natural forces that the Service Provider could not, reasonably, provide for nor avoid and to circumstances liable to relieve his responsibility.

For cases of force majeure, the Service Provider's responsibility shall only be relieved if he has informed in writing the Contracting Authority of his intention to put forward the said force majeure and this, before the end of the tenth day that succeeds the event.

It shall be the responsibility of the Contracting Authority to appraise the character of force majeure and evidence provided by the Service Provider.

Article 36- Cancellation of the Contract

36.1 The contract shall be terminated by operation of law in any of the following cases:

- a) Death of the holder of the contract. In this case, the Project Owner may, if necessary, authorize the acceptance of proposals submitted by the beneficiaries for the continuation of services;
- b) Bankruptcy of the contract holder. In this case, the Contracting Authority may accept, if necessary, proposals that can be presented by the creditors for the continuation of services;
- c) Judicial liquidation, if the co-contractor of the Administration is not authorized by the court to continue the operation of his business;
- d) In the event of subcontracting, co-contracting or sub-ordering without prior authorization from the Project Owner;
- e) Failure of the co-contractor of the Administration duly notified to the latter by the Project Owner by service order serving as formal notice and after evaluation and observation of the deficiency;
- f) Non-compliance with labour laws or regulations;
- g) Significant variation in prices under the conditions defined by the General Administrative Clauses Book, following modification of economic conditions or initial market quantities;
- h) Fraudulent manoeuvres and corruption duly observed.

36.2 The contract may also be terminated under the conditions stipulated in the CCAG, notably in one of the following cases:

- Delay in work resulting in penalties exceeding 10% of the contract amount including tax;
- Adjournment or prolonged interruption decided by the Project Owner;
- Persistent non-payment of benefits.
- Refusal to resume poorly executed work;

36.3 The contract may also be terminated without prejudice to the licensees, in particular in one of the following cases:

- Force majeure and after the opinion of the Public Procurement Authority in the absence of any liability on the part of the contracting party to the administration without prejudice to the compensation to which the latter may claim;
- Persistent non-payment of benefits.
- Reason of general interest.

Article 37. Disputes and litigations

Any disputes and litigations, arising from the execution of this Contract, may be subject to an amicable settlement.

Where no amicable settlement is reached with regard to the dispute, the latter shall be referred to the Gicam Permanent Arbitration Centre at Douala (Cameroon) and, if necessary, to the Arbitration Court of the Paris International Chamber of Commerce.

Article 38 - Edition and distribution of this Contract

Ten (10) copies of this Contract shall be edited by the Service Provider and sent to the Contracting Authority for distribution.

Article 39 – Entry into force of the Contract

This Contract shall become final only after it has been signed by the General Manager of Aeroports Du Cameroun (ADC) SA. It shall enter into force upon its notification to the Service Provider.

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02./AOIO/ADC/CIPM/2026 OF 16./03./2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME
AND OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

EXHIBIT N°5: TERMS OF REFERENCES (TDR)

A- Preamble

A- Preamble

Aeroports du Cameroun S.A (ADC SA) is the operator of civil airports in Cameroun including Douala International Airport (DLA), Garoua International Airport (GOU) and Ngaoundere Airport (NGE).

In 2026, AACB SA is planning to conduct an update of WGS-84 aerodrome and obstacle data survey for DLA, GOU and NGE, including the update of drawings and plans.

B- Aerodrome Information

Douala

DLA (FKKD) (ARP: Lat:04°00'22"N Long:009°43'10"E) is located 2,16 NM South East from Douala, the Capital of the Littoral Region of Cameroon.

The aerodrome reference code is 4E.

Movement Area Characteristics:

- 01 runway 12/30
- 07 taxiways
- 02 taxilanes (A, C)
- 04 commercial Aprons and 02 general aviation aprons
- code C, D, E aircraft stands and helicopter stands

RWY	Runway Dimension [m]	SWY	CWY	Approach Type	VOR/DME	Runway use
12	2850x45	53x45	-	CAT I	Yes	Take-Off/ Landing
30	2850x45	-	-	Non-Precision	Yes	Take-Off/ Landing

NAVAID Available:

- 01 ILS Cat 1 (GP + LLZ)
- 01 VOR/DME
- 01 RADAR

Runway 12 and Runway 30 are equipped with Instrument Flight Procedures (IFP).

There is a FATO for helicopter operations on taxiway G of the general aviation area.

PAPIs are installed on each direction of runway 12/30.

Neither an extension of the existing runway 12/30 or a change in runway category is planned for DLA. No additional runway is also planned for DLA.

Key changes on DLA aerodrome to consider in the update are:

- Application of new aeronautical markings on the movement area;
- Relocation of THR12;
- Installation of new road signs;

- Trees cut;
- New developments around the aerodrome;
- Improvement of the aerodrome fence;
- Installation of video-surveillance system (including masts) covering all the aerodrome fence;
- Creation of a perimeter fence road system;
- Installation of jet blast fence at the cargo area.

Garoua

GOU (FKKR) (ARP: Lat: 09°20'10"N Long: 013°22'12"E) is located 2.1NM North-West from GAROUA, the Capital of North Region of Cameroon.

The aerodrome reference code is 4E.

Movement Area Characteristics:

- 01 runway 09/27
- 05 taxiways
- 01 taxilane
- 05 Aprons
- code C, D, E aircraft stands and helicopter stands

RWY	Runway Dimension [m]	SWY	CWY	Approach Type	VOR/DME	Runway use
09	3401x45	152x45	-	CAT I	Yes	Take-Off/ Landing
27	3401x45	-	-	Non-Precision	Yes	Take-Off/ Landing

NAVAID Available:

- 01 ILS Cat 1 (GP + LLZ)
- 01 VOR/DME

Runway 09 and Runway 27 are equipped with Instrument Flight Procedures (IFP).

There is no FATO for helicopter operations on the aerodrome.

PAPIs are installed on each direction of runway 09/27.

Neither an extension of the existing runway 09/27 or a change in runway category is planned for GOU. No additional runway is also planned for GOU.

Key changes on GOU aerodrome to consider in the update are:

- Application of new aeronautical markings on the movement area;
- Removal of SWY27 at THR09;
- Installation of a new localiser;
- Renewal of AGL and signs;
- Installation of a new approach lighting system;
- New developments around the aerodrome.

Ngaoundere

NGE (FKKN) (ARP: Lat: 07°21'33"N Long:013°33'36"E) is located 3,09NM NNW of Ngaoundere, the Capital of the Adamawa Region of Cameroon.

The aerodrome reference code is 4C.

Movement Area Characteristics:

- 01 runway 12/30
- 02 taxiways
- 01 taxilane
- 01 Apron
- Code C, D, E aircraft stands and helicopter stands

RWY	Runway Dimension [m]	SWY	CWY	Approach Type	VOR/DME	Runway use
02	2618x45	-	-	Non-Instrument	No	Take-Off/ Landing
20	2618x45	-	-	Non-Instrument	No	Take-Off/ Landing

NAVAID Available: None

Runway 02 and Runway 20 are not equipped with Instrument Flight Procedures (IFP).

There is no FATO for helicopter operations on the aerodrome.

No PAPIs are installed on any direction of runway 02/20.

Neither an extension of the existing runway 02/20 or a change in runway category is planned for NGE. Only a creation of a RESA is planned on both directions in long term. No additional runway is also planned for NGE.

B- Requirements

B-1) Acquisition of WGS-84 aerodrome and obstacle data

ICAO Annex 14 and CEMAC ADR Regulations

ICAO Annex 14 chapter 2 requires the aerodrome operator to determine and report **aerodrome-related aeronautical data**. This includes the following surveyed data:

- Aerodrome and runway elevations (2.3);
- Aerodrome dimensions and related information (2.5) to include obstacle data (2.5.5);

1.3.1 World Geodetic System — 1984 (WGS-84) shall be used as the horizontal (geodetic) reference system. Reported aeronautical geographical coordinates (indicating latitude and longitude) shall be expressed in terms of the WGS-84 geodetic reference datum.

Note. — *Comprehensive guidance material concerning WGS-84 is contained in the World Geodetic System — 1984 (WGS-84) Manual (Doc 9674).*

1.3.2 Mean sea level (MSL) datum, which gives the relationship of gravity-related height (elevation) to a surface known as the geoid, shall be used as the vertical reference system.

2.1.1 Determination and reporting of aerodrome-related aeronautical data shall be in accordance with the accuracy and integrity classification required to meet the needs of the end-users of aeronautical data.

Note 1. — Specification concerning the accuracy and integrity related to aerodrome-related aeronautical data are contained in PANS-AIM (Doc 10066), Appendix 1.

*Note 2. — PANS-AIM, Appendix 1 provides a complete list of all **surveyed** aerodrome-related aeronautical data as per ICAO Annex 14 in an MS excel sheet.*

- Aerodrome/Heliport data; (A1-1)
- Obstacle data (A1-6);

ICAO Annex 4

ICAO Annex 4 chapter 2 and also requires each chart to display information (**including aerodrome-related aeronautical data**) relevant to the function of the chart and its design shall observe Human Factor principles with facilitate its optimum use.

In particular, **2.17.1** ... States shall ensure that established procedures exist in order that **aeronautical data** at any moment is traceable to its origin so to allow any data anomalies or errors, detected during production/maintenance phases or in the operational use, to be corrected. This includes the following surveyed data:

- Obstacles in the take-off flight path area (3.8.1);
- Take-off flight path area (3.8.2);
- Runway, stopway and clearway data in the plan and the profile views (3.8.4).

2.17.2 States shall ensure that the chart resolution of aeronautical data shall be that as specified for a particular chart.

Note: - Specifications concerning the chart resolution for aeronautical data are contained in the PANS-AIM (Doc 10066).

2.17.3 Contracting states shall ensure that integrity of the aeronautical data is maintained throughout from the origination to distribution to the next intended user.

Note: - Specifications concerning the integrity of aeronautical data are provided in the PANS-AIM (Doc 10066).

ICAO Annex 15

Finally, ICAO Annex 15 chapter 5 adds the following requirements:

2.1.4 Each contracting state shall ensure data aeronautical data and aeronautical information provided, are of required quality in accordance with in 3.2 (data accuracy, data resolution, data integrity, data traceability, data timeliness, data completeness, data format.

5.3.3.3.3 For aerodromes regularly used by international civil aviation, terrain data shall be provided for:

- Area 2a;
- the take-off flight path area; and
- an area bounded by the lateral extent of the aerodrome obstacle limitation surfaces.

5.3.3.4.4 For aerodromes regularly used by international civil aviation, obstacle data shall be provided for all obstacles within Area 2 that are assessed as being a hazard to air navigation.

5.3.3.4.5 For aerodromes regularly used by international civil aviation, obstacle data shall be provided for:

- Area 2a for those obstacles that penetrate an obstacle data collection surface outlined by a rectangular area around a runway that comprises the runway strip plus any clearway that exists. The Area 2a

obstacle collection surface shall have a height of 3 m above the nearest runway elevation measured along the runway centre line, and for those portions related to a clearway, if one exists, at the elevation of the nearest runway end;

- objects in the take-off flight path area which project above a plane surface having a 1.2 per cent slope and having a common origin with the take-off flight path area; and
- penetrations of the aerodrome obstacle limitation surfaces.

Structured approach for surveying aerodrome and obstacle data

Since eTOD Area 2 covers a similar geographical area to that of the ICAO Annex 14 Obstacle Limitation Surfaces (OLS) and the Aerodrome Obstacle Chart Type A Take-Off Flight Path, a structured approach to the supply of aeronautical data is as follows:

- the provider shall implement or verify the source of WGS-84 into DLA, GOU and NGE, followed by the survey of the aerodrome facilities and obstacles to the Annex 14 and Annex 4 (Type A Chart) obstacle limitation surfaces with the accuracies as per the table below in accordance with ICAO PANS-AIM (Doc 10066):

Proposed Minimum Survey Accuracy and Integrity Requirements

	Horizontal Accuracy	Vertical Accuracy	Integrity Classification
Aerodrome Control Network	1.0 m *	1.0 m *	1 x 10 ⁻⁸
Aerodrome Facilities	0.5 m#	0.25 m#	1 x 10 ⁻⁸
Obstacles and Off Aerodrome Facilities	3.0 m#	0.3 m#	1 x 10 ⁻⁵
e-TOD area 2	5.0m*	3.0m*	1 x 10 ⁻⁵
* Accuracy with respect to the appropriate geodetic reference frame			
# Accuracy relative to the aerodrome control network			

Note: High accuracy Annex 14 and Annex 4 surveyed data would be useful for safety assessments and safeguarding purposes.

- because eTOD accuracy requirements are low compared to Annex 14 and Annex 4 requirements, eTOD obstacle data shall be derived from Annex 14 and Annex 4 obstacle data.

B-2) Control of Obstacles and Safeguarding Map/Contours

B-2-1) OLS Requirements

The Obstacle Limitation Surfaces (OLS) surround the airport and typically extend out to 15km from the geometric centre of the aerodrome. They are designed to protect aircraft from obstacles when manoeuvring on the ground, taking off, landing or flying in the vicinity of the aerodrome. It is important that these surfaces are not infringed by new development.

OLS requirements as depicted in ICAO Annex 14 are as follows:

	A vue	Approche classique	Approche de précision Catégorie I	Destinée au décollage

Conical Surface	NGE 02,20	DLA 12 GOU 27	DLA 30 GOU 09	N/A
Inner Horizontal Surface	NGE 02,20	DLA 12 GOU 27	DLA 30 GOU 09	N/A
Approach Surface	NGE 02,20	DLA 12 GOU 27	DLA 30 GOU 09	N/A
Transitional Surface	NGE 02,20	DLA 12 GOU 27	DLA 30 GOU 09	N/A
Inner Approach Surface			DLA 30 GOU 09	N/A
Inner Transitional Surface			DLA 30 GOU 09	N/A
Balked Landing Surface			DLA 30 GOU 09	N/A
Take-Off Climb Surface	N/A	N/A	N/A	DLA 12, 30 GOU 09, 27 NGE 02, 20

The **outer horizontal surface** shall also be drawn reaching out from the periphery of the Conical Surface, is out to 15km radius from the geometric centre of the aerodrome.

The height of the **outer horizontal surface** shall be measured above the elevation of the highest point of the lowest threshold of the related runway.

Technical specification of each OLS is found in ICAO Annex 14 Chapter 4.

Moreover, the outer limits of the **inner horizontal surface** are defined by a circle centred on the geometric centre of the runway, by a convex contour composed of circular arcs centred on the intersections of the extended RWY centre line with the end of the runway strip, joined tangentially, by straight lines parallel to the runway centreline, or on other points established for such purpose.

The height of the **inner horizontal surface** shall be measured above the elevation of the highest point of the lowest threshold of the related runway.

Requirements for obstacle protection surfaces for PAPIs are described in ICAO Annex 14 section 5.3.5.43 (+ table 5-3 + figure 5-21).

In addition to the existing OLS concept, the new OLS concept applicable in 2028 shall also be considered for DLA and GOU. Therefore, to set of surfaces shall be created.

B-2-2) Production of the Safeguarding Map/OLS Plan

All OLS shall be based on the most critical airport design features anticipated for future development.

C) Scope of Work

C-1) Update of WGS-84 Aerodrome and Obstacle Survey

The WGS-84 Aerodrome Survey (ICAO Doc 9674) shall provide reliable geographical coordinates for navigation aids and points whose coordinates contribute directly to air navigation and which must be reported to the aeronautical information service of the national administration in accordance with the provisions in ICAO Annexes 11, 14 and 4, and in ICAO PANS-AIM.

Key stages of this survey are:

- Geodetic connection or verification to WGS-84;
- Installation of a permanent airport control network (monuments);
- Survey of all navigation facilities (LLZ, Glide Paths, NDB, DME, VOR, RADAR, etc.);
- Survey of runways (Thresholds, TDZ, centreline profiles, Elevations, etc);
- Survey of all aircraft Holding points and Stand positions;
- Survey of all obstructions within the ICAO Annex 14 Obstacle Limitation Surfaces (OLS) and Annex 4 (Aerodrome Obstacle Chart - Type A);
- Initial calculation or update of Declared Distances – Data for the points defining the starts and ends of the declared distances will be maintained;
- Initial determination or update of Aerodrome dimensions and related information;
- Issuance of digital data in required format.

In addition to ordinary Aerodrome WGS-84 survey, careful attention should be paid to the survey of:

- Markings on Runway, Taxiways, Aprons and, if possible service roads;
- Aerodrome Ground Lights (also indicate colours) on Runway, Taxiways and Aprons;
- Signs (luminous signs on the manoeuvring area and non-luminous on aprons and service roads);
- Location of VDGS if available;
- Boarding bridges movements;
- Floodlighting masts;
- Aerodrome fence, access points and crash gates;
- Airfield drainage system;
- Fire hydrants, DREEM and other water supply points at the aerodrome.

All these features should be depicted in the aerodrome plan listed in C-5).

All survey data is warranted to meet the required accuracy and integrity levels as stated in ICAO Annexes and ICAO PANS-AIM.

Any errors detected in the survey data shall be rectified as soon as is practicably possible by the provider at no extra cost to AACB.

The methodology of the survey shall be a combination of kinematic GNSS and electronic total station. The accuracies of these methods are shown below.

Instrumentation	Vertical Accuracy
Static GPS/GNSS Observations	+/- 3mm
Kinematic GPS/GNSS Observations	+/- 15mm
Total Station EDM (bearing and distance)	+/- 5mm
Robotic Total Station	+/- 2mm

C-2 eTOD Survey

C-2-1) eTOD Area 2 -Terrain and Obstacle

This shall be achieved by a combination of methods:

- a) Due to the lack of available legacy terrain data, new terrain data will need to be acquired from high resolution stereo satellite images (DEM/DSM) for Area 2a, the Take Off Flight Path area and the area bounded by the extents of the Obstacle Limitation Surfaces (covering an area of approx. 315sqkm around the airport and catered at the ARP). The new satellite imagery would be strictly controlled with a network of ground control points (GCP's) in order to achieve the required vertical accuracies. (Note: ortho rectified satellite images with a resolution of minimum 50cm covering 100km² and centre at the ARP will also be created from the stereo images for the airport).

b) Ground survey techniques (DGPS and Total Station) for obstacles as follows:

- Those in excess of 3m above the runway level for Area 2a.

C-2-2) eTOD Surveying Process and Data

The overall surveying process and data shall be checked and validated through the entire value-chain of the data, from the acquisition to the final mapping representation.

All work shall be carried out in accordance with ICAO requirements (Annex 15, Doc 9674, PANS-AIM, and Doc 8126).

C-3) Aerodrome Safeguarding Map and Other Aerodrome Safeguarding-related Plans

The service provider shall draw in particular the following **aerodrome safeguarding maps/plans**:

- a) 1 x UK Specification Safeguarding Map with OpenStreetMap background imagery as per UK CAP 738 chapter 4;
- b) 1 x Clearance Surface Plan (safeguarding contours)– all OLS and OPS with OpenStreetMap background imagery; The chart shall be accompanied by a report with the content as per Appendix 3;
- c) 1 x Clearance Surface Plan (safeguarding contours) – Transitional Surfaces with contour elevation interval lines and background high resolution satellite imagery;
- d) 1 PAPI Obstacle Protection Surface Plan ;
- e) 1 x Navigational Aids Technical Safeguarding Surfaces Plan with background satellite high resolution imagery. Navigational Aids shall be drawing using manufacturer manuals or UK CAP 670.

All the maps/plan shall display their name, the scale, where possible the UTM Zone and a legend. **For DLA safeguarding maps, Clearance Surface Plan (safeguarding contours), and PAPI Obstacle Protection Surface shall be created using the existing OLS concept and new ICAO OLS concept applicable by 2028.**

They shall be developed considering the maximum planned extension of the aerodrome.

C-3-1) Production of the UK Safeguarding Map

The main parameter for the production of the UK Safeguarding Map are listed in Section B) of this document.

The other parameters:

- Start and end of Landing Distance Available (LDA) (location and elevation);
- Start and end of Take-Off Run Available (TORA) (location and elevation);
- End of Accelerate Stop Distance Available (ASDA) (location and elevation);
- End of Take-Off Distance Available (TODA) (location and elevation);
- Elevation of the highest point of the lowest threshold;
- Local grid reference (UTM Zone) of the mid-point of the runway for the determination of the Inner Horizontal, Conical and Outer Horizontal Surfaces; and
- Coordination and elevation of any FATO for helicopter operations (N/A).

shall be derived from the WGS-84 survey described in C-1).

The UK Safeguarding Map reflects the need to protect the OLS related to the aerodrome. It shall have a squared format superimposed on the local grid (UTM Zone). In this system each square of the national grid is coloured to represent the most critical interaction between the obstacle limitation surface and ground height within that square. It is acceptable to reduce the notification height within a square, as desired. The following colour coding shall be used:

- Grey  : All developments should be notified

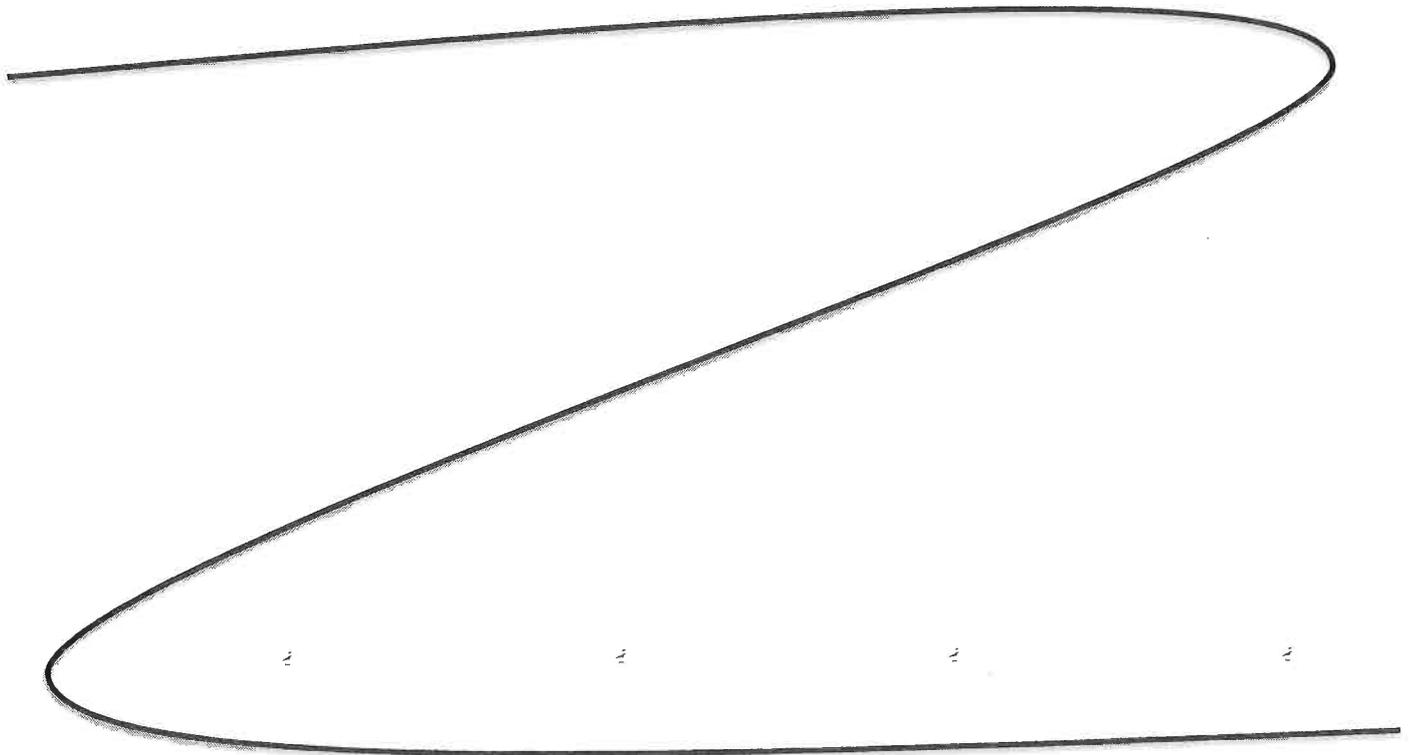
- **Red**  : All developments exceeding 10m AGL should be notified
- **Green**  : All developments exceeding 15m AGL should be notified
- **Yellow**  : All developments exceeding 45m AGL should be notified
- **Blue**  : All developments exceeding 90m AGL should be notified
- **Purple**: All developments exceeding 150m AGL should be notified

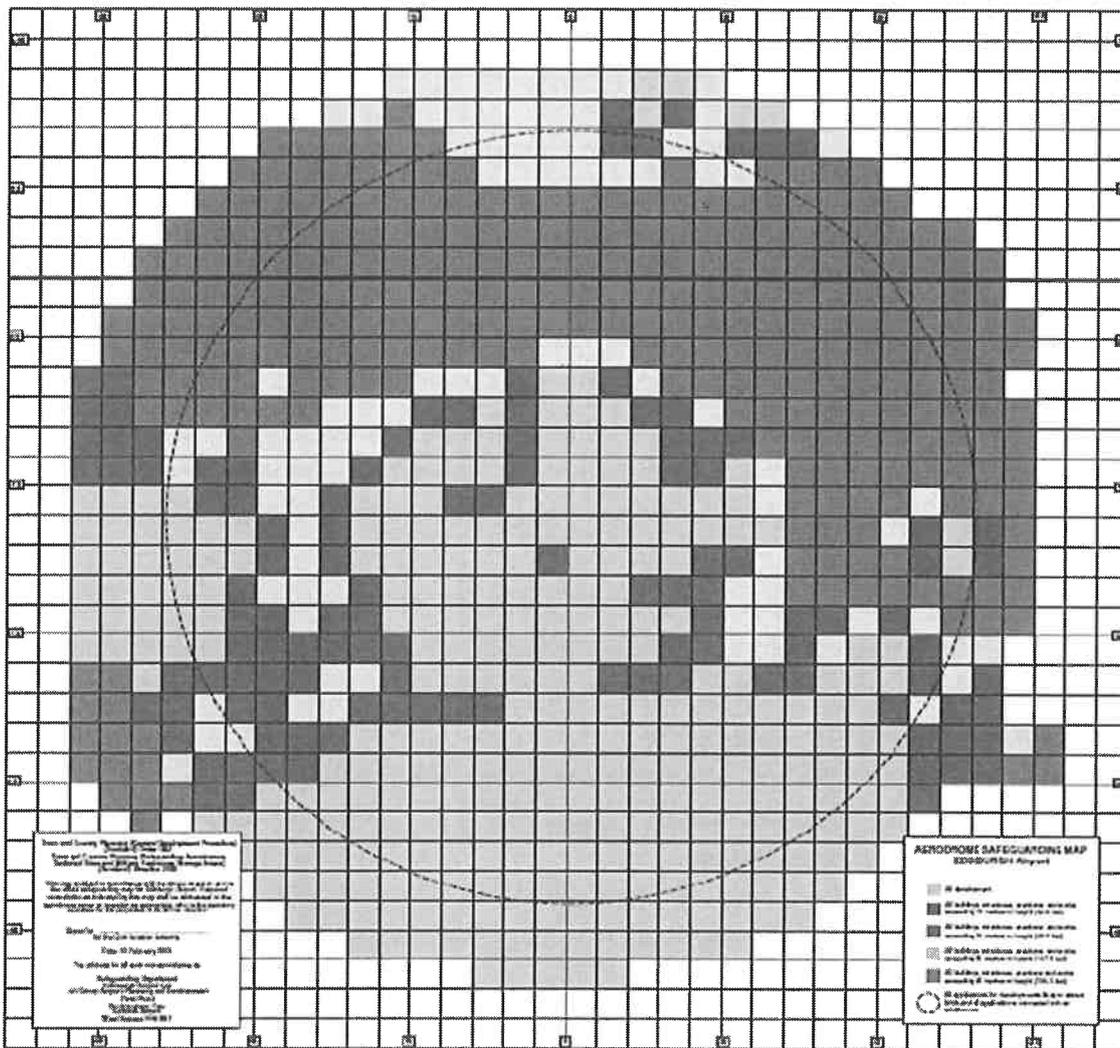
In addition to the coloured tiles, the safeguarding map shall also contain a dotted circle positioned at 13km from the geometric centre of the aerodrome (see example below). This circle defines the area within which consultation is required for any proposal likely to attract birds or connected with an aviation use. For example:

- Wildlife strike risk - Any proposed development that has the potential to increase the wildlife strike risk (involving major tree planting schemes, mineral extraction or quarrying, a refuse tip, a reservoir, a sewage disposal works, a nature reserve or a bird sanctuary) should be submitted to the aerodrome for a safeguarding consultation.
- Other aeronautical use - Any proposed aeronautical establishment, for example a helicopter landing site or gliding activity being proposed in the vicinity, should be submitted to the aerodrome for a safeguarding consultation.

The safeguarding area shall extend to cover an area appropriate to safeguard the aerodrome's OLS and is centred on the geometric centre of the aerodrome (mid-point of the runway).

Note: An aircraft on a normal approach will descend into this zone when approximately 8 statute miles from the runway, which converts to 13 km.





C-3-2) Production of the Clearance Surface Plan – all OLS

The purpose of the Clearance Surface Plan (Plan de Servitudes Aéronautiques de Dégagement) is to protect air traffic from dangerous obstacles located on or near an aerodrome, in order to guarantee the safety of the airspace required for aircraft final approach and take-off, and to safeguard the long-term development of the platform.

The Clearance Surface Plan also reflects the need to protect the OLS related to the aerodrome.

The Clearance Surface Plan, represents the orthogonal projection, on a plan base, of all the obstacle limitations surfaces (OLS) affecting councils in department(s) located in the vicinity of the aerodrome. The elevations of the OLS are indicated on all the surfaces of the plan by aerial contour lines every 10m and the corresponding summit elevations, in meters AMSL;

The Clearance Surface Plan is supported an Appendix Note, including among others:

- An explanatory note setting out the purpose of the clearance surfaces, providing technical specifications for each surface, the datum used, a representation of each surface with contour lines and surface elevations.
- The implementation of the clearance surface plan, including the list of obstacles exceeding the authorized limits, as well as the actions to be taken on existing, future and mobile obstacles;
- Sketches of the clearance plan.

Every clearance surface shall be represented with a different colour.

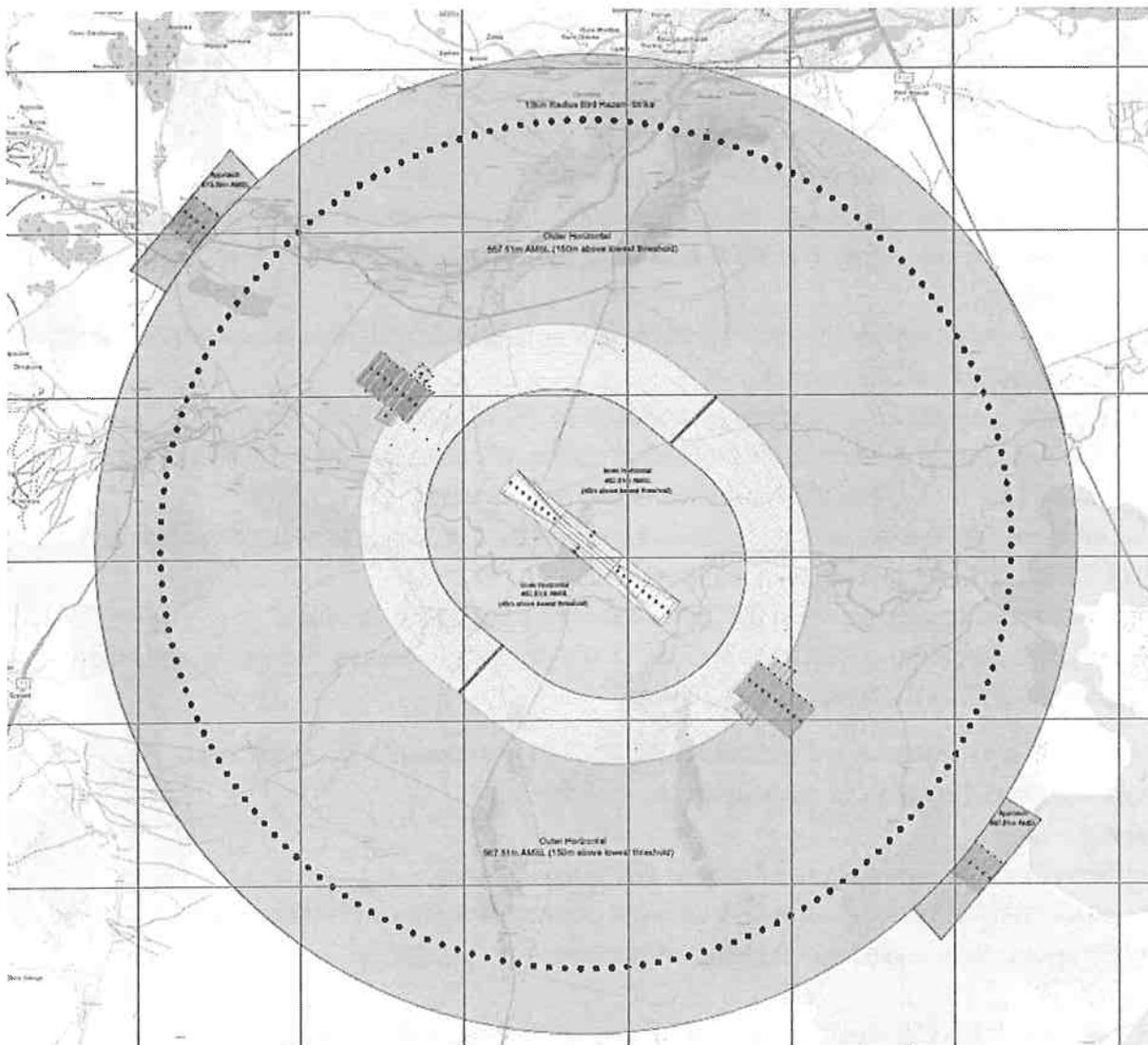
In addition to the coloured surfaces, the Clearance Surface Plan shall also contain a dotted circle positioned at 13km from the geometric centre of the aerodrome (see example below). This circle defines

the area within which consultation is required for any proposal likely to attract birds or connected with an aviation use. For example:

- a) Wildlife strike risk - Any proposed development that has the potential to increase the wildlife strike risk (involving major tree planting schemes, mineral extraction or quarrying, a refuse tip, a reservoir, a sewage disposal works, a nature reserve or a bird sanctuary) should be submitted to the aerodrome for a safeguarding consultation.
- b) Other aeronautical use - Any proposed aeronautical establishment, for example a helicopter landing site or gliding activity being proposed in the vicinity, should be submitted to the aerodrome for a safeguarding consultation.

The safeguarding area shall extend to cover an area appropriate to safeguard the aerodrome's OLS and is centred on the geometric centre of the aerodrome (mid-point of the runway).

All the specifications of the Clearance Surface Plan File are contained in Appendix 3.



Clearance Surface Plan without colours to the surfaces.

C-4) Deliverables

Office work shall be carried out with state-of-the-art software compatible with .dwg format.

The provider shall provide ADC SA with a full survey package that includes for DLA and GOU International Airports:

- Aerodrome Survey Report with full QA backup in accordance with UK CAP 1732 in electronic (PDF) versions;

- 1 ortho-rectified satellite image covering 100 km² with minimum 50cm resolution around the airport;
- The following charts and plan in both PDF and AutoCAD formats:
 - 1 x Aerodrome Plan in accordance with ToR defined in Appendix 1;
 - Drawings showing the positions of OLS and Type A obstacles;
 - 1 x Aerodrome Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x Parking Docking Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x ICAO Aerodrome Obstacle Type A Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x Emergency Access Maps Aerodrome Zone (ZA) with satellite background image depicting the confines of airport access roads, gates, location of water supplies, rendezvous points, staging areas, area with difficult access (swamp, high terrain) as per ToR defined in Appendix 2;
 - 1 x Emergency Access Maps ZVA including surrounding communities and depict appropriate medical facilities, access roads, rendezvous points, etc.) within a distance of approximately 8km from the centre of the airport as per ToR defined in Appendix 2;
- Aerodrome Safeguarding Map and Other Aerodrome Safeguarding-related Plans as listed and defined in C-3);
- Other relevant deliverables, each in a separate file and in the Survey Report:
 - Area 2a obstacle dataset [UK CAP 1732 Appendix 5 .crc file, .xls, .kmz];
 - Penetrations of the aerodrome obstacle limitation surfaces per surface type [UK CAP 1732 Appendix 5 .crc file, .kmz]; **(for DLA and GOU existing ICAO OLS concept and new ICAO OLS concept);**
 - Obstacles that penetrate the take-off flight path area obstacle identification surface [UK CAP 1732 Appendix 5 .crc file, .kmz];
 - Other obstacles assessed as being hazardous to air navigation [.crc, .kmz];
 - All features identified as obstacles including dominant obstacles - MASTER OBSTACLES FILE [UK CAP 1732 Appendix 5 .crc file, .kmz, aixm 5.1 file];
 - Aerodrome Facilities file with all facilities surveyed for the purposes of the Aerodrome Plan [UK CAP 1732 Appendix 5 .crc file, .kmz];
 - Runway and declared distance file [UK CAP 1732 Appendix 5 .crc file];
 - A list of the dominant obstacles [UK CAP 1732 Appendix 5 .crc file and.xls spreadsheet];
 - A list of AIP AD 2.10 obstacles [.xls format];

Note 1: The aerodromes will indicate in AD 2.10 that information on obstacles in Area 3 is not available and the obstacle data are to be provided for:

- a) Area 2a
 - a) obstacles that penetrate the obstacle limitation surfaces;
 - b) obstacles that penetrate the take-off flight path area obstacle identification surface; and
 - c) other obstacles assessed as being hazardous to air navigation.
- Type A dataset - Objects in the take-off flight path area which project above a plane surface having a 1.2 per cent slope and having a common origin with the take-off flight path area (take-off flight path obstacle dataset) [UK CAP 1732 Appendix 5 .crc file, .xls, .kmz];
- Drawing of relevant obstacle limitation surfaces [.kmz, .dwg];
- Drawing of eTOD surface 2a [.kmz, .dwg].

All files need to be provided with required metadata (as detailed in CAP 1054, EU 73/2010 and ICAO Annex 15).

Initial deliverables of Douala and Garoua international airports are available upon request.

The provider shall provide ADC SA with a full survey package that includes for NGE Airport:

- Aerodrome Survey Report with full QA backup in accordance with UK CAP 1732 in electronic (PDF) versions;
- 1 ortho-rectified satellite image covering 100 km² with minimum 50cm resolution around the airport;
- The following charts and plan in both PDF and AutoCAD formats:
 - 1 x Aerodrome Plan in accordance with ToR defined in Appendix 1;
 - Drawings showing the positions of OLS and Type A obstacles;
 - 1 x Aerodrome Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x Parking Docking Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x ICAO Aerodrome Obstacle Type A Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x Emergency Access Maps Aerodrome Zone (ZA) with satellite background image depicting the confines of airport access roads, gates, location of water supplies, rendezvous points, staging areas, area with difficult access (swamp, high terrain) as per ToR defined in Appendix 2;
 - 1 x Emergency Access Maps ZVA including surrounding communities and depict appropriate medical facilities, access roads, rendezvous points, etc.) within a distance of approximately 8km from the centre of the airport as per ToR defined in Appendix 2;
- Aerodrome Safeguarding Map and Other Aerodrome Safeguarding-related Plans as listed and defined in C-3);
- Other relevant deliverables, each in a separate file and in the Survey Report:
 - Penetrations of the aerodrome obstacle limitation surfaces per surface type [UK CAP 1732 Appendix 5 .crc file, .kmz];
 - All features identified as obstacles including dominant obstacles - MASTER OBSTACLES FILE [UK CAP 1732 Appendix 5 .crc file, .kmz, aixm 5.1 file];
 - Aerodrome Facilities file with all facilities surveyed for the purposes of the Aerodrome Plan [UK CAP 1732 Appendix 5 .crc file, .kmz];
 - Runway and declared distance file [UK CAP 1732 Appendix 5 .crc file];
 - Type A dataset - Objects in the take-off flight path area which project above a plane surface having a 1.2 per cent slope and having a common origin with the take-off flight path area (take-off flight path obstacle dataset) [UK CAP 1732 Appendix 5 .crc file, .xls, .kmz];
 - Drawing of relevant obstacle limitation surfaces [.kmz, .dwg];

C-5) Maintenance of ADC SA Online Aerodrome Safeguarding Software and import of OLS and Type A surfaces, satellite imageries, surveyed objects (obstacles)

The service provider shall maintain ADC SA online aerodrome safeguarding software for 6 users and 7 aerodromes for three (03) years.

The service provider shall import Annex 14 obstacle limitation surfaces, Type A surfaces, satellite imageries, and all surveyed objects for DLA, GOU and NGE ADC SA online aerodrome safeguarding software.

C-6) Restitution and Training

The service provider and ADC SA staff shall have a virtual meeting to review all the deliverables. The bidder shall make a MS PowerPoint presentation of the deliverables. ADC SA staff will make comments to the deliverables and the service provider shall amend the deliverables accordingly.

The service provider shall also train ADC SA staff on:

- Aerodrome Online Safeguarding Software;
- AIM including QMS;
- WGS-84 aerodrome surveys (Preparation, Key points, Execution).

at Service Provider's premises.

C-7) Technical Specification and Quality Assurance

C-7-1) Quality Assurance

C-7-1-1) Methods for demonstrating that the data provided conforms to the specified requirements

All aerodrome facilities shall be surveyed twice where practical. The two measurements shall be compared and, providing the differences between the surveyed coordinates are within the required accuracies listed in Table 1, the final coordinates will be taken from the mean of the two, or from one measurement if it is demonstrably more accurate than the other based on the survey method.

Where it is not possible to survey an aerodrome facility twice, for example calculated runway points, inclusion of the points on the aerodrome plan shall indicate that the facility is in the expected position and therefore provide evidence that there are no gross errors present. The survey equipment used shall always meet the required accuracies when gross errors are not present.

Processing report files shall be provided for obstacle measurements, showing evidence of the accuracy of the equipment set-up. The inclusion of obstacles in the drawings and KMZ files means that they can be compared to background mapping and aerial imagery, so any gross errors can be identified and eliminated.

C-7-1-2) Action to be taken in the event of discovery of a data error or inconsistency in the data.

In the unlikely event that the service provider discovers a data error or inconsistency in the data following submission of the data to ADC SA, the service provider shall notify ADC SA, correct the error or inconsistency and reissue all of the affected deliverables. If the data has also been submitted to AIS at this point, the amended data shall also be reissued to AIS.

In the unlikely event that ADC SA discover a data error or inconsistency in the data when reviewing or using the data provide by the service provider, ADC SA will inform the service provider. The service provider shall then correct the error or inconsistency and reissue all of the affected deliverables to ADC SA and to AIS if applicable.

The service provider shall correct any data errors and will reissue data in the shortest practical time for the particular error discovered, normally within 48 hours. Appropriate timescales will be agreed by ADC SA and the service provider as soon as the error is discovered and the other party is notified.

The service provider shall investigate the cause of any error and shall amend internal QA procedures as necessary to ensure the cause of the error is not repeated.

C-7-2) Processing of imagery and data

For a better understanding of the technical proposal, the provider shall fill the following tables:

ORTHOIMAGERY			
50cm Stereo			
Satellite Imagery			

TERRAIN DATA			
Initial Data	Processing method	Software used	Charts
			Scale:

			Format: Number of sheets:
--	--	--	---------------------------------

CHARTS			
Initial Data	Processing method	Software used	Charts:
			Scale: Format: Number of sheets:

PLANS			
Initial Data	Processing method	Software used	Charts:
			Scale: Format: Number of sheets:

EXPORT OF TERRAIN AND OBSTACLE DATA TO THE AERODROME SAFEGAURDING ONLINE SOFTWARE			
Input data	Features	Software used	GDMS
Terrain data			
Obstacle data			
Imagery			

C-7-3) Content of the Aerodrome Survey Report

The Geodetic Connection Report shall include, as a minimum, the following:

- 1. Quality Records/Metadata Records listing** (can refer to the Aerodrome Survey Report):
 - The data originator - Surveying organisation;
 - Date of survey;
 - Name of the persons or organisations that have interacted with the data and when;
 - Method of survey and equipment used;
 - Equipment calibration information and method of checking the survey;
 - Evidence that the accuracy requirements have been met including details of the error budget analysis;

- amendments made to the data;
- details of any validation and verification of the data that has been performed;
- effective start date and time of the data;
- the earth reference model used;
- the coordinate system used;
- the statistical accuracy of the measurement or calculation technique used;
- the resolution;
- the confidence level as required by the ICAO standards;
- details of any functions applied if data has been subject to conversion/transformation;
- details of any limitations on the use of the data.

2. **Details of the connection of the aerodrome control network** to the geodetic network

3. **Aerodrome control network plan**, including diagrams

4. **Survey stations descriptions**, including diagrams

5. **Transformation parameters**

The Geodetic Connection Report can be included in the Aerodrome Survey Report

The Aerodrome Survey Report shall include as a minimum, the following:

1. **Quality Records/Metadata Records listing:**

- The data originator - Surveying organisation;
- Date of survey;
- Name of the persons or organisations that have interacted with the data and when;
- Method of survey and equipment used;
- Equipment calibration information and method of checking the survey;
- Evidence that the accuracy requirements have been met including details of the error budget analysis;
- amendments made to the data;
- details of any validation and verification of the data that has been performed;
- effective start date and time of the data;
- the earth reference model used;
- the coordinate system used;
- the statistical accuracy of the measurement or calculation technique used;
- the resolution;
- the confidence level as required by the ICAO standards referred to in points 1 and 12 of Annex III and in other relevant ICAO standards;
- details of any functions applied if data has been subject to conversion/transformation;
- details of any limitations on the use of the data;
- any differences to CAP 1732.

2. **Schedules listing all obstacles** that have been added or deleted since the last survey.

3. **Details of the observations** made with cross-references to the control survey.

4. **Schedule of the points surveyed** giving the coordinates and the date when surveyed.

5. **Actual observations (provided in a separate volume)**, indexed so that cross-references can be included in the report

The global content of the Aerodrome Survey Report should be as follows:

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Maps	3
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Difficulties.....	3
Quality Assurance	3
Deliverables	4
Technical Specification.....	4

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WGS-84 IMPLEMENTATION

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 Equipment Statement of Conformity O-4

The global content of the Annex shall contain Fields Observations as follows:

GNSS KINEMATIC OBSERVATIONS

Original Survey ID	Original Survey Description	Assigned ID	Final Description	UTM33N Easting	UTM33N Northing	Ht AMSL	Lit	Mobility	Surveyor	Date	Original Elevation	New Elevation
1538	NFM	1931		322945.551	1032527.342	240.916	N	S	MLS	05/09/2019		
1027	ALT ck point	1903	STAND 4R	320912.220	1031947.169	224.797	N	P	MLS	04/09/2019		
1028	ALT ck point	1908	STAND 5L	320809.800	1031941.424	223.770	N	P	MLS	04/09/2019		
1036	ALT ck point	1934	ALTIMETER_CHECK_POINT	321149.410	1031911.095	227.160	N	P	MLS	04/09/2019		
1037	ALT ck point	1935	ALTIMETER_CHECK_POINT	321213.819	1031914.926	227.486	N	P	MLS	04/09/2019		
1038	ALT ck point	1936	ALTIMETER_CHECK_POINT	321290.542	1031928.506	227.823	N	P	MLS	04/09/2019		
1039	ALT ck point	1937	ALTIMETER_CHECK_POINT	322305.537	1032009.648	235.742	N	P	MLS	04/09/2019		
1392	IRYR	1938		319612.962	1032208.343	217.295	FW	S	MLS	09/09/2019		

THEODOLITE OBSERVATIONS

Identifier	Field Description	Final Description	UTM33N Easting	UTM33N Northing	Ht AMSL	Field Code	AXIM Layer	Lit	Mobility	Surveyor	Date
1019	BUILDING	GUARD TOWER	322805.476	1032821.393	250.715	2	BUILDING	N	S	MLS	08/09/2019
1020	BUILDING	HANGAR	322802.812	1032787.741	247.882	2	BUILDING	N	S	MLS	08/09/2019
1129	MAST	ATC_VHF_MAST	321454.672	1031854.413	273.641	6176	ANTENNA	MR	S	MLS	08/09/2019
1130	BUILDING	ATC_BUILDING	321458.256	1031861.030	261.908	2011	BUILDING	R	S	MLS	08/09/2019
1131	BUILDING	FIRE_STATION_TOWER	321780.511	1032130.132	247.689	2011	BUILDING	R	S	MLS	08/09/2019

C-7-4) Additional signature of the report for each airport

Each aerodrome survey report must also be signed by a local Cameroon sworn topographer. This is the requirement from the Cameroon Civil Aviation Authority in order for them to approve the survey reports.

The obstacles were surveyed by taking bearing and distance measurements using a theodolite and laser rangefinders or by theodolite intersection. Aerodrome facilities were surveyed by two theodolite intersections (refer to Means Table in Annex E). The theodolite was positioned on temporary control stations related to the airport control network by differential GPS measurements. The coordinates of all temporary control stations used and the processing report files are shown in this annex.

Results of the Instrument Setup and Orientation procedure

Every setup of the theodolite requires a left and right face observation to the RO in order to determine the vertical Measurement to Reference Object error of the theodolite. The software used in the processing of the observations then corrects for this error, so that the instrument is effectively calibrated at every setup. The vertical collimation error is shown as: V.C. -000'00"07"

The coordinate differences show the level of accuracy of the GPS measurements, as the distance between the two stations as measured by the EDM and the vertical angle measured by the total station are highly accurate.

September 2019

Source		FMRL19-DI.GRE (FMRL19-CIL.csv)				Date:		25/09/2019					
Processed by		Mark Etchubary				Time:		15:13					
Project no.:	329	Surveyor FM:	MLS	Surveyor QA:	LNB								
Instrument Type:	Leica T1000/B1000	Serial no.:	361850/70427	Vertical Collimation	4000 00 01								
		Easting	Northing	Level									
New Setup	100	323038.205	1032473.133	230.469	Instr. ht.	1.610							
Ro'd to	101 (Tripod)				Dist.	40.373							
Actual station position		323053.474	1032435.780	238.336	Target ht.	1.610							
Calculated position		323053.474	1032435.759	238.242	V.C.	-000'00"04"							
Difference between the two		0.000	-0.001	0.006	Surv:	MLS	Date:	08/09/2019					
Radial													
Pt no	Hx angle	Vt angle	Dist	Adj Vt ang	Hx dist	Easting	Northing	Level	Tgt ht.	Ptr Code	Feature	Lit	Mob
1001	273°28'48"	089°00'13"	1665.000	079°00'10"	1664.748	324614.672	1033008.051	267.061	0.000	6176	MAST	MR	S
1002	231°12'21"	089°19'49"	2698.000	089°19'46"	2687.816	325676.486	1032986.774	271.544	0.000	6176	MAST	MR	S
1003	291°05'49"	090°02'20"	2512.000	090°02'17"	2511.999	325549.719	1032522.491	236.417	0.000	6171	MAST	R	S
1004	265°54'18"	088°37'08"	200.000	089°37'05"	199.942	323217.423	1032561.777	244.903	0.000	2015	BUILDING	M	S

D) DURATION OF WORK

It is anticipated that the WGS-84 Aerodrome Surveys, software installation and training will span three months period.

Acquisition of new satellite imagery is dependent on clear visibility and as such cannot be predicted. However, under normal circumstances, acquisition would be completed with a 9 months period.

E) REFERENCES IN SIMILAR WORKS

The bidder shall provide a reference list of similar works (WGS-84 implementations and Aerodrome Obstruction surveys at airports) that were carried out for the last three (03) years. Experience in a certified aerodrome in Africa would be highly appreciate.

F) CV

The bidder shall provide CVs of people that are going to carry out the work.

F.1 Lead surveyor:

At least BSc in Topography

At least 10 years of experience in similar projects

At least 05 similar projects as Lead surveyor

F.2 Surveyor:

At least a BSc in Geodesy and/or Cartography

At least 05 years of experience in similar projects

F.3 Local Cameroon Sworn Topographer

At least a BSc in Geodesy and/or Cartography

Evidence that he is a Cameroon Sworn topographer

F.4 Responsible for Quality Assurance and Reporting

At least 07 years of experience in similar projects as Quality Assurance Manager

G) Software and equipment used, including certificates of calibration

1. Computer-aided design (CAD) software capable of reading and modifying .dwg 2013 (provide a valid license of the two software with the name of the company);
2. One (01) total station for surveying (the total station can also be integrated with GNSS) and with Electronic Distance Measurement (EDM) equipment (separate binocular or incorporate) with the required accuracies;
3. Two (02) GNSS stations capable of getting signals from at least 02 (GPS, GLONASS, GALILEO, BEIDOU) for static and kinematic measurements with the required accuracies;
4. GNSS and Total Station processing software (provide a valid license of the software with the name of the company).

The bidder shall provide for each theodolite/total station equipment to be used either a valid certificate of conformity to the manufacturer original specifications or a statement of conformity in line with requirements of ISO 9001:2015.

The bidder shall provide for each GNSS equipment to be used a statement of conformity in line with requirements of ISO 9001:2015.

H) ISO 9001

The bidder shall provide a valid ISO 9001 QMS certificate applied to the Consulting Land Surveyors.

I) ESTIMATE COSTS

I-1) Estimate Costs

N°	Item	Quantity	Unit Price	Total (HD)
100	Initial full WGS-84 Aerodrome Survey of Maroua-Salak airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual	1		
101	Validation WGS-84 Aerodrome Survey of Douala airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual	1		
102	Acquisition of an ortho-rectified satellite image of 100 km ² with minimum 50cm resolution, inclusive of ground control points (GCP)	1		
103	Misc. Mobilisation (flights, excess baggage, travel days)	FF		
104	Import of OLS, e-TOD and Type A surfaces, satellite imageries, surveyed objects (obstacles) in ADC used software GDMS Online	2		
105	Virtual restitution and Virtual Advanced Training on GDMS Online	2		
106	Support and Signature of the report by a local Cameroon sworn topographer	FF		
	Total HD			
	VAT (19.25%)			
	Amount TI			

J) APPENDICES

- Appendix 1 – ToR: Aerodrome Plan
- Appendix 2 – ToR: Gridmap ZA and ZVA
- Appendix 3 - ToR: Clearance Surface Plan

APPENDIX 1 – TOR AERODROME PLAN

Doc 9774 Appendix 1, Part 2 a) and Best practices

1. OBJECTIVE

The purpose of these TOR is to define the content of the aerodrome plan.

2. GENERAL SURVEY AND PLAN DETAILS

2.1 It is suggested that the following principles be adopted when considering the general survey requirements and the drafting layout details.

2.2 Elevations and Distances

2.2.1 All elevations should be shown in metres AMSL and height in EGM96 or above. All distances should be shown in metres. Ideally the plan should have a WGS-84 (or UTM) overlay specifying the nearest meridians of latitude and longitude.

2.3 Plan size

2.3.1 The size of the plan should be commensurate with the size and complexity of the aerodrome. However ideally, an A3 or A4 paper copy should be included in the aerodrome.

2.3.2 For readability, the plans should also be available in A0 paper size

2.4 Materials

2.4.1 All plans should be either black ink or colour ink on white paper.

2.5 Scale

2.5.1 The plans should be to a scale between 1:3000 and 1:5000 (A0)

2.5.2 All plans should be clearly labelled with the scale used, including a bar scale.

2.6 North Point

2.6.1 True north, and the magnetic declination (including the degree of annual variation, the direction and the year) should be shown.

2.7 Symbols

2.7.1 Standard survey symbols should be used to represent items on the plan. Where there is no standard survey symbol available - then the ICAO map symbols, as illustrated in Annex 4 Aeronautical Charts, should be used.

2.8 Survey Accuracy

2.8.1 Survey accuracy should be commensurate with the size and scale of the aerodrome involved.

2.8.2 Horizontal distances should be represented on plans rounded down to the nearest whole metre.

2.8.3 As elevations in the aviation system are based on imperial measurements (i.e. feet) the height of elevations on the plan should be given to the nearest whole foot.

2.8.4 The Runway azimuths should be measured to an accuracy of ± 10 seconds of arc.

3. AERODROME PLAN

3.1 It is suggested that the following principles be adopted when producing the aerodrome plan.

3.2 Title

3.2.1 The title of the plan should be clearly shown in the bottom right hand corner of the plan with the name of the aerodrome and the words «Aerodrome Plan».

3.3 Content

3.3.1 Where applicable, the following facilities should be included on the aerodrome plan.

- runways with dimensions labelled
- runway surface types (concrete, asphalt, sealed, gravel, grass)
- runway end elevations
- runway strip with dimension labelled
- runway strip end elevations
- key runway chainages (see paragraph 3.5)
- runway markers and markings
- runway strip markers
- stopways
- clearways
- runway end safety areas
- taxiways with names (Alpha, Bravo, etc.)
- taxiway surface types (concrete, asphalt, sealed, gravel, grass) labelled
- taxiway markers and markings

- aprons with names (RPT, GA, Tie Down Area, Private) and types (concrete, asphalt, sealed, gravel, grass) labelled
- apron markings (see complete paragraph 3.6)
- aerodrome lighting facilities (see paragraph 3.7)
- navigational aids labelled with type (NDB, VOR, DME, etc, — with critical and sensitive areas identified where possible)
- localiser array aerials (with critical and sensitive areas shown)
- glide paths (with critical and sensitive areas shown)
- airside roads
- terminal buildings
- fire stations
- control towers
- other airside buildings
- other main buildings relevant to the operation of the aerodrome
- primary wind indicator
- secondary wind indicators (indicate if lit or unlit)
- airside/landside perimeter fence
- entrance/exit gate/door to the perimeter on the runway side/town side (with door numbers indicated)
- FATO markings
- aerodrome reference point (including altitude)
- drains with indication of type (open, unpaved, U/G, etc.)
- meteorological facilities
- fixed fuel facilities

3.3.2 It should be noted, that it may be necessary to have more than one plan to accommodate all of this detail. For example, at large complex aerodromes separate plans for the apron markings and lighting facilities would most likely be needed.

3.4 Permanent survey marks

3.4.1 The position of permanent survey marks (PSM's) at the end of each runway should be indicated, if they have been installed on the aerodrome.

3.5 Runway chainages

3.5.1 The origin of the runway chainage should be such that there are never any negative chainages on the plan.

3.5.2 Always commence the chainages at the end of the runway with the lowest number i.e. for Runway 12/30 start the chainage at the Runway 12 end.

3.5.3 The plan should ideally identify the chainages at all major points along the runway, including:

- runway strip end
- runway end safety areas
- clearway end
- stopway end
- runway end
- □ runway threshold
- runway intersections
- taxiway intersections
- commencement and conclusion of turning nodes
- access roads to the runway

3.6 Apron Areas

3.6.1 The apron area should be clearly identified.

3.6.2 If the apron is complex, or the aerodrome has commercial passenger aircraft operations above 5700kgs maximum take-off weight (MTOW), a separate apron facilities plan should be included in the aerodrome manual.

3.6.2 If a separate apron facilities plan is being prepared, it should show all of the facilities on the apron area. This would include:

- apron markings associated with the movement and parking of aircraft
- aircraft parking bay designations clearly labelled

- apron markings associated with the parking of vehicles and equipment
- apron markings associated with the operation of vehicles and equipment
- hydrant refuelling points
- location of any nose in guidance systems
- any run-up bays or engine start positions
- the limits of the apron area
- any buildings that front onto the apron
- access gates to the airside in the area
- a table showing the maximum size aircraft each bay is designed for
- the co-ordinates of any aircraft parking positions fitted with a nose in guidance system
- a table showing any restrictions on the use of the apron.

3.6.3 The scale of the apron facilities plan should be commensurate with the size and scale of the apron area being depicted. The plan should be large enough to show all of the apron facilities and use of multiple plans to cover a large area may be necessary.

3.7 Aerodrome lighting facilities plan

3.7.1 Where there is a lighting system installed at the aerodrome, a plan showing the location of the facilities for the operation of the lighting system should also be included in the aerodrome manual.

3.7.2 If a separate aerodrome lighting facilities plan is being prepared, it should show all of the facilities at the aerodrome used for the operation of the lighting system. This would include:

- approach lights
- runway threshold identification lights
- runway edge lights (with colours)
- runway end lights
- runway threshold lights
- stopway lights
- turn pad lights
- runway guard lights (wig wags)
- visual landing aids (T-VASIS/ AT-VASIS or PAPI)
- taxiway lights
- apron flood lights
- apron edge lights
- obstacle lights on the aerodrome
- illuminated wind indicators
- helicopter landing site lights
- control cables

APPENDIX 2 - TOR GRIDMAPS

Doc 9731 Part 3 Chapter 7 and Best practices

1. OBJECTIVE

The purpose of these TOR is to define the content of the aerodrome gridmaps. A gridmap is a map of an area overlaid with a grid system of rectangular co-ordinates that are used to identify ground locations where no other landmarks exist.

2. GENERAL SURVEY AND PLAN DETAILS

2.1 Layer

2.1.1 The map must include a layer (a grid) in UTM projection allowing the plan to be sufficiently addressed.

2.2 Plan size

2.2.1 The size of the plan should be commensurate with the size and complexity of the aerodrome. However ideally, small-size maps A4 should be available in the control tower, fire station, rescue and fire fighting vehicles and all other supporting vehicles responding to an emergency.

2.2.2 For reasons of readability, plans should also be available in A3 or A2 format and sometimes in larger formats for the emergency operations centre.

2.3 Materials

2.3.1 Plans should be either black ink or color ink on white paper.

2.4 Scale

2.4.1 The plan must be drawn to a scale that can be represented on A3 (gridmap - airport) or A2 (gridmap – airport and surrounding community) paper.

2.4.2 The plan must be clearly labelled with the scale used, including a bar scale.

2.5 North Point

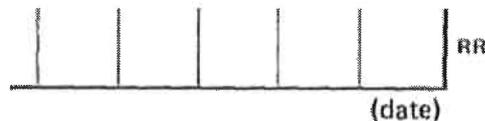
2.5.1 True north shall be shown.

2.6 Symbols

2.6.1 The symbols in ICAO Doc 9137 Part 3 Chapter 7 should be used wherever possible.

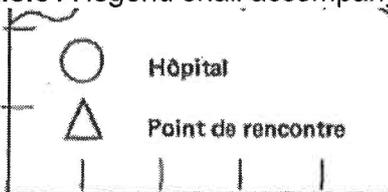
2.7 Autres exigences

2.7.1 The gridmaps must be validated by all beneficiaries and holders of information relating to these documents (RFF, ATC, Coordination, etc.).



2.8.2 Gridmaps shall indicate the date of latest revision.

2.8.3 A legend shall accompany these plans to enable easy identification of certain facilities or locations.



2.8.4 The plans must be grid-based. The dimensions of the grids must be proportional to the size and complexity of the aerodrome.

2.8.5 The gridmap - airport and gridmap – airport and surrounding community grids shall not conflict and must be immediately identifiable by all participating agencies (different colors and different names).

3. GRIDMAP ZA (Airport)

3.1 Title

3.1.1 The title of the map shall be clearly shown in the bottom right hand corner and the top center parts of the map with the name of the aerodrome and the words « GRIDMAP – 'Name of the Aerodrome' ».

3.2 Content

3.2.1 The gridmap – airport shall depict with the aerodrome:

- confines of airport access roads;
- rendezvous points ;
- staging areas ;
- les installations névralgiques de l'aérodrome

- runway(s) with names ;
- taxiways with names ;
- aprons with names ;
- control tower(s) ;
- power station (s);
- emergency operations centre ;
- passenger terminal ;
- cargo terminal ;
- meteorological facilities ;
- fire station (s) ;
- fixed fuel installations ;
- wind indicators ;
- navigational aids labelled with type (NDB, VOR, DME, GP, LLZ, etc.) ;
- visual landing aids (T-VASIS/ AT-VASIS ou PAPI)
- location of water supplies (DREEM, borne/poteau incendie, cours d'eau) :
- airside emergency roads ;
- crash gates ;
- other pedestrian exit doors/gates;
- perimeter fence airside/landside and access points (doors/gates) airside with names (including door/gates designations);
- aerodrome reference point (ARP) ;
- open drainage ;
- areas that are difficult for airport rescue and firefighting services to access (ravines, marshes, mountains, swampy area, water, etc.) (shade the areas and specify the difficulty of access)

3.2.2 The gridmap – airport must clearly show the 1000m on either side of each runway (towards/from the runway thresholds) in the approach and take-off areas of each runway.

3.2.3 In order to improve the exploitation of the gridmap – airport, the map can be oriented so that it is parallel to the horizontal plane of the grids of the gridmap – airport.

3.2.4 The gridmap - airport shall have as a background an ortho-rectified satellite image.

4. GRIDMAP ZVA (Airport and surrounding community)

4.1 Title

4.1.1 The title of the map shall be clearly shown in the bottom right hand corner and the top center parts of the map with the name of the aerodrome and the words « GRIDMAP – Airport and surrounding community ».

4.2 Content

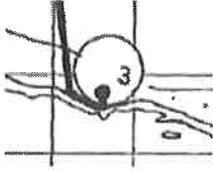
4.2.1 The Gridmap - airport and surrounding community (ZVA) shall depict surrounding communities and indicate within a distance of approximately 8 km (draw the contours of the circle) from the center of the airport:

- surrounding communities
- rendezvous points ;
- aerodrome access roads;
- rivers and streams ;
- appropriate medical facilities: each hospital should be individually numbered and treatment specialty indicated with distinct data such as beds, personnel, etc.

Hôpital ① 55 lits
Capable de traiter tous les cas d'urgences médicales.

Hôpital ③ 40 lits
Capable de traiter les cas courants d'urgences médicales tels que blessures ou fractures simples.

Hôpital ② 70 lits
Capable de traiter la plupart des cas d'urgences médicales à l'exception de cas particuliers comme les brûlures étendues.



- fire stations in aerodrome surrounding communities.

4.2.2 The Gridmap – airport and surrounding community shall have a georeferenced image from OpenStreetMap as its background (showing the names of surrounding communities, access roads to the aerodrome, waterways, etc.).

APPENDIX 3 - TOR CLEARANCE SURFACE PLAN

Doc 9137 Part 6 and

STAC technical information note on clearance surfaces (September 2015)

1. OBJECTIVE

The purpose of this TOR is to define the content of the clearance surface plan.

The purpose of the clearance surface plan (PSA) is to protect air traffic from any dangerous obstacle located within or near an aerodrome, in order to guarantee the safety of the airspace necessary for the final approach and take-off processes of aircraft, but also to preserve the long-term development of the platform.

The clearance surface plan file includes:

- The clearance plan which represents the orthogonal projection, on a plan background, of all the clearance surfaces which affect the municipalities of the department(s) located near the aerodrome. The altimetric elevations of the clearance surface are indicated on all the gaps and surfaces of the plan by contour lines and the corresponding summit elevations, in meters AMSL.
- an appendix, including among other things:
 - an explanatory note setting out the object sought by the institution of clearance surfaces providing the technical specifications of each surface, the representation of each surface with the level lines and the dimensions of the surfaces.
 - The implementation of the clearance plan including the list of obstacles exceeding the authorized limit heights as well as the actions to be taken on existing, future and mobile obstacles.
 - The various sketches of the clearance plan.

2. GENERAL SURVEY AND DETAILS OF THE PLAN

2.1 It is suggested that the following principles be adopted when considering the requirements of the general survey and plan details.

2.2 Altitudes and distances

2.2.1 All altitudes must be indicated in meters AMSL. All distances must be indicated in meters. The plan must include a layer (a grid) in local projection (UTM) allowing the plan to be sufficiently addressed.

2.3 Plan size

2.3.1 The size of the plan should be sufficient to allow all obstacle limitation surfaces to be represented. However, ideally a copy on A3 or A4 paper should be included in the aerodrome manual.

2.3.2 For readability reasons, the plan should also be available in A0 format.

2.4 Materials

2.4.1 The plan should be printed in black or colored ink on white paper.

2.5 Scale

2.5.1 The plan must be at a scale between 1: 3000 and 1:5000 (A0)

2.5.2 The plan shall be clearly labelled with the scale used, including a bar scale.

2.6 North Point

2.6.1 True north and magnetic declination (including the degree of annual variation, direction and year) shall be indicated.

2.7 Symbols

2.7.1 Standard survey symbols shall be used to represent plan features. Where no standard symbol is available, ICAO cartographic symbols, as shown in Annex 4 of the Aeronautical Charts, shall be used.

2.8 Survey accuracy

2.8.1 The accuracy of surveys should be proportional to the size and scale of the aerodrome concerned.

2.8.2 Horizontal distances should be shown on plans, rounded to the nearest whole meter.

2.8.4 Runway azimuths shall be measured with an accuracy of ± 10 arc seconds.

3. CLEARANCE PLAN

3.1 It is suggested that the following principles be adopted when preparing the aerodrome plan.

3.2 Title

3.2.1 The title of the plan should be clearly indicated in the lower right-hand corner of the plan, with the name of the aerodrome and the words "Safeguarding Contours Plan".

3.3 Content

3.3.1 The clearance plan must represent the aerial contours of all obstacle limitation surfaces required for the aerodrome as specified in Annex 14 and CEMAC ADR-DSN, namely:

	QFU 30 Precision Approach Category I	QFU 12 Classical Approach
3.3.1.1. Outer horizontal surface		
Height	150m	150m
Datum (height)	Compared to the lowest threshold	Compared to the lowest threshold
Radius	15km	15km
Datum (radius)	Relative to the geometric center of the aerodrome	Relative to the geometric center of the aerodrome
3.3.1.2. Conical surface		
Slope	5%	5%
Height	100m	100m
3.3.1.3. Interior horizontal surface		
Height	45m	45m
Datum (height)	Compared to the lowest threshold	Compared to the lowest threshold
Radius	4,000m	4,000m
Datum (radius)	Relative to the geometric center of the aerodrome	Relative to the geometric center of the aerodrome
3.3.1.4. Approach surface		
Inner edge length	280 m	280 m
Distance to threshold	60m	60m
Divergence (on both sides)	15%	15%
<u>First section</u>		
Length	3,000 m	3,000 m
Slope	2%	2%
<u>Second section</u>		
Length	3,600m b	3,600m
Slope	2.5%	2.5%
<u>Horizontal section</u>		
Length	8,400m b	8,400m b
Total length	15,000 m	15,000 m
3.3.1.5. Transition surface		
Slope	14.3%	14.3%
3.3.1.6. Inner transition surfaces		
Slope	33.3%	-
3.3.1.7. Balked landing surface		
Inner edge length	120m	-
Distance to threshold	1,800m	-
Divergence (on both sides)	10%	-
Slope	3.33%	-
3.3.1.8. Inner approach surface		
Width	120 m	-
Distance to threshold	60m	-
Length	900m	-
Slope	2%	-
3.3.1.9. Take-off climb surface.		
Inner edge length	180m	180m
Distance from the end of runway b	60m	60m
Divergence (on both sides)	12.5%	12.5%
Final width	1200 m	1200 m

Length	15,000 m	15,000 m
Slope	2%	2%

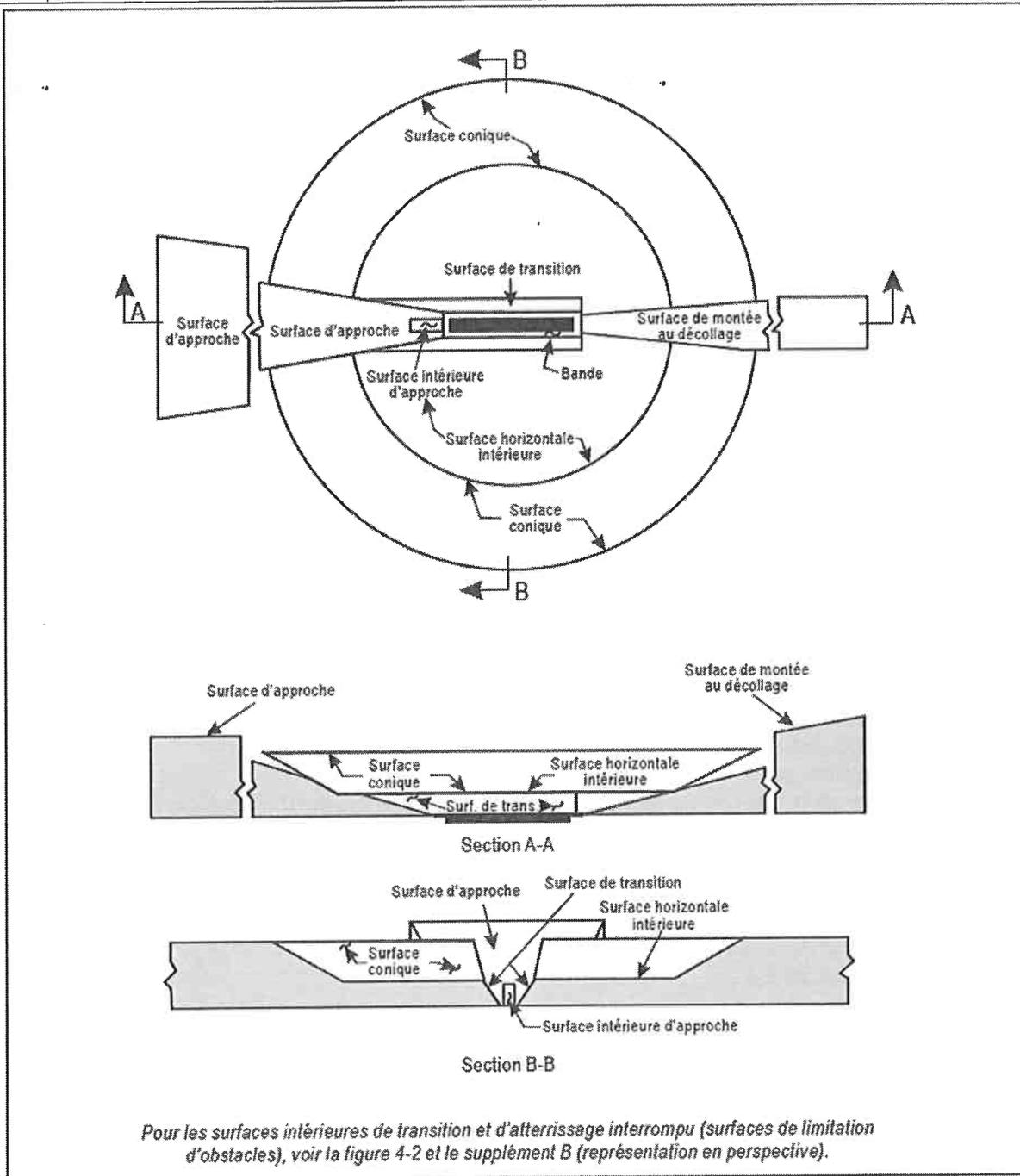


Figure 4-1. Surfaces de limitation d'obstacles

3.3.2 The clearance plan must represent under an OpenStreetMap background image for each obstacle limitation surface:

- the level lines (aerial contours) of the surface every 10 m from the start of the surface (lowest point) to the end of the surface (highest point);
- the surface dimensions (from the technical specifications of the surface).

3.3.3 Where there is an intersection between two surfaces, the clearance plan should represent the contours of the most restrictive surface.

3.3.4 Each obstacle limitation surface shall be represented with a different color.

3.3.5 In addition to the coloured surfaces, the clearance plan also includes a dotted circle located 13 km from the geometric centre of the aerodrome (midpoint of runway 17/35). This circle defines the area within which consultation is required for any proposal likely to attract birds or related to aircraft use. For example:

- Risk of collision with wildlife - Any development project likely to increase the risk of collision with wildlife (large tree plantations, mineral or quarrying, landfills, reservoirs, sewage treatment plants,

nature reserves or bird sanctuaries) must be submitted to the aerodrome for a protection consultation.

- b) Other aeronautical use - Any proposed aeronautical establishment, for example a helicopter landing area or gliding activity in the vicinity, must be submitted to the aerodrome for protection consultation.

The protection zone extends to cover an area suitable for protecting the aerodrome and is centred on the geometric centre of the aerodrome (midpoint of runway).

4. NOTE ANNEX TO THE CLEARANCE PLAN

4.1 An additional note must accompany the clearance plan.

4.2 The attached note should be presented as follows:

1 - EXPLANATORY NOTICE

I - GENERAL INFORMATION ON CLEARANCE SURFACES

I.1 - PURPOSE AND PROCEDURE

I.2 - REGULATORY BASES

I.3 - CHARACTERISTICS TAKEN INTO ACCOUNT FOR THE ESTABLISHMENT OF CLEARANCE SURFACES

I.4 - GENERAL FORM OF CLEARANCE SURFACES

I.5 - APPLICATION OF CLEARANCE SURFACES

I.5.1 - Fixed obstacles

I.5.2 - Moving obstacles

I.5.3 - Marking of obstacles

II - CLEARANCE SURFACES OF THE AERODROME

II.1 - PREAMBLE

II.2 - SITUATION PLAN

II.3 - PHYSICAL CHARACTERISTICS OF INFRASTRUCTURES

II.3.1 - Geometric characteristics

II.3.2 - Aerodrome Code

II.3.3 - Runway operating mode

II.3.4 - Extension projects

II.3.5 - Other possible relevant information to determine obstacle limitation surfaces

II.4 - CLEARANCE SURFACES

II.4.1 - Envelope of clearance surfaces

II.4.2 - Approach surfaces and take-off climb surfaces

II.4.3 - Transition surface

II.4.4 - Inner horizontal surface

II.4.5 - Conical surface

II.4.6 - Outer horizontal surface

II.5 - SURFACES ASSOCIATED WITH PRECISION APPROACHES (OFZ)

II.6 - APPLICABLE SURFACES FOR VISUAL AIDS

II.6.1 - Obstacle protection surfaces (OPS) of visual approach slope indicators

II.7 - BASIS OF CLEARANCES

II.7.1 - Clearance area and boundaries of municipalities under clearance surfaces

II.7.2 - Municipalities affected by clearance surfaces

2 - IMPLEMENTATION OF THE PSA

I - LIST OF OBSTACLES EXCEEDING THE LIMITS AUTHORIZED BY THE CLEARANCE SURFACES AFTER ADAPTATIONS

II - TREATMENT OF OBSTACLES

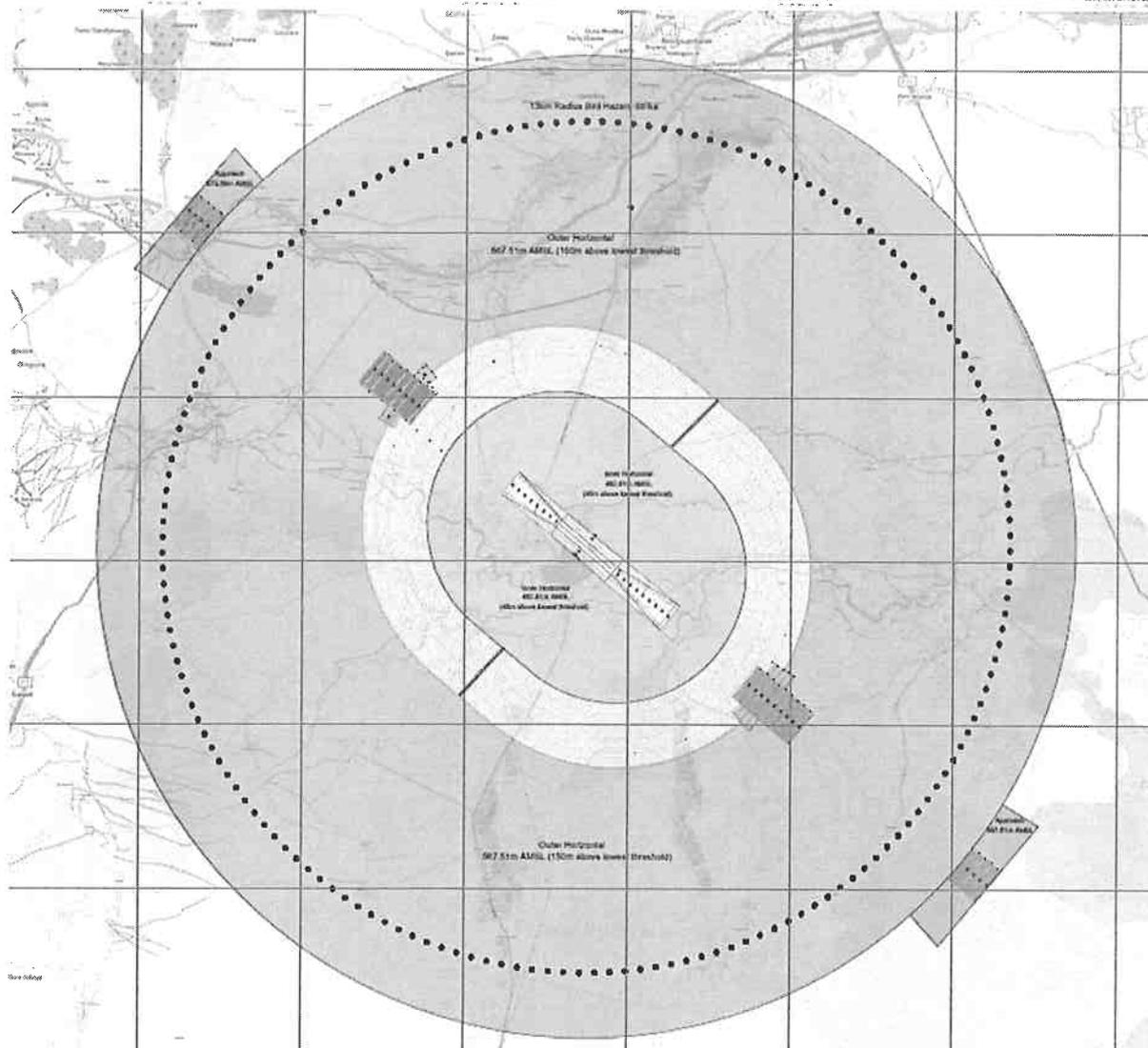
II.1 - EXISTING OBSTACLES

II.2 - OBSTACLES AHEAD

II.3 - MOVING OBSTACLES WITHIN THE AERODROME AREAS

3 - SKETCHES AND MAPS

IV.1 - OVERALL SKETCH OF THE BASIC SURFACES



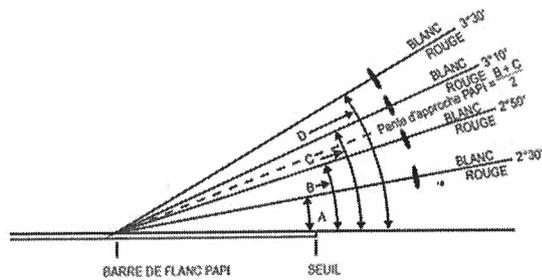
4.3 Section II.4 of the explanatory note must contain at least, for each subsection (II.4.1, II.4.2, etc.), the following elements:

- a) The identified surfaces, their purpose and their description;
- b) A table containing:
 - i. A reminder of the technical specifications of the identified surface(s) based on Annex 14 and CEMAC ADR-DSN;
 - ii. The altitudes of the lowest point on the surface and the highest point on the surface
- c) OpenStreetMap background image indicating:
 - i. the level lines (aerial contours) of the surface every 10 m from the start of the surface (lowest point) to the end of the surface (highest point);
 - ii. the surface dimensions (from the technical specifications of the surface).

4.4 Section II.6.1 of the explanatory note must contain at least the following elements:

- a) The purpose and description of the obstacle-protection surfaces of the PAPI.
- b) A table containing:
 - i. A reminder of the technical specifications for obstacle-protection surfaces based on Annex 14 and CEMAC ADR-DSN, which is as follows:

	PAPI 12	PAPI 30
3.3.1.1. Obstacle protection surfaces		
Length of bottom edge	300m	300m
Distance to visual approach slope indicator	D (distance from VASIS to the threshold) +60m	D (distance from VASIS to the threshold) +60m
Divergence (on each side)	15%	15%
Total length	15000m	15000m
PAPI slope	A (voir fiche d'installation du PAPI 07) - 0,57°	A (voir fiche d'installation du PAPI 25) - 0,57°



La hauteur des yeux du pilote au-dessus de l'antenne d'alignement de descente ILS/MLS de l'aéronef varie avec le type de l'avion et l'assiette en approche. La mise en harmonie du signal PAPI et de l'alignement de descente ILS ou de l'alignement de descente minimal MLS jusqu'en un point plus rapproché du seuil peut être obtenue en portant de 20° à 30° l'ouverture du secteur de descente. Dans le cas d'une pente de descente de 3°, les angles de calage seraient alors de 2°25', 2°45', 3°15' et 3°35'.

A — PAPI À 3° DE PENTE

- ii. The altitudes of the lowest point on the surface and the highest point on the surface
- b) OpenStreetMap background image indicating:
 - i. the level lines (aerial contours) of the surface every 10 m from the start of the surface (lowest point) to the end of the surface (highest point);
 - ii. the surface dimensions (from the surface technical specifications).

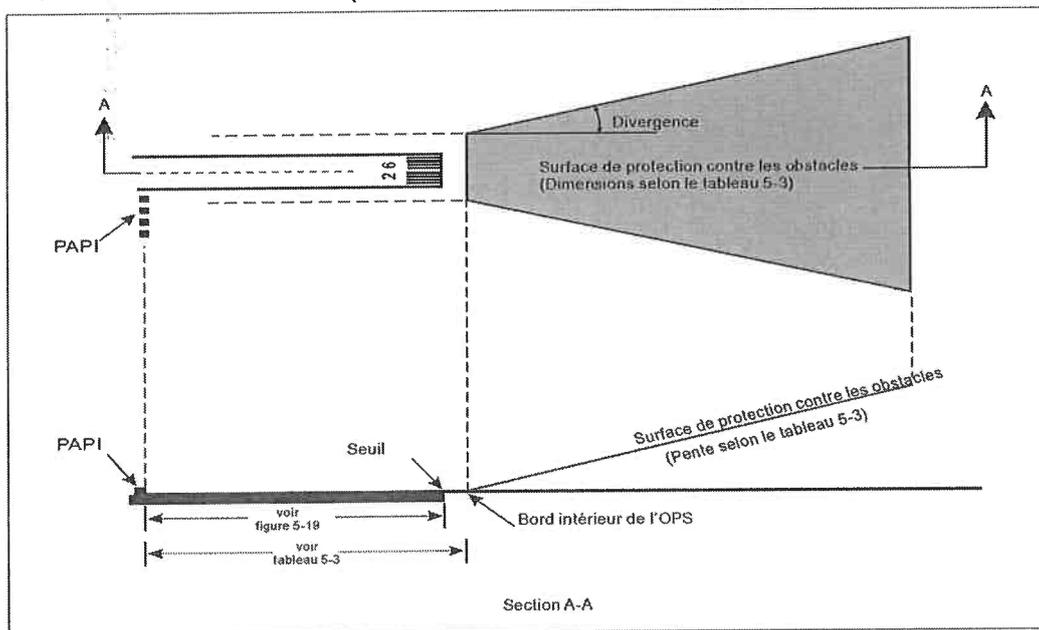


Figure 5-21. Surface de protection contre les obstacles pour les indicateurs visuels de pente d'approche

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02./AOIO/ADC/CIPM/2026 OF 16./03./2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME
AND OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

EXHIBIT No. 6: TECHNICAL PROPOSAL

6A. TECHNICAL PROPOSAL BID LETTER

6B. BIDDER'S REFERENCES

6C. BIDDER'S COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON THE DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CONTRACTING AUTHORITY

6D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN PROPOSED TO PERFORM THE MISSION

6E. TEAM COMPOSITION AND RESPONSIBILITIES OF ITS MEMBERS

6F. CURRICULUM VITAE (CV) FOR THE PROPOSED SPECIALIZED PERSONNEL

6G. CALENDAR OF SPECIALIZED PERSONNEL

6H. CALENDAR OF ACTIVITIES (WORK PROGRAM)

6A. TECHNICAL PROPOSAL BID LETTER

[Location, date]

To: *[Name and Address of the Contracting Authority]*

Madam/Sir,

We, the undersigned, [title to be specified], have the honor, in accordance with your Tender File N °... N°/AOIO/ADC/CIPM/2026 OF...../...../2026 relating to **the acquisition and update of WGS-84 aerodrome and obstacle data for Douala, Garoua and Ngaoundere Airports**, to submit to you herewith, our technical proposal for the service subject to said Tender File.

If this proposal catches your attention, we are fully prepared, on the basis of the staff proposed, to start negotiations for the best conduct of the project.

Also, we make a firm commitment to the scrupulous respect of the content of the said technical proposal, subject to any modifications that would result from the negotiations of the contract.

Please accept, Madam / Sir, our regards. /-

Signature of authorized representative: Name and title of signatory:

Name of Bidder: Address :

6B. BIDDER'S REFERENCES

Services rendered during the last [indicate number of 1 to 5] years that best illustrate your qualifications.

Using the form below, indicate the information requested for each relevant assignment that your company / organization has obtained by contract, either as a single company or as one of the main partners of a group.

Mission Name :	Country :
Location :	Specialized personnel provided by your company / organization (profiles):
Client Name :	Number of employees who participated in the Mission:
Address :	Number of months of work; Duration of the mission :
Time Limit :	
Start date: Completion date: (month / year) (month / year)	Approximate value of services (in CFA francs HT):
Name of associated service providers / potential partners:	Number of months of Specialized (Professional) Staff Provided by Associated providers:
Name and position of managers (Director / Project coordinator, Team manager):	
Project description :	
Description of the services actually provided by your staff:	

Name of Bidder: _____

Produce supporting documents

6C. BIDDER'S COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON THE DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CONTRACTING AUTHORITY

On the terms of reference:

1.

2.

3.

4.

5.

On the data, services and facilities to be provided by the Contracting Authority:

1.

2.

3.

4.

5.

6D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN PROPOSED TO PERFORM THE MISSION

6E. TEAM COMPOSITION AND RESPONSIBILITIES OF ITS MEMBERS

1. Technical/Management Staff

Name	Position	Assignment

2. Support Staff (HQ and Local)

Name	Position	Assignment

6F. CURRICULUM VITAE (CV) FOR THE PROPOSED SPECIALIZED PERSONNEL

Poste:

Applicant Name:

Employee name:

Profession:

Diplomas:

Date of Birth:

Number of years of employment by the Applicant:

Nationality:

Membership of professional associations / groups:

Specific powers:

MAIN QUALIFICATIONS:

[In about half a page, outline some of the most useful aspects of employee training and experience to its attributions within the framework of the mission. Indicate the level of responsibilities exercised by him / her during previous missions, specifying the date and place.]

.....
.....

TRAINING:

[In about a quarter of a page, summarize the university (undergraduate and postgraduate) studies and other specialized training of the employee, indicating the names and addresses of the schools or universities attended, with the dates of attendance, as well as the diplomas obtained.]

Attachments:

- Certified true copy of the highest diploma and possibly a certificate from the trade association
- Certificate of availability

.....
.....

PROFESSIONAL EXPERIENCE:

[In approximately two pages, list the jobs held by the employee since the end of his studies in reverse chronological order, starting with his current position. For each, indicate the dates, name of the employer, title of the position held and place of work. For the past ten years, please also specify the type of activity carried out and, if applicable, the names of clients likely to provide references.]

.....

.....

COMPUTER SKILLS:

[Indicate, level of knowledge]

Languages:

[Indicate, for each, the level of proficiency: poor / medium / good / excellent, with regard to the language read / written / spoken.]

.....

CERTIFICATE:

I, the undersigned, certify, in good conscience, that the above information faithfully reflects my situation, my qualifications and my experience.

..... Date:

[Signature of employee and authorized representative of the applicant]
Day/month/year

Employee name:

Name of authorized representative:

6G. CALENDAR OF SPECIALIZED PERSONNEL

Name	Position	Reports to provide / activities	Months or weeks (as a bar chart)												Number of months	
			1	2	3	4	5	6	7	8	9	10	11	12		
																Subtotal (1)
																Subtotal (2)
																Subtotal (3)
																Subtotal (4)

Full-time : Part-time : _____

Reports to be provided:

Duration of activities: _____

Signature :
(Authorized representative)

Name :

Position :

Address :

6H. CALENDAR OF ACTIVITIES (WORK PROGRAM)

A. Specify the nature of the activity

	[Months or weeks from the start of the mission]												
	1 ^{er}	2 ^e	3 ^e	4 ^e	5 ^e	6 ^e	7 ^e	8 ^e	9 ^e	10 ^e	11 ^e	12 ^e	
Activity (<i>task</i>)													

B. Completion and submission of reports

Reports	Date
1. Initial Report	
2. Progress reports a. First progress report b. Second progress report	
3. Draft of the Final Report	
4. Final Report	

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02./AOIO/ADC/CIPM/2026 OF 16./08./2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND
OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

EXHIBIT No.7: FINANCIAL PROPOSAL

SUMMARY OF STANDARD TABLES

- 7. A. FINANCIAL PROPOSAL'S BID LETTER**
- 7. B. UNIT PRICE SCHEDULE**
- 7. C. DETAILED ESTIMATED SCHEDULE**
- 7. D. PRICES AND SUB-DETAILS SCHEDULE**

7A: FINANCIAL PROPOSAL'S BID LETTER TEMPLATE

I, the undersigned ...
[indicate name and capacity of signatory]
representing the company, the enterprise or the group (8) whose head office is
at entered in the commercial register of
under the number... ..

After having taken cognizance of all the documents appearing or mentioned in the Tender File n °... .. / AOIO /
ADC / CIPM / 2026 of... .. / 2026 relating to the acquisition an update of WGS-84 aerodrome and obstacle data
of Douala and Maroua-Salak Airports.

- After having personally realized the situation of the place and having appreciated from my point of view and under
my responsibility, the nature and the difficulty of the services to be performed.

- Submit, bearing my signature, the unit price schedule as well as the detailed estimate schedule established in
accordance with the schedules included in the tender file.

- I submit and agree to perform the services in accordance with the Tender File, subject to the amount of the offer
to:

in figures and in letters] Cfa francs Excluding VAT, and at

..... CFA francs All Taxes included.
[in numbers and in letters]

- Undertakes to perform the services within nine (09) months

- I further agree to maintain my offer within ninety (90) days from the deadline for submission of offers.

- The discounts and the methods of application of these discounts are as follows:

The Client will free himself of the sums due by him under this contract by crediting the account n °
..... .. open in the name of... .. at the bank... ..
..... .. Agency

Before signing the contract, this tender accepted by you will be worth commitment between us.

Done at on

Signature of

in the capacity of duly authorized to sign submissions for and on behalf
of

7B. Unit Price Schedule (BPU)

N°	DEFINITION OF THE PRICE	UNIT	UP/HD IN NUMBER
100	<p>This price pays per unit the validation of WGS-84 Aerodrome Survey of the airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual at Douala airport and any suggestions.</p> <p>Unit at :CFA F</p>	U	
101	<p>This price pays per unit the validation of WGS-84 Aerodrome Survey of the airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual at Garoua airport and any suggestions.</p> <p>Unit at :CFA F</p>	U	
102	<p>This price pays per unit the Initial full WGS-84 Aerodrome Survey of the airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual at Ngaoundere airport and any suggestions.</p> <p>Unit at :CFA F</p>	U	
103	<p>This price pays per unit the acquisition of an ortho-rectified satellite image of 100 km² with 30cm resolution for one airport, inclusive of ground control points (GCP) and any suggestions.</p> <p>Unit at :CFA F</p>	U	
104	<p>This price pays per unit miscellaneous mobilization fees (flights, excess baggage, travel days) for all the project and any suggestions.</p> <p>Unit at :CFA F</p>	FF	
105	<p>This price pays per unit the maintenance of the ADC SA online aerodrome safeguarding software for 6 users and 7 aerodromes for 3 years</p>		
106	<p>This price pays per unit the import of OLS and Type A surfaces, satellite imageries, surveyed objects (obstacles) in ADC used safeguarding software for one airport and any suggestions.</p> <p>Unit at :CFA F</p>	U	
107	<p>This price pays per unit the Virtual restitution and Virtual Advanced Training on GDMS Online for one person and any suggestions.</p> <p>Unit at :CFA F</p>	U	
108	<p>This price pays per unit the Support and Signature of the report by a local Cameroon sworn topographer.</p> <p>Unit at :CFA F</p>	FF	

7C. Detailed Estimated Schedule

N°	ITEM	QUANTITY	UNIT PRICE	TOTAL (HD)
100	Update of WGS-84 Aerodrome and Obstacle Survey of DLA airport facilities, ICAO Annex 14 Obstacle Limitation Surfaces and ICAO Aerodrome Obstacle Type A Chart in accordance with ICAO Annexes 14 and 4, ICAO Doc 9674 – WGS-84 Manual, and ICAO Doc 10066 - PANS-AIM + Update of DLA Charts, Maps and Plans	1		
101	Update of WGS-84 Aerodrome and Obstacle Survey of GOU airport facilities, ICAO Annex 14 Obstacle Limitation Surfaces and ICAO Aerodrome Obstacle Type A Chart in accordance with ICAO Annexes 14 and 4, ICAO Doc 9674 – WGS-84 Manual, and ICAO Doc 10066 - PANS-AIM + Update of GOU Charts, Maps and Plans	1		
102	WGS-84 Aerodrome and Obstacle Survey of NGE airport facilities, ICAO Annex 14 Obstacle Limitation Surfaces and ICAO Aerodrome Obstacle Type A Chart in accordance with ICAO Annexes 14 and 4, ICAO Doc 9674 – WGS-84 Manual, and ICAO Doc 10066 - PANS-AIM + Creations of Charts, Maps and Plans for NGE	1		
103	Acquisition of a satellite image with a resolution of 50cm covering 100 km ² for DLA and NGE airports	2		
104	Misc. Mobilisation (flights, excess baggage, travel days)	FF		
105	Maintenance of the ADC SA online aerodrome safeguarding software for 6 users and 7 aerodromes for 3 years	1		
106	Import of OLS, e-TOD and Type A surfaces, satellite imageries, surveyed objects (obstacles) into the online aerodrome safeguarding software	3		
107	Restitution and Training on: <ul style="list-style-type: none"> • Aerodrome Online Safeguarding Software; • AIM including QMS; • WGS-84 aerodrome surveys (Preparation, Key points, Execution) at Service Provider's premises	2		
108	Support and Signature of the report by a local Cameroon sworn topographer	FF		
	Total HD			
	VAT (19.25%)			
	Amount TI			

7D. Prices and Sub-details Schedule (SDP)

- The unit prices in bids should include:
- The costs of management staff, design, coordination, execution, secretarial, reproduction and editing;
- Local labor costs participating directly or indirectly in the execution of the order including wages and bonuses, insurance, various salary costs, travel costs, etc.
- Communication costs;
- Transport costs, brought to the site, rental, insurance amortization, operation, maintenance and withdrawal of all equipment and tools;
- Miscellaneous supplies;
- The costs of bringing up, assembling, maintaining, dismantling and withdrawing all the installations including offices, possible stores;
- The costs of bringing, supplying and transporting all the spare parts;
- Pilotage costs for the execution of services on the site;
- Registration fees;
- Equipment maintenance costs during the warranty period;
- Agency and headquarters support costs;
- Insurance costs for civil liability and site risks;
- Customs fees, taxes, charges of all kinds within the framework of the customs and tax regime in force in Cameroon;
- Financial costs (surety bond and agios) and general site costs;
- Remuneration for profits and contingencies;
- The costs for various subjects, whether or not specified in this contract.

NB.: No confusion should be made between the estimate, the sub-detail of the prices and the price schedule which are different concepts.

1. The Contracting Authority may propose a framework for the sub-detail of the unit prices comprising the elements set out in point 1 above.

Item:

N° Price	Daily yield	Global Quantity	Unit	Duration of activity
PERSONNEL	Designation	Unit	Quantity	UP
		Man/day		
TOTAL I				
MATERIALS AND SUPPLIES	Designation	Unit	Quantity	UP
TOTAL II				
MACHINERY AND EQUIPMENT	Désignation	Unité	Quantité	PU
TOTAL III				
IV	DISBURSED DRY = I+II+III			
V	ON-FIELD SETTING FEES			
VI	HQ FEES			
	BENEFIT AND RISK			
VII	COST OF RETURN			
VIII	SELLING UNIT PRICE VAT Excluded		VII /Qties	

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02./AOIO/ADC/CIPM/2026 OF A.G./03/2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND
OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

EXHIBIT No.8: CONTRACT TEMPLATE



CONTRACT N°/MA/ADC/CIPM/2026

**AWARDED AFTER OPEN INTERNATIONAL INVITATION TO TENDER
 N° .../AOIO/ADC/CIPM/2026 of ____/____/2026 FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE AIRPORTS**

**HOLDER:
 ADDRESS:
 TEL:
 E-MAIL:**

SUBJECT: FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE AIRPORTS

Place of Execution: DOUALA, GAROUA AND NGAOUNDERE AIRPORTS

AMOUNT:

DESIGNATION	ET/HD IN FOREIGN CURRENCY	ET/HD IN CFAF
A. AMOUNT ET		
B. IT (5%)		
C. VAT (19.25%)		
D. AMOUNT TI (A+C)		
E. NET TO PAY (A-B)		

TERM FOR EXECUTION: Nine (09) months.

FINANCING: SOCIETE AEROPORTS DU CAMEROUN S.A.

**BUDGET CHARGE: BUDGET OF SOCIETE AEROPORTS DU CAMEROUN S.A.
 FINANCIAL YEAR 2026, LINE 81804**

SUBSCRIBED ON:

SIGNED ON:

NOTIFIED ON:

REGISTERED ON:

Between

Société Aéroports Du Cameroun S.A., NIU M 10940000449K, RC95F0018, Head Office Yaounde, PO. Box: 13615, Tel.: 222 23 36 02, represented by its General Manager, hereinafter referred to as "THE CONTRACTING AUTHORITY".

On the one hand,

And

Name: _____

HOLDER:

ADDRESS:

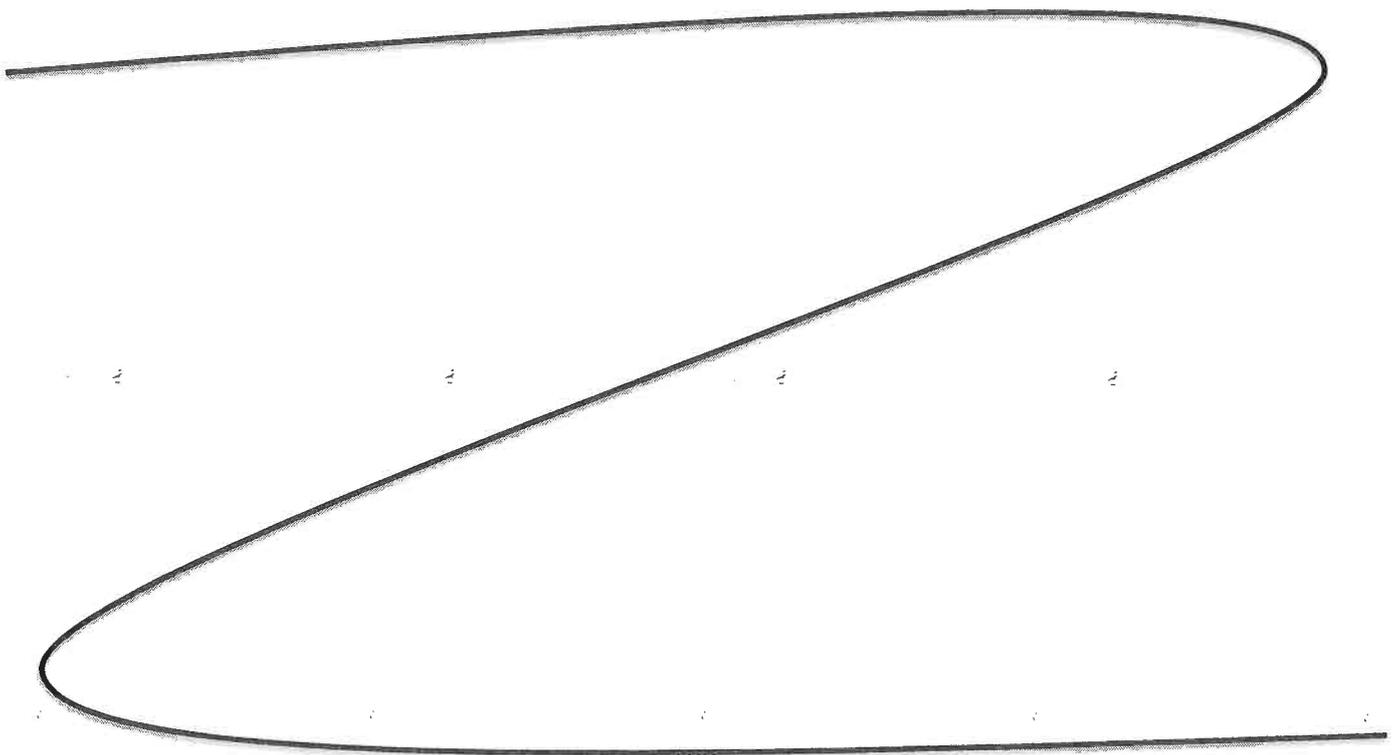
TEL:

E-MAIL:

Represented by the « Director of Operations» and hereinafter referred to as
"THE SERVICE PROVIDER"

on the other hand,

IT HAS BEEN AGREED AND DECIDED UPON AS FOLLOWS:



PAGE and last of Contract N°/MA/ADC/CIPM/2026 awarded after open international call for tenders N° .../AOIO/ADC/CIPM/2026 for the acquisition and update of wgs-84 aerodrome and obstacle data for Douala, Garoua and Ngaoundere Airports

AMOUNT:

DESIGNATION	ET/HD IN FOREIGN CURRENCY	ET/HD IN CFAF
A. AMOUNT ET		
B. IT (5%)		
C. VAT (19.25%)		
D. AMOUNT TI (A+C)		
E. NET TO PAY (A-B)		

**READ AND APPROVED
THE SERVICE PROVIDER**

Yaoundé, _____

General Manager

**SIGNED BY THE GENERAL MANAGER
OF SOCIETE AEROPORTS DU CAMEROUN
CONTRACTING AUTHORITY**

Yaoundé, _____

Thomas OWONA ASSOUMOU

Recording

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02./AOIO/ADC/CIPM/2026 OF 16./03./2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND
OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

EXHIBIT No. 9: ATTACHMENT TEMPLATES

TEMPLATE'S TABLE

ANNEXE N°1	TEMPLATE FOR DECLARATION OF NON-ABANDONMENT OF A PUBLIC CONTRACT AND NON-BELONGING TO THE LIST OF FAILING COMPANIES
ANNEXE N° 2	TEMPLATE FOR BID LETTER
ANNEXE N° 3	MODEL OF BID BOND
ANNEXE N° 4	MODEL OF FINAL BOND
ANNEXE N° 5	MODEL OF START-UP ADVANCE GUARANTEE

ANNEX N° 1: TEMPLATE FOR DECLARATION OF NON-ABANDONMENT OF A PUBLIC CONTRACT AND NON-BELONGING TO THE LIST OF FAILING COMPANIES.

I, the undersigned Mr / Mrs (1).....

General Manager / Manager of (2).....Incorporation N °
.....

Taxpayer card N ° Tel: Email:

Declare on our honour that on the date of signature below, our Company not only has not abandoned a public contract in the past three (03) years, but also is not on the list of Failing Companies annually established by the Ministry of Public Contracts.

This declaration is made to serve and assert what is right. /-

Done at..... On.....

(1) Last Name, First Name

(2) Company name

Signature, name and stamp of the service provider

ANNEX N° 2: TEMPLATE FOR BID LETTER

I, the undersigned ... [indicate name and capacity of signatory] *
representing the company, the company or the grouping whose head
office is at..... entered in the commercial register of
..... under the number

After having read all the documents appearing or mentioned in the Tender File
N°/AOIO/ADC/CIPM/2026 OF...../...../2026 FOR THE ACQUISITION AND UPDATE
OF WGS-84 AERODROME AND OBSTACLE DATA FOR DOUALA, GAROUA AND
NGAOUNDERE AIRPORTS

- I submit and agree to perform the services in accordance with the Tender File, for the prices that I have established myself on the basis of the detailed estimated schedule, which prices show the amount of the 'offer to [in numbers and in letters]; CFA francs excluding VAT, and at CFA Francs All Taxes Included. [in numbers and in letters].
- Undertakes to perform the services within... days
- I further agree to maintain my offer within the period days [indicate the period of validity, in principle 90 days] from the deadline for submission offers.

The discounts offered and the procedures for applying these discounts are as follows:

.....
.....
.....
.....
.....

Aéroports Du Cameroun S.A. will free itself of the sums due by it under this contract by crediting the account no. open in the name of
Near the bank..... Agency of
.....

Before signing the contract, this submission, accepted by you will be worth commitment between us.

Done at On

Signature de

quality

.....
duly authorized to sign bids for and on behalf of
.....

ANNEX N° 3: BID BOND MODEL

To the Director General of AÉROPORTS DU CAMEROUN, PoBOX: 13615 Yaoundé, "the Project Owner"

Whereas the Service Provider _____ below referred to as "the bidder", submitted its offer dated..... **FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE AIRPORTS**, hereinafter referred to as "the offer", and for which he must attach a provisional bond equivalent to CFA francs.

We [name and address of the bank], represented by [names of signatories], hereinafter referred to as "the bank", declaring to guarantee payment to the Project Owner of the maximum sum of three million six hundred thousand (3,600,000) CFA francs or five thousand four hundred eighty-eight (5,488.17) Euros and seventeen cents. Euro, which the bank undertakes to pay in full upon Project Owner, obliging itself, its successors and assignees.

The conditions of this obligation are as follows:

If the bidder withdraws the offer during the validity period specified by him on the tender document;

Or

If the tenderer, having been notified of the award of the contract by the Project Owner during the validity period:

- Failure to sign or refuses to sign the contract, even though it is required to do so;
- Failure to provide or refuses to provide the final contract security (definitive bond), as provided therein.

We undertake to pay the Project Owner an amount up to the maximum of the sum stipulated above, upon receipt of his first written request, without the Project Owner being required to justify his request, it being understood however that in his request the Project Owner will note that the amount he is claiming is due to him because one or other of the above conditions, or both, are met, and that he will specify which conditions played out.

This guarantee comes into force upon its signature and upon the deadline set by the Project Owner for the submission of offers. It will remain valid until the thirtieth day inclusive following the end of the offer validity period. Any request from the Project Owner to use it must be sent to the bank, by registered letter with acknowledgment of receipt, before the end of this validity period.

This guarantee is subject to Cameroonian law for its interpretation and execution. The courts of Cameroon will have sole jurisdiction to rule on everything relating to this commitment and its consequences.

Signed and authenticated by the bank

at on

[Bank signature]

ANNEX N° 4: MODEL OF FINAL BOND

Bank:

Reference of the Guarantee: N°.....

At [indicate the Contracting Authority and its address] Cameroon, hereinafter referred to as the Contracting Authority"

Whereas; [Name and address of the company], hereinafter referred to as "the Service Provider", has undertaken, in execution of the contract designated "the contract", to carry out [indicate the nature of the work]

Whereas; it is stipulated in the contract that the Service Provider will provide the Project Owner with a final guarantee, in an amount equal to [indicate the percentage between 2 and 5%] of the amount of the corresponding part of the contract, as a guarantee for the performance of its performance obligations in accordance with contract conditions,

Whereas; we have agreed to give the Provider this bond.

We, [Name and address of bank], represented..... [names of signatories], hereinafter referred to as "the bank", we undertake to pay the Project Owner, within a maximum period of eight (08) weeks, on simple request written from the latter declaring that the Service Provider has not met its contractual commitments under the contract, without being able to defer payment or raise any dispute for any reason whatsoever, any sum up to ... [in figures and in letters].

We agree that no change or addendum or any other modification to the contract shall relieve us of any obligation upon us under this final bond and we hereby waive notice of and or such change, or addendum.

This final guarantee takes effect from its signature and from notification of the contract. The deposit is released within a period of [indicate the period] from the date of provisional acceptance of the works.

After the aforementioned period, the deposit becomes irrelevant and must be automatically returned to us without any form of procedure.

Any request for payment made by the Client under this guarantee must be made by registered letter with acknowledgment of receipt, received by the bank during the period of validity of this commitment.

This final bond is subject for its interpretation and execution to Cameroonian law. The Cameroonian courts will have sole jurisdiction to rule, especially with regard to this commitment and its consequences.

Signed and authenticated by the bank

At..... On.....

ANNEX N° 5: MODEL OF START-UP ADVANCE GUARANTEE

Bank: reference, address.....

We, the undersigned (bank, address), hereby declare that we guarantee, on behalf of:
.....[the holder], for the benefit of the Project
Owner [address of the Project Owner
("The beneficiary")

Payment, without dispute and upon receipt of the beneficiary's first written request, declaring that
..... [The holder] has not fulfilled its obligations relating to the reimbursement of
the start-up advance according to contract conditions From...
..... relating to the work [indicate the subject of the work, the references of the Call for
Offers possibly], of the maximum total sum corresponding to the advance of [twenty (20)%] of the amount,
all taxes included, of contract n°....., payable upon notification of the
corresponding service order, i.e.:..... CFA francs

This guarantee shall enter into force and take effect upon transfer of the respective shares of this advance
to the accounts of [The holder] opened with the bank
..... Under the number.....
.....

It will remain in force until the reimbursement of the advance in accordance with the procedure set by the
SAC. However, the amount of the deposit will be reduced in proportion to the reimbursement of the advance
as it is reimbursed.

The law and jurisdiction applicable to the warranty are those of the Republic of Cameroon.

Signed and authenticated by the bank
The.....



INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02./AOIO/ADC/CIPM/2026 OF 15./03./2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND
OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

EXHIBIT No. 10: INTEGRITY CHARTER

Note on the integrity charter

The bidder must complete and present in its offer, the integrity charter addressed to the Project Owner and signed by the manager(s) authorized to engage it. In the event of a grouping, the charter must be signed by all its members.

INTEGRITY CHARTER

TITLE OF THE CALL FOR TENDERS:

THE "BIDDER"

A

MR. THE 'PROJECT MANAGER'

We acknowledge and certify that we are not, and none of the members of our group and our subcontractors are, in any of the following cases:

- 1.1) Be in a state of being or having been the subject of bankruptcy, liquidation, judicial proceedings, termination of activity or being in any analogous situation resulting from a procedure of the same nature;
- 1.2) Have been the subject of a conviction handed down for less than five years by a judgment having the force of res judicata for an offence committed in connection with the award or performance of a contract or framework agreement;
- 1.3) In professional matters, having committed serious misconduct during the last five years in connection with the award or performance of a contract or framework agreement;
- 1.4) Have not fulfilled our obligations regarding the payment of social security contributions or our obligations regarding the payment of taxes according to legal provisions;
- 1.5) Be included on the lists of financial sanctions adopted by the United Nations and any other Technical and Financial Partner, in connection with the award or execution of a contract or framework agreement;
- 1.6) Being guilty of misrepresentation by providing the information required in the procurement process or framework agreement.

2. We attest that we are not, and that none of the members of our group and our subcontractors is, in one of the following situations of conflict of interest:

- 2.1) Shareholder controlling the Project Owner or subsidiary controlled by the Project Owner, unless the resulting conflict has been brought to the attention of the Public Procurement Authority and resolved to its satisfaction;
- 2.2) Have business or family relations with a member of the Project Owner's services involved in the selection process or control of the resulting market, unless the resulting conflict has been brought to the attention of the Public Procurement Authority and resolved to its satisfaction;
- 2.3) control or be controlled by another tenderer, be placed under the control of the same undertaking as another tenderer, receive from another tenderer or award grants to another tenderer directly or indirectly, have the same legal representative as another bidder, maintain direct or indirect contacts with another bidder allowing us to have and give access to the information contained in our respective offers, to influence them, or to influence the decisions of the Project Owner;
- 2.4) Be engaged for an advisory mission which, by its nature, may prove to be incompatible with our missions on behalf of the Project Owner;

2.5) in the case of a procedure having as its object the award of a supply contract or a framework agreement:

- (i) have prepared ourselves or been associated with a consultant who has prepared specifications, plans, calculations and other documents used in the relevant competitive process; (ii) be ourselves or one of the firms to which we are affiliated, recruited, or to be recruited, by the Project Owner to carry out supervision or control of services within the framework of the Contract or the framework agreement.

3. If we are a public institution or a public company, we certify that we enjoy legal and financial autonomy and that we are managed according to the rules of commercial law.

4. We undertake to inform the Project Owner without delay, who will inform the Public Procurement Authority, of any change in situation regarding points 1 to 3 above.

5. In the context of the award and execution of the Contract or the framework agreement:

5.1) We have not committed and will not commit unfair manoeuvres (actions or omissions) intended to deliberately deceive others, intentionally conceal elements from them, to surprise or vitiate their consent or to make them circumvent legal or regulatory obligations and/or violate their internal rules in order to obtain an illegitimate benefit.

5.2) We have not committed and will not commit unfair practices (actions or omissions) contrary to our legal or regulatory obligations and/or violate its internal rules in order to obtain an illegitimate benefit.

5.3) We have not promised, offered or granted and will not promise, offer or grant, directly or indirectly, to (i) any person holding a legislative, executive, administrative or judicial office within the State, whether appointed or elected, permanent or otherwise, whether or not he is remunerated and regardless of his hierarchical level, (ii) any other person who performs a public function, including for a public body or a public enterprise, or who provides a public service, or (iii) any other person defined as a public agent in the State, an undue advantage of any kind, to himself or another person or entity, in order that he perform or refrain from performing an act in the exercise of his official duties.

5.4) We have not promised, offered or granted and will not promise, offer or grant directly or indirectly to any person who directs a private sector entity or works for such an entity in any capacity, an undue advantage of any kind, for itself or for another person or entity, so that it performs or refrains from performing an act of breach of its contractual or professional legal obligations.

5.5) We have not promised, offered or granted and we will not promise any act likely to influence the procurement process of the Contract or the framework agreement to the detriment of the Project Owner and in particular, any anti-competitive practice having as its object or effect to prevent, to restrict or distort the play of competition, in particular by tending to limit access to the Market or the free exercise of competition by other undertakings.

6. We, the members of our group and our subcontractors authorize the Project Owner to examine the documents and accounting documents related to the awarding and execution of the Contract or the framework agreement and to submit them for verification to the auditors designated by the ARMP.

Signature:

Name: _____

Duly authorized to sign the offer for and on behalf of: _____

En date du _____

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02./AOIO/ADC/CIPM/2026 OF 16.03./2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND
OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

**EXHIBIT No. 11: COMMITMENT TO RESPECTING SOCIAL
AND ENVIRONMENTAL CLAUSES**

Note on the declaration of commitment to social and environmental clauses

The bidder must complete and present in its offer, the declaration of social and environmental commitment addressed to the Project Owner and signed by the manager(s) authorized to commit it. In the event of a grouping, the charter must be signed by all its members.

TITLE OF THE CALL FOR TENDERS:

THE "BIDDER"
TO MR. THE "Project Owner"

In the context of the award and execution of the Contract:

- 1) We commit to respecting and ensuring that the members of our group respect all of our sub-dealing with environmental and social standards recognized by the international community, including the fundamental conventions of the International Labour Organization (ILO) and the international conventions for the protection of the environment in coherence with the laws and regulations applicable to Cameroon.
- 2) In addition, we are also committed to implementing environmental and social risk mitigation measures in the environmental and social impact notice provided by the Project Owner.
- 3) We, the members of our group and our subcontractors authorize the Project Owner to examine the documents and accounting documents related to the awarding and execution of the Contract and to submit them for verification to the auditors appointed by the ARMP.

Signature:

Name: _____

Duly authorized to sign the offer for and on behalf of: _____

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 02/AOIO/ADC/CIPM/2026 OF 15/03/2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND
OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

EXHIBIT No. 12: PRELIMINARIES STUDIES

PROOF OF PRIOR STUDIES

Has this project been the subject of a prior study? Yes

The technical studies were carried out by the Safety, Security, Quality and Environment Department of Aéroports du Cameroun S.A.

Acquisition of WGS-84 Aerodrome and Obstacle Data for Douala and Maroua-Salak Airports

STUDY REPORT AND TERMS OF REFERENCE

A- Preamble

Aéroports du Cameroun S.A (ADC SA) is the operator of civil airports in Cameroun including Douala International Airport (DLA), Garoua International Airport (GOU) and Ngaoundere Airport (NGE).

In 2026, AACB SA is planning to conduct an update of WGS-84 aerodrome and obstacle data survey for DLA, GOU and NGE, including the update of drawings and plans.

B- Aerodrome Information

Douala

DLA (FKKD) (ARP: Lat:04°00'22"N Long:009°43'10"E) is located 2,16 NM South East from Douala, the Capital of the Littoral Region of Cameroon.

The aerodrome reference code is 4E.

Movement Area Characteristics:

- 01 runway 12/30
- 07 taxiways
- 02 taxilanes (A, C)
- 04 commercial Aprons and 02 general aviation aprons
- code C, D, E aircraft stands and helicopter stands

RWY	Runway Dimension [m]	SWY	CWY	Approach Type	VOR/DME	Runway use
12	2850x45	53x45	-	CAT I	Yes	Take-Off/ Landing
30	2850x45	-	-	Non-Precision	Yes	Take-Off/ Landing

NAVAID Available:

- 01 ILS Cat 1 (GP + LLZ)

- 01 VOR/DME
- 01 RADAR

Runway 12 and Runway 30 are equipped with Instrument Flight Procedures (IFP).

There is a FATO for helicopter operations on taxiway G of the general aviation area.

PAPIs are installed on each direction of runway 12/30.

Neither an extension of the existing runway 12/30 or a change in runway category is planned for DLA. No additional runway is also planned for DLA.

Key changes on DLA aerodrome to consider in the update are:

- Application of new aeronautical markings on the movement area;
- Relocation of THR12;
- Installation of new road signs;
- Trees cut;
- New developments around the aerodrome;
- Improvement of the aerodrome fence;
- Installation of video-surveillance system (including masts) covering all the aerodrome fence;
- Creation of a perimeter fence road system;
- Installation of jet blast fence at the cargo area.

Garoua

GOU (FKKR) (ARP: Lat: 09°20'10"N Long: 013°22'12"E) is located 2.1NM North-West from GAROUA, the Capital of North Region of Cameroon.

The aerodrome reference code is 4E.

Movement Area Characteristics:

- 01 runway 09/27
- 05 taxiways
- 01 taxilane
- 05 Aprons
- code C, D, E aircraft stands and helicopter stands

RWY	Runway Dimension [m]	SWY	CWY	Approach Type	VOR/DME	Runway use
09	3401x45	152x45	-	CAT I	Yes	Take-Off/ Landing
27	3401x45	-	-	Non-Precision	Yes	Take-Off/ Landing

NAVAID Available:

- 01 ILS Cat 1 (GP + LLZ)
- 01 VOR/DME

Runway 09 and Runway 27 are equipped with Instrument Flight Procedures (IFP).

There is no FATO for helicopter operations on the aerodrome.

PAPIs are installed on each direction of runway 09/27.

Neither an extension of the existing runway 09/27 or a change in runway category is planned for GOU. No additional runway is also planned for GOU.

Key changes on GOU aerodrome to consider in the update are:

- Application of new aeronautical markings on the movement area;
- Removal of SWY27 at THR09;
- Installation of a new localiser;
- Renewal of AGL and signs;
- Installation of a new approach lighting system;
- New developments around the aerodrome.

Ngaoundere

NGE (FKKN) (ARP: Lat: 07°21'33"N Long:013°33'36"E) is located 3,09NM NNW of Ngaoundere, the Capital of the Adamawa Region of Cameroon.

The aerodrome reference code is 4C.

Movement Area Characteristics:

- 01 runway 12/30
- 02 taxiways
- 01 taxilane
- 01 Apron
- Code C, D, E aircraft stands and helicopter stands

RWY	Runway Dimension [m]	SWY	CWY	Approach Type	VOR/DME	Runway use
02	2618x45	-	-	Non-Instrument	No	Take-Off/Landing
20	2618x45	-	-	Non-Instrument	No	Take-Off/Landing

NAVAID Available: None

Runway 02 and Runway 20 are not equipped with Instrument Flight Procedures (IFP).

There is no FATO for helicopter operations on the aerodrome.

No PAPIs are installed on any direction of runway 02/20.

Neither an extension of the existing runway 02/20 or a change in runway category is planned for NGE. Only a creation of a RESA is planned on both directions in long term.

No additional runway is also planned for NGE.

B- Requirements

B-1) Acquisition of WGS-84 aerodrome and obstacle data

ICAO Annex 14 and CEMAC ADR Regulations

ICAO Annex 14 chapter 2 requires the aerodrome operator to determine and report **aerodrome-related aeronautical data**. This includes the following surveyed data:

- Aerodrome and runway elevations (2.3);
- Aerodrome dimensions and related information (2.5) to include obstacle data (2.5.5);

1.3.1 World Geodetic System — 1984 (WGS-84) shall be used as the horizontal (geodetic) reference system. Reported aeronautical geographical coordinates (indicating latitude and longitude) shall be expressed in terms of the WGS-84 geodetic reference datum.

Note. — *Comprehensive guidance material concerning WGS-84 is contained in the World Geodetic System — 1984 (WGS-84) Manual (Doc 9674).*

1.3.2 Mean sea level (MSL) datum, which gives the relationship of gravity-related height (elevation) to a surface known as the geoid, shall be used as the vertical reference system.

2.1.1 Determination and reporting of aerodrome-related aeronautical data shall be in accordance with the accuracy and integrity classification required to meet the needs of the end-users of aeronautical data.

Note 1. — *Specification concerning the accuracy and integrity related to aerodrome-related aeronautical data are contained in PANS-AIM (Doc 10066), Appendix 1.*

Note 2. — *PANS-AIM, Appendix 1 provides a complete list of all **surveyed** aerodrome-related aeronautical data as per ICAO Annex 14 in an MS excel sheet.*

- Aerodrome/Heliport data; (A1-1)
- Obstacle data (A1-6);

ICAO Annex 4

ICAO Annex 4 chapter 2 and also requires each chart to display information (**including aerodrome-related aeronautical data**) relevant to the function of the chart and its design shall observe Human Factor principles with facilitate its optimum use.

In particular, **2.17.1** ... States shall ensure that established procedures exist in order that **aeronautical data** at any moment is traceable to its origin so to allow any data anomalies or errors, detected during production/maintenance phases or in the operational use, to be corrected. This includes the following surveyed data:

- Obstacles in the take-off flight path area (3.8.1);
- Take-off flight path area (3.8.2);
- Runway, stopway and clearway data in the plan and the profile views (3.8.4).

2.17.2 States shall ensure that the chart resolution of aeronautical data shall be that as specified for a particular chart.

Note: - Specifications concerning the chart resolution for aeronautical data are contained in the PANS-AIM (Doc 10066).

2.17.3 Contracting states shall ensure that integrity of the aeronautical data is maintained throughout from the origination to distribution to the next intended user.

Note: - Specifications concerning the integrity of aeronautical data are provided in the PANS-AIM (Doc 10066).

ICAO Annex 15

Finally, ICAO Annex 15 chapter 5 adds the following requirements:

2.1.4 Each contracting state shall ensure data aeronautical data and aeronautical information provided, are of required quality in accordance with in 3.2 (data accuracy, data resolution, data integrity, data traceability, data timeliness, data completeness, data format.

5.3.3.3.3 For aerodromes regularly used by international civil aviation, terrain data shall be provided for:

- Area 2a;
- the take-off flight path area; and
- an area bounded by the lateral extent of the aerodrome obstacle limitation surfaces.

5.3.3.4.4 For aerodromes regularly used by international civil aviation, obstacle data shall be provided for all obstacles within Area 2 that are assessed as being a hazard to air navigation.

5.3.3.4.5 For aerodromes regularly used by international civil aviation, obstacle data shall be provided for:

- Area 2a for those obstacles that penetrate an obstacle data collection surface outlined by a rectangular area around a runway that comprises the runway strip plus any clearway that exists. The Area 2a obstacle collection surface shall have a height of 3 m above the nearest runway elevation measured along the runway centre line, and for those portions related to a clearway, if one exists, at the elevation of the nearest runway end;

- objects in the take-off flight path area which project above a plane surface having a 1.2 per cent slope and having a common origin with the take-off flight path area; and
- penetrations of the aerodrome obstacle limitation surfaces.

Structured approach for surveying aerodrome and obstacle data

Since eTOD Area 2 covers a similar geographical area to that of the ICAO Annex 14 Obstacle Limitation Surfaces (OLS) and the Aerodrome Obstacle Chart Type A Take-Off Flight Path, a structured approach to the supply of aeronautical data is as follows:

- the provider shall implement or verify the source of WGS-84 into DLA, GOU and NGE, followed by the survey of the aerodrome facilities and obstacles to the Annex 14 and Annex 4 (Type A Chart) obstacle limitation surfaces with the accuracies as per the table below in accordance with ICAO PANS-AIM (Doc 10066):

Proposed Minimum Survey Accuracy and Integrity Requirements

	Horizontal Accuracy	Vertical Accuracy	Integrity Classification
Aerodrome Control Network	1.0 m *	1.0 m *	1 x 10 ⁻⁸
Aerodrome Facilities	0.5 m#	0.25 m#	1 x 10 ⁻⁸
Obstacles and Off Aerodrome Facilities	3.0 m#	0.3 m#	1 x 10 ⁻⁵
e-TOD area 2	5.0m*	3.0m*	1 x 10 ⁻⁵
* Accuracy with respect to the appropriate geodetic reference frame # Accuracy relative to the aerodrome control network			

Note: High accuracy Annex 14 and Annex 4 surveyed data would be useful for safety assessments and safeguarding purposes.

- because eTOD accuracy requirements are low compared to Annex 14 and Annex 4 requirements, eTOD obstacle data shall be derived from Annex 14 and Annex 4 obstacle data.

B-2) Control of Obstacles and Safeguarding Map/Contours

B-2-1) OLS Requirements

The Obstacle Limitation Surfaces (OLS) surround the airport and typically extend out to 15km from the geometric centre of the aerodrome. They are designed to protect aircraft from obstacles when manoeuvring on the ground, taking off, landing or flying in the vicinity of the aerodrome. It is important that these surfaces are not infringed by new development.

OLS requirements as depicted in ICAO Annex 14 are as follows:

	A vue	Approche classique	Approche de précision Catégorie I	Destinée au décollage
Conical Surface	NGE 02,20	DLA 12 GOU 27	DLA 30 GOU 09	N/A
Inner Horizontal Surface	NGE 02,20	DLA 12 GOU 27	DLA 30 GOU 09	N/A
Approach Surface	NGE 02,20	DLA 12 GOU 27	DLA 30 GOU 09	N/A
Transitional Surface	NGE 02,20	DLA 12 GOU 27	DLA 30 GOU 09	N/A
Inner Approach Surface			DLA 30 GOU 09	N/A
Inner Transitional Surface			DLA 30 GOU 09	N/A
Balked Landing Surface			DLA 30 GOU 09	N/A
Take-Off Climb Surface	N/A	N/A	N/A	DLA 12, 30 GOU 09, 27 NGE 02, 20

The **outer horizontal surface** shall also be drawn reaching out from the periphery of the Conical Surface, is out to 15km radius from the geometric centre of the aerodrome. The height of the **outer horizontal surface** shall be measured above the elevation of the highest point of the lowest threshold of the related runway.

Technical specification of each OLS is found in ICAO Annex 14 Chapter 4.

Moreover, the outer limits of the **inner horizontal surface** are defined by a circle centred on the geometric centre of the runway, by a convex contour composed of circular arcs centred on the intersections of the extended RWY centre line with the end of the runway strip, joined tangentially, by straight lines parallel to the runway centreline, or on other points established for such purpose.

The height of the **inner horizontal surface** shall be measured above the elevation of the highest point of the lowest threshold of the related runway.

Requirements for obstacle protection surfaces for PAPIs are described in ICAO Annex 14 section 5.3.5.43 (+ table 5-3 + figure 5-21).

In addition to the existing OLS concept, the new OLS concept applicable in 2028 shall also be considered for DLA and GOU. Therefore, to set of surfaces shall be created.

B-2-2) Production of the Safeguarding Map/OLS Plan

All OLS shall be based on the most critical airport design features anticipated for future development.

C) Scope of Work

C-1) Update of WGS-84 Aerodrome and Obstacle Survey

The WGS-84 Aerodrome Survey (ICAO Doc 9674) shall provide reliable geographical coordinates for navigation aids and points whose coordinates contribute directly to air navigation and which must be reported to the aeronautical information service of the national administration in accordance with the provisions in ICAO Annexes 11, 14 and 4, and in ICAO PANS-AIM.

Key stages of this survey are:

- Geodetic connection or verification to WGS-84;
- Installation of a permanent airport control network (monuments);
- Survey of all navigation facilities (LLZ, Glide Paths, NDB, DME, VOR, RADAR, etc.);
- Survey of runways (Thresholds, TDZ, centreline profiles, Elevations, etc);
- Survey of all aircraft Holding points and Stand positions;
- Survey of all obstructions within the ICAO Annex 14 Obstacle Limitation Surfaces (OLS) and Annex 4 (Aerodrome Obstacle Chart - Type A);
- Initial calculation or update of Declared Distances – Data for the points defining the starts and ends of the declared distances will be maintained;
- Initial determination or update of Aerodrome dimensions and related information;
- Issuance of digital data in required format.

In addition to ordinary Aerodrome WGS-84 survey, careful attention should be paid to the survey of:

- Markings on Runway, Taxiways, Aprons and, if possible service roads;
- Aerodrome Ground Lights (also indicate colours) on Runway, Taxiways and Aprons;
- Signs (luminous signs on the manoeuvring area and non-luminous on aprons and service roads);
- Location of VDGS if available;
- Boarding bridges movements;
- Floodlighting masts;
- Aerodrome fence, access points and crash gates;
- Airfield drainage system;
- Fire hydrants, DREEM and other water supply points at the aerodrome.

All these features should be depicted in the aerodrome plan listed in C-5).

All survey data is warranted to meet the required accuracy and integrity levels as stated in ICAO Annexes and ICAO PANS-AIM.

Any errors detected in the survey data shall be rectified as soon as is practicably possible by the provider at no extra cost to AACB.

The methodology of the survey shall be a combination of kinematic GNSS and electronic total station. The accuracies of these methods are shown below.

Instrumentation	Vertical Accuracy
Static GPS/GNSS Observations	+/- 3mm
Kinematic GPS/GNSS Observations	+/- 15mm
Total Station EDM (bearing and distance)	+/- 5mm
Robotic Total Station	+/- 2mm

C-2 eTOD Survey

C-2-1) eTOD Area 2 -Terrain and Obstacle

This shall be achieved by a combination of methods:

a) Due to the lack of available legacy terrain data, new terrain data will need to be acquired from high resolution stereo satellite images (DEM/DSM) for Area 2a, the Take Off Flight Path area and the area bounded by the extents of the Obstacle Limitation Surfaces (covering an area of approx. 315sqkm around the airport and catered at the ARP). The new satellite imagery would be strictly controlled with a network of ground control points (GCP's) in order to achieve the required vertical accuracies. (Note: ortho rectified satellite images with a resolution of minimum 50cm covering 100km² and centre at the ARP will also be created from the stereo images for the airport).

b) Ground survey techniques (DGPS and Total Station) for obstacles as follows:

- Those in excess of 3m above the runway level for Area 2a.

C-2-2) eTOD Surveying Process and Data

The overall surveying process and data shall be checked and validated through the entire value-chain of the data, from the acquisition to the final mapping representation. All work shall be carried out in accordance with ICAO requirements (Annex 15, Doc 9674, PANS-AIM, and Doc 8126).

C-3) Aerodrome Safeguarding Map and Other Aerodrome Safeguarding-related Plans

The service provider shall draw in particular the following **aerodrome safeguarding maps/plans**:

- f) 1 x UK Specification Safeguarding Map with OpenStreetMap background imagery as per UK CAP 738 chapter 4;
- g) 1 x Clearance Surface Plan (safeguarding contours)– all OLS and OPS with OpenStreetMap background imagery; The chart shall be accompanied by a report with the content as per Appendix 3;
- h) 1 x Clearance Surface Plan (safeguarding contours) – Transitional Surfaces with contour elevation interval lines and background high resolution satellite imagery;
- i) 1 PAPI Obstacle Protection Surface Plan ;
- j) 1 x Navigational Aids Technical Safeguarding Surfaces Plan with background satellite high resolution imagery. Navigational Aids shall be drawing using manufacturer manuals or UK CAP 670.

All the maps/plan shall display their name, the scale, where possible the UTM Zone and a legend. **For DLA safeguarding maps, Clearance Surface Plan (safeguarding contours),**

and PAPI Obstacle Protection Surface shall be created using the existing OLS concept and new ICAO OLS concept applicable by 2028.

They shall be developed considering the maximum planned extension of the aerodrome.

C-3-1) Production of the UK Safeguarding Map

The main parameter for the production of the UK Safeguarding Map are listed in Section B) of this document.

The other parameters:

- Start and end of Landing Distance Available (LDA) (location and elevation);
- Start and end of Take-Off Run Available (TORA) (location and elevation);
- End of Accelerate Stop Distance Available (ASDA) (location and elevation);
- End of Take-Off Distance Available (TODA) (location and elevation);
- Elevation of the highest point of the lowest threshold;
- Local grid reference (UTM Zone) of the mid-point of the runway for the determination of the Inner Horizontal, Conical and Outer Horizontal Surfaces; and
- Coordination and elevation of any FATO for helicopter operations (N/A).

shall be derived from the WGS-84 survey described in C-1).

The UK Safeguarding Map reflects the need to protect the OLS related to the aerodrome. It shall have a squared format superimposed on the local grid (UTM Zone). In this system each square of the national grid is coloured to represent the most critical interaction between the obstacle limitation surface and ground height within that square. It is acceptable to reduce the notification height within a square, as desired. The following colour coding shall be used:

- **Grey**  : All developments should be notified
- **Red**  : All developments exceeding 10m AGL should be notified
- **Green**  : All developments exceeding 15m AGL should be notified
- **Yellow**  : All developments exceeding 45m AGL should be notified
- **Blue**  : All developments exceeding 90m AGL should be notified
- **Purple**: All developments exceeding 150m AGL should be notified

In addition to the coloured tiles, the safeguarding map shall also contain a dotted circle positioned at 13km from the geometric centre of the aerodrome (see example below). This circle defines the area within which consultation is required for any proposal likely to attract birds or connected with an aviation use. For example:

- c) Wildlife strike risk - Any proposed development that has the potential to increase the wildlife strike risk (involving major tree planting schemes, mineral extraction or quarrying, a refuse tip, a reservoir, a sewage disposal works, a nature reserve or a

The Clearance Surface Plan, represents the orthogonal projection, on a plan base, of all the obstacle limitations surfaces (OLS) affecting councils in department(s) located in the vicinity of the aerodrome. The elevations of the OLS are indicated on all the surfaces of the plan by aerial contour lines every 10m and the corresponding summit elevations, in meters AMSL;

The Clearance Surface Plan is supported an Appendix Note, including among others:

- An explanatory note setting out the purpose of the clearance surfaces, providing technical specifications for each surface, the datum used, a representation of each surface with contour lines and surface elevations.
- The implementation of the clearance surface plan, including the list of obstacles exceeding the authorized limits, as well as the actions to be taken on existing, future and mobile obstacles;
- Sketches of the clearance plan.

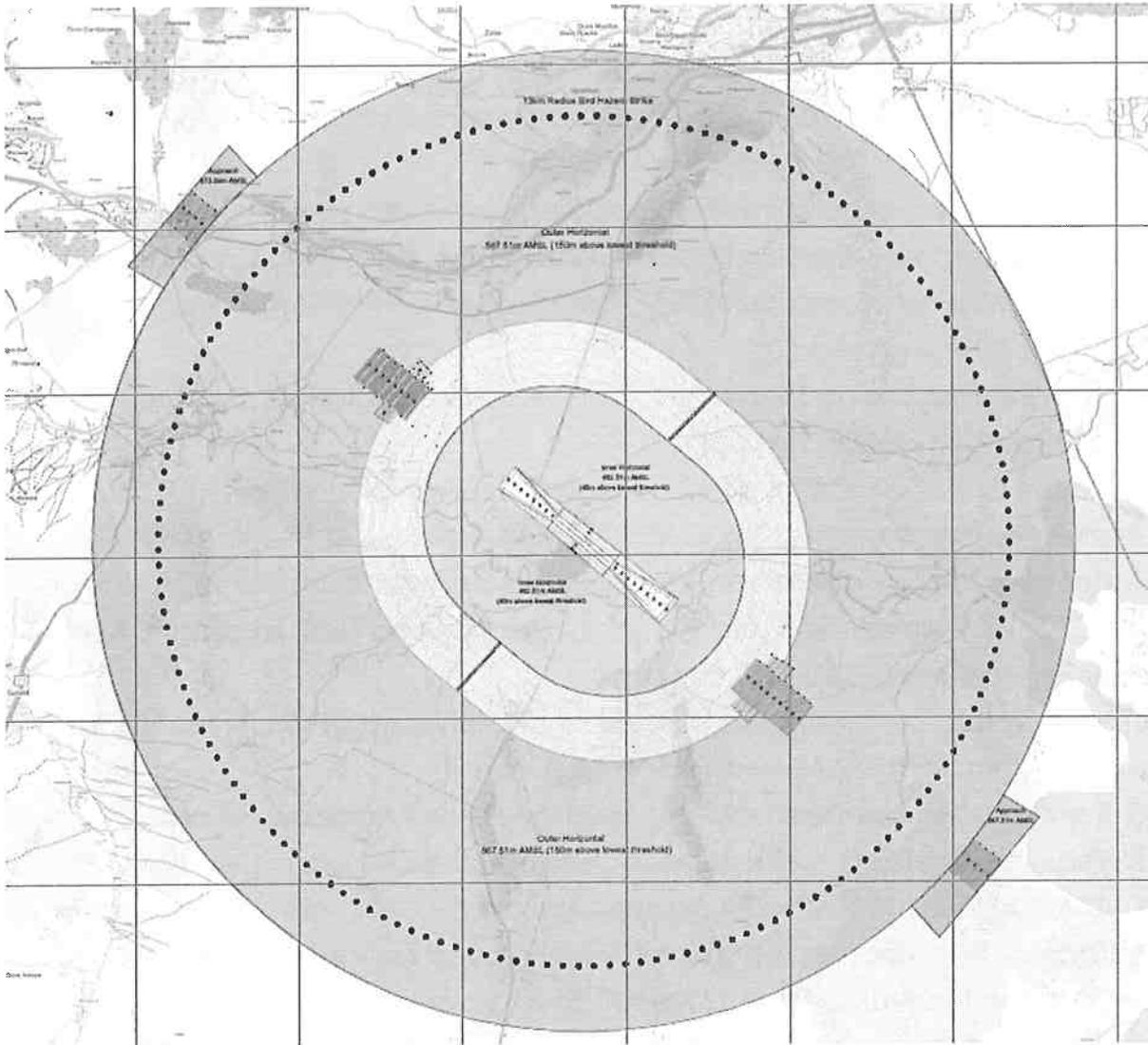
Every clearance surface shall be represented with a different colour.

In addition to the coloured surfaces, the Clearance Surface Plan shall also contain a dotted circle positioned at 13km from the geometric centre of the aerodrome (see example below). This circle defines the area within which consultation is required for any proposal likely to attract birds or connected with an aviation use. For example:

- c) Wildlife strike risk - Any proposed development that has the potential to increase the wildlife strike risk (involving major tree planting schemes, mineral extraction or quarrying, a refuse tip, a reservoir, a sewage disposal works, a nature reserve or a bird sanctuary) should be submitted to the aerodrome for a safeguarding consultation.
- d) Other aeronautical use - Any proposed aeronautical establishment, for example a helicopter landing site or gliding activity being proposed in the vicinity, should be submitted to the aerodrome for a safeguarding consultation.

The safeguarding area shall extend to cover an area appropriate to safeguard the aerodrome's OLS and is centred on the geometric centre of the aerodrome (mid-point of the runway).

All the specifications of the Clearance Surface Plan File are contained in Appendix 3.



Clearance Surface Plan without colours to the surfaces.

C-4) Deliverables

Office work shall be carried out with state-of-the-art software compatible with .dwg format.

The provider shall provide ADC SA with a full survey package that includes for DLA and GOU International Airports:

- Aerodrome Survey Report with full QA backup in accordance with UK CAP 1732 in electronic (PDF) versions;
- 1 ortho-rectified satellite image covering 100 km² with minimum 50cm resolution around the airport;
- The following charts and plan in both PDF and AutoCAD formats:
 - 1 x Aerodrome Plan in accordance with ToR defined in Appendix 1;
 - Drawings showing the positions of OLS and Type A obstacles;
 - 1 x Aerodrome Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x Parking Docking Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x ICAO Aerodrome Obstacle Type A Chart – ICAO in accordance with ICAO Annex 4;

- 1 x Emergency Access Maps Aerodrome Zone (ZA) with satellite background image depicting the confines of airport access roads, gates, location of water supplies, rendezvous points, staging areas, area with difficult access (swamp, high terrain) as per ToR defined in Appendix 2;
- 1 x Emergency Access Maps ZVA including surrounding communities and depict appropriate medical facilities, access roads, rendezvous points, etc.) within a distance of approximately 8km from the centre of the airport as per ToR defined in Appendix 2;
- Aerodrome Safeguarding Map and Other Aerodrome Safeguarding-related Plans as listed and defined in C-3);
- Other relevant deliverables, each in a separate file and in the Survey Report:
 - Area 2a obstacle dataset [UK CAP 1732 Appendix 5 .crc file, .xls, .kmz];
 - Penetrations of the aerodrome obstacle limitation surfaces per surface type [UK CAP 1732 Appendix 5 .crc file, .kmz]; **(for DLA and GOU existing ICAO OLS concept and new ICAO OLS concept);**
 - Obstacles that penetrate the take-off flight path area obstacle identification surface [UK CAP 1732 Appendix 5 .crc file, .kmz];
 - Other obstacles assessed as being hazardous to air navigation [.crc, .kmz];
 - All features identified as obstacles including dominant obstacles - MASTER OBSTACLES FILE [UK CAP 1732 Appendix 5 .crc file, .kmz, aixm 5.1 file];
 - Aerodrome Facilities file with all facilities surveyed for the purposes of the Aerodrome Plan [UK CAP 1732 Appendix 5 .crc file, .kmz];
 - Runway and declared distance file [UK CAP 1732 Appendix 5 .crc file];
 - A list of the dominant obstacles [UK CAP 1732 Appendix 5 .crc file and.xls spreadsheet];
 - A list of AIP AD 2.10 obstacles [.xls format];

Note 1: The aerodromes will indicate in AD 2.10 that information on obstacles in Area 3 is not available and the obstacle data are to be provided for:

- a) Area 2a
 - a) obstacles that penetrate the obstacle limitation surfaces;
 - b) obstacles that penetrate the take-off flight path area obstacle identification surface; and
 - c) other obstacles assessed as being hazardous to air navigation.
- Type A dataset - Objects in the take-off flight path area which project above a plane surface having a 1.2 per cent slope and having a common origin with the take-off flight path area (take-off flight path obstacle dataset) [UK CAP 1732 Appendix 5 .crc file, .xls, .kmz];
- Drawing of relevant obstacle limitation surfaces [.kmz, .dwg];
- Drawing of eTOD surface 2a [.kmz, .dwg].

All files need to be provided with required metadata (as detailed in CAP 1054, EU 73/2010 and ICAO Annex 15).

Initial deliverables of Douala and Garoua international airports are available upon request.

The provider shall provide ADC SA with a full survey package that includes for NGE Airport:

- Aerodrome Survey Report with full QA backup in accordance with UK CAP 1732 in electronic (PDF) versions;
- 1 ortho-rectified satellite image covering 100 km² with minimum 50cm resolution around the airport;
- The following charts and plan in both PDF and AutoCAD formats:
 - 1 x Aerodrome Plan in accordance with ToR defined in Appendix 1;
 - Drawings showing the positions of OLS and Type A obstacles;
 - 1 x Aerodrome Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x Parking Docking Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x ICAO Aerodrome Obstacle Type A Chart – ICAO in accordance with ICAO Annex 4;
 - 1 x Emergency Access Maps Aerodrome Zone (ZA) with satellite background image depicting the confines of airport access roads, gates, location of water supplies, rendezvous points, staging areas, area with difficult access (swamp, high terrain) as per ToR defined in Appendix 2;
 - 1 x Emergency Access Maps ZVA including surrounding communities and depict appropriate medical facilities, access roads, rendezvous points, etc.) within a distance of approximately 8km from the centre of the airport as per ToR defined in Appendix 2;
- Aerodrome Safeguarding Map and Other Aerodrome Safeguarding-related Plans as listed and defined in C-3);
- Other relevant deliverables, each in a separate file and in the Survey Report:
 - Penetrations of the aerodrome obstacle limitation surfaces per surface type [UK CAP 1732 Appendix 5 .crc file, .kmz];
 - All features identified as obstacles including dominant obstacles - MASTER OBSTACLES FILE [UK CAP 1732 Appendix 5 .crc file, .kmz, aixm 5.1 file];
 - Aerodrome Facilities file with all facilities surveyed for the purposes of the Aerodrome Plan [UK CAP 1732 Appendix 5 .crc file, .kmz];
 - Runway and declared distance file [UK CAP 1732 Appendix 5 .crc file];
 - Type A dataset - Objects in the take-off flight path area which project above a plane surface having a 1.2 per cent slope and having a common origin with the take-off flight path area (take-off flight path obstacle dataset) [UK CAP 1732 Appendix 5 .crc file, .xls, .kmz];

- o Drawing of relevant obstacle limitation surfaces [.kmz, .dwg];

C-5) Maintenance of ADC SA Online Aerodrome Safeguarding Software and import of OLS and Type A surfaces, satellite imageries, surveyed objects (obstacles)

The service provider shall maintain ADC SA online aerodrome safeguarding software for 6 users and 7 aerodromes for three (03) years.

The service provider shall import Annex 14 obstacle limitation surfaces, Type A surfaces, satellite imageries, and all surveyed objects for DLA, GOU and NGE ADC SA online aerodrome safeguarding software.

C-6) Restitution and Training

The service provider and ADC SA staff shall have a virtual meeting to review all the deliverables. The bidder shall make a MS PowerPoint presentation of the deliverables. ADC SA staff will make comments to the deliverables and the service provider shall amend the deliverables accordingly.

The service provider shall also train ADC SA staff on:

- Aerodrome Online Safeguarding Software;
- AIM including QMS;
- WGS-84 aerodrome surveys (Preparation, Key points, Execution).

at Service Provider's premises.

C-7) Technical Specification and Quality Assurance

C-7-1) Quality Assurance

C-7-1-1) Methods for demonstrating that the data provided conforms to the specified requirements

All aerodrome facilities shall be surveyed twice where practical. The two measurements shall be compared and, providing the differences between the surveyed coordinates are within the required accuracies listed in Table 1, the final coordinates will be taken from the mean of the two, or from one measurement if it is demonstrably more accurate than the other based on the survey method.

Where it is not possible to survey an aerodrome facility twice, for example calculated runway points, inclusion of the points on the aerodrome plan shall indicate that the facility is in the expected position and therefore provide evidence that there are no gross errors present. The survey equipment used shall always meet the required accuracies when gross errors are not present.

Processing report files shall be provided for obstacle measurements, showing evidence of the accuracy of the equipment set-up. The inclusion of obstacles in the drawings and KMZ files means that they can be compared to background mapping and aerial imagery, so any gross errors can be identified and eliminated.

C-7-1-2) Action to be taken in the event of discovery of a data error or inconsistency in the data.

In the unlikely event that the service provider discovers a data error or inconsistency in the data following submission of the data to ADC SA, the service provider shall notify ADC SA, correct the error or inconsistency and reissue all of the affected deliverables. If the data has also been submitted to AIS at this point, the amended data shall also be reissued to AIS.

In the unlikely event that ADC SA discover a data error or inconsistency in the data when reviewing or using the data provide by the service provider, ADC SA will inform the service provider. The service provider shall then correct the error or inconsistency and reissue all of the affected deliverables to ADC SA and to AIS if applicable.

The service provider shall correct any data errors and will reissue data in the shortest practical time for the particular error discovered, normally within 48 hours. Appropriate timescales will be agreed by ADC SA and the service provider as soon as the error is discovered and the other party is notified.

The service provider shall investigate the cause of any error and shall amend internal QA procedures as necessary to ensure the cause of the error is not repeated.

C-7-2) Processing of imagery and data

For a better understanding of the technical proposal, the provider shall fill the following tables:

ORTHOIMAGERY			
50cm Stereo Satellite Imagery			

TERRAIN DATA			
Initial Data	Processing method	Software used	Charts
			Scale: Format: Number of sheets:

CHARTS			
Initial Data	Processing method	Software used	Charts:
			Scale: Format: Number of sheets:

PLANS			
Initial Data	Processing method	Software used	Charts:
			Scale: Format: Number of sheets:

EXPORT OF TERRAIN AND OBSTACLE DATA TO THE AERODROME SAFEGAURDING ONLINE SOFTWARE			
Input data	Features	Software used	GDMS
Terrain data			
Obstacle data			
Imagery			

C-7-3) Content of the Aerodrome Survey Report

The Geodetic Connection Report shall include, as a minimum, the following:

1. **Quality Records/Metadata Records listing** (can refer to the Aerodrome Survey Report):

- The data originator - Surveying organisation;
- Date of survey;
- Name of the persons or organisations that have interacted with the data and when;
- Method of survey and equipment used;
- Equipment calibration information and method of checking the survey;
- Evidence that the accuracy requirements have been met including details of the error budget analysis;
- amendments made to the data;
- details of any validation and verification of the data that has been performed;
- effective start date and time of the data;
- the earth reference model used;
- the coordinate system used;
- the statistical accuracy of the measurement or calculation technique used;
- the resolution;
- the confidence level as required by the ICAO standards;

- details of any functions applied if data has been subject to conversion/transformation;
- details of any limitations on the use of the data.

2. **Details of the connection of the aerodrome control network** to the geodetic network

3. **Aerodrome control network plan**, including diagrams

4. **Survey stations descriptions**, including diagrams

5. **Transformation parameters**

The Geodetic Connection Report can be included in the Aerodrome Survey Report

The Aerodrome Survey Report shall include as a minimum, the following:

1. Quality Records/Metadata Records listing:

- The data originator - Surveying organisation;
- Date of survey;
- Name of the persons or organisations that have interacted with the data and when;
- Method of survey and equipment used;
- Equipment calibration information and method of checking the survey;
- Evidence that the accuracy requirements have been met including details of the error budget analysis;
- amendments made to the data;
- details of any validation and verification of the data that has been performed;
- effective start date and time of the data;
- the earth reference model used;
- the coordinate system used;
- the statistical accuracy of the measurement or calculation technique used;
- the resolution;
- the confidence level as required by the ICAO standards referred to in points 1 and 12 of Annex III and in other relevant ICAO standards;
- details of any functions applied if data has been subject to conversion/transformation;
- details of any limitations on the use of the data;
- any differences to CAP 1732.

2. **Schedules listing all obstacles** that have been added or deleted since the last survey.

3. **Details of the observations** made with cross-references to the control survey.

4. **Schedule of the points surveyed** giving the coordinates and the date when surveyed.

5. **Actual observations (provided in a separate volume)**, indexed so that cross-references can be included in the report.

The global content of the Aerodrome Survey Report should be as follows:

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The global content of the Annex shall contain Fields Observations as follows:

GNSS KINEMATIC OBSERVATIONS

Original Survey ID	Original Survey Description	Assigned ID	Final Description	UTM33N Easting	UTM33N Northing	Ht AMSL	Lit	Mobility	Surveyor	Date	Original Elevation	New Elevation
1538	NFM	1931		322945.551	1032527.342	240.915	N	S	MLS	05/09/2019		
1027	ALT ck point	1903	STAND 4R	320912.220	1031947.169	224.797	N	P	MLS	04/09/2019		
1028	ALT ck point	1906	STAND 5L	320809.800	1031941.424	223.770	N	P	MLS	04/09/2019		
1036	ALT ck point	1934	ALTIMETER_CHECK_POINT	321149.418	1031911.095	227.160	N	P	MLS	04/09/2019		
1037	ALT ck point	1935	ALTIMETER_CHECK_POINT	321213.819	1031914.926	227.466	N	P	MLS	04/09/2019		
1038	ALT ck point	1936	ALTIMETER_CHECK_POINT	321290.542	1031928.505	227.823	N	P	MLS	04/09/2019		
1039	ALT ck point	1937	ALTIMETER_CHECK_POINT	322305.537	1032009.648	235.742	N	P	MLS	04/09/2019		
1392	IRVR	1938		319812.962	1032208.343	217.295	FW	S	MLS	09/09/2019		

THEODOLITE OBSERVATIONS

Identifier	Field Description	Final Description	UTM33N Easting	UTM33N Northing	Ht AMSL	Field Code	AXIM Layer	Lit	Mobility	Surveyor	Date
1019	BUILDING	GUARDTOWER	322805.476	1032821.393	250.715	2	BUILDING	N	S	MLS	08/09/2019
1020	BUILDING	HANGAR	322802.812	1032787.741	247.882	2	BUILDING	N	S	MLS	08/09/2019
1129	MAST	ATC_VHF_MAST	321454.672	1031854.413	273.641	6176	ANTENNA	MR	S	MLS	08/09/2019
1130	BUILDING	ATC_BUILDING	321458.266	1031861.030	261.908	2011	BUILDING	R	S	MLS	08/09/2019
1131	BUILDING	FIRE_STATION_TOWER	321780.511	1032130.132	247.689	2011	BUILDING	R	S	MLS	08/09/2019

C-7-4) Additional signature of the report for each airport

Each aerodrome survey report must also be signed by a local Cameroon sworn topographer. This is the requirement from the Cameroon Civil Aviation Authority in order for them to approve the survey reports.

The obstacles were surveyed by taking bearing and distance measurements using a theodolite and laser rangefinders or by theodolite intersection. Aerodrome facilities were surveyed by two theodolite intersections (refer to Means Table in Annex E). The theodolite was positioned on temporary control stations related to the airport control network by differential GPS measurements. The coordinates of all temporary control stations used and the processing report files are shown in this annex.

Results of the Instrument Setup and Orientation procedure

Every setup of the theodolite requires a left and right face observation to the RO in order to determine the vertical Measurement to Reference Object error of the theodolite. The software used in the processing of the observations then corrects for this error, so that the instrument is effectively calibrated at every setup. The vertical collimation error is shown as: V.C. -000°00'07"

The coordinate differences show the level of accuracy of the GPS measurements, as the distance between the two stations as measured by the EDM and the vertical angle measured by the total station are highly accurate.

September 2019

Source		PRK19-D1.GSI (PRK19-CTL.OSV)		Date:		15/09/2019							
Processed by		Mark Stuckbury		Time:		15:33							
Project no.:	329 <th>Surveyor EM:</th> <td>MLS <th>Surveyor QA:</th> <td>INR <th colspan="2"></th> </td></td>	Surveyor EM:	MLS <th>Surveyor QA:</th> <td>INR <th colspan="2"></th> </td>	Surveyor QA:	INR <th colspan="2"></th>								
Instrument Type:	Leica T1000/DI1000 <th>Serial no.:</th> <td>561650/70427 <th>Vertical Collimation</th> <td>+000 00 01 <th colspan="2"></th> </td></td>	Serial no.:	561650/70427 <th>Vertical Collimation</th> <td>+000 00 01 <th colspan="2"></th> </td>	Vertical Collimation	+000 00 01 <th colspan="2"></th>								
		Easting	Northing	Level									
New Setup	190	323038.205	1032473.133	239.469	Instr. ht.	1.610							
Ro'd to	101 (Tripod)				Dist.	49.373							
Actual station position		323053.474	1032435.760	238.236	Target ht.	1.610							
Calculated position		323053.474	1032435.759	238.242	V.C.	-000°00'09"							
Difference between the two		0.000	-0.001	0.006	Surv: MLS	Date: 08/08/2019							
Radials													
Pt no	Hz angle	Vt angle	Dist	Adj Vt ang	Ht dist	Easting	Northing	Level	Tgt ht	Flr Code	Feature	Lit	Mob
1001	273°28'48"	089°00'13"	1665.000	089°00'10"	1664.740	324619.672	1033003.051	269.061	0.000	6176	MAST	MR	S
1002	281°12'21"	089°19'49"	2688.000	089°19'48"	2687.816	325676.496	1032986.774	271.544	0.000	6176	MAST	MR	S
1003	291°05'42"	090°02'20"	2512.000	090°02'17"	2511.999	325549.719	1032922.491	235.417	0.000	6176	MAST	R	S
1004	265°54'18"	088°37'08"	200.000	088°37'05"	199.942	323217.423	1032561.777	244.903	0.000	2015	BUILDING	M	S

D) DURATION OF WORK

It is anticipated that the WGS-84 Aerodrome Surveys, software installation and training will span three months period.

Acquisition of new satellite imagery is dependent on clear visibility and as such cannot be predicted. However, under normal circumstances, acquisition would be completed with a 9 months period.

E) REFERENCES IN SIMILAR WORKS

The bidder shall provide a reference list of similar works (WGS-84 implementations and Aerodrome Obstruction surveys at airports) that were carried out for the last three (03) years.

Experience in a certified aerodrome in Africa would be highly appreciate.

F) CV

The bidder shall provide CVs of people that are going to carry out the work.

F.1 Lead surveyor:

At least BSc in Topography

At least 10 years of experience in similar projects

At least 05 similar projects as Lead surveyor

F.2 Surveyor:

At least a BSc in Geodesy and/or Cartography

At least 05 years of experience in similar projects

F.3 Local Cameroon Sworn Topographer

At least a BSc in Geodesy and/or Cartography

Evidence that he is a Cameroon Sworn topographer

F.4 Responsible for Quality Assurance and Reporting

At least 07 years of experience in similar projects as Quality Assurance Manager

G) Software and equipment used, including certificates of calibration

5. Computer-aided design (CAD) software capable of reading and modifying .dwg 2013 (provide a valid license of the two software with the name of the company);
6. One (01) total station for surveying (the total station can also be integrated with GNSS) and with Electronic Distance Measurement (EDM) equipment (separate binocular or incorporate) with the required accuracies;
7. Two (02) GNSS stations capable of getting signals from at least 02 (GPS, GLONASS, GALILEO, BEIDOU) for static and kinematic measurements with the required accuracies;
8. GNSS and Total Station processing software (provide a valid license of the software with the name of the company).

The bidder shall provide for each theodolite/total station equipment to be used either a valid certificate of conformity to the manufacturer original specifications or a statement of conformity in line with requirements of ISO 9001:2015.

The bidder shall provide for each GNSS equipment to be used a statement of conformity in line with requirements of ISO 9001:2015.

H) ISO 9001

The bidder shall provide a valid ISO 9001 QMS certificate applied to the Consulting Land Surveyors.

I) ESTIMATE COSTS

I-1) Estimate Costs

N°	Item	Quantity	Unit Price	Total (HD)
100	Initial full WGS-84 Aerodrome Survey of Maroua-Salak airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual	1		
101	Validation WGS-84 Aerodrome Survey of Douala airport facilities, Annex 14 obstacle limitation surfaces and ICAO Type A Charts in accordance with ICAO Annex 14 and ICAO Doc 9674 – WGS-84 Manual	1		
102	Acquisition of an ortho-rectified satellite image of 100 km ² with minimum 50cm resolution, inclusive of ground control points (GCP)	1		
103	Misc. Mobilisation (flights, excess baggage, travel days)	FF		
104	Import of OLS, e-TOD and Type A surfaces, satellite imageries, surveyed objects (obstacles) in ADC used software GDMS Online	2		
105	Virtual restitution and Virtual Advanced Training on GDMS Online	2		
106	Support and Signature of the report by a local Cameroon sworn topographer	FF		
	Total HD			
	VAT (19.25%)			
	Amount TI			

J) APPENDICES

- Appendix 1 - ToR: Aerodrome Plan
- Appendix 2 - ToR: Gridmap ZA and ZVA
- Appendix 3 - ToR: Clearance Surface Plan

APPENDIX 1 – TOR AERODROME PLAN

Doc 9774 Appendix 1, Part 2 a) and Best practices

1. OBJECTIVE

The purpose of these TOR is to define the content of the aerodrome plan.

2. GENERAL SURVEY AND PLAN DETAILS

2.1 It is suggested that the following principles be adopted when considering the general survey requirements and the drafting layout details.

2.2 Elevations and Distances

2.2.1 All elevations should be shown in metres AMSL and height in EGM96 or above. All distances should be shown in metres. Ideally the plan should have a WGS-84 (or UTM) overlay specifying the nearest meridians of latitude and longitude.

2.3 Plan size

2.3.1 The size of the plan should be commensurate with the size and complexity of the aerodrome.

However ideally, an A3 or A4 paper copy should be included in the aerodrome.

2.3.2 For readability, the plans should also be available in A0 paper size

2.4 Materials

2.4.1 All plans should be either black ink or colour ink on white paper.

2.5 Scale

2.5.1 The plans should be to a scale between 1:3000 and 1:5000 (A0)

2.5.2 All plans should be clearly labelled with the scale used, including a bar scale.

2.6 North Point

2.6.1 True north, and the magnetic declination (including the degree of annual variation, the direction and the year) should be shown.

2.7 Symbols

2.7.1 Standard survey symbols should be used to represent items on the plan. Where there is no standard survey symbol available - then the ICAO map symbols, as illustrated in Annex 4 Aeronautical Charts, should be used.

2.8 Survey Accuracy

2.8.1 Survey accuracy should be commensurate with the size and scale of the aerodrome involved.

2.8.2 Horizontal distances should be represented on plans rounded down to the nearest whole metre.

2.8.3 As elevations in the aviation system are based on imperial measurements (i.e. feet) the height of elevations on the plan should be given to the nearest whole foot.

2.8.4 The Runway azimuths should be measured to an accuracy of ± 10 seconds of arc.

3. AERODROME PLAN

3.1 It is suggested that the following principles be adopted when producing the aerodrome plan.

3.2 Title

3.2.1 The title of the plan should be clearly shown in the bottom right hand corner of the plan with the name of the aerodrome and the words «Aerodrome Plan».

3.3 Content

3.3.1 Where applicable, the following facilities should be included on the aerodrome plan.

- runways with dimensions labelled
- runway surface types (concrete, asphalt, sealed, gravel, grass)
- runway end elevations
- runway strip with dimension labelled
- runway strip end elevations
- key runway chainages (see paragraph 3.5)
- runway markers and markings
- runway strip markers
- stopways

- clearways
- runway end safety areas
- taxiways with names (Alpha, Bravo, etc.)
- taxiway surface types (concrete, asphalt, sealed, gravel, grass) labelled
- taxiway markers and markings
- aprons with names (RPT, GA, Tie Down Area, Private) and types (concrete, asphalt, sealed, gravel, grass) labelled
- apron markings (see complete paragraph 3.6)
- aerodrome lighting facilities (see paragraph 3.7)
- navigational aids labelled with type (NDB, VOR, DME, etc, — with critical and sensitive areas identified where possible)
- localiser array aerals (with critical and sensitive areas shown)
- glide paths (with critical and sensitive areas shown)
- airside roads
- terminal buildings
- fire stations
- control towers
- other airside buildings
- other main buildings relevant to the operation of the aerodrome
- primary wind indicator
- secondary wind indicators (indicate if lit or unlit)
- airside/landside perimeter fence
- entrance/exit gate/door to the perimeter on the runway side/town side (with door numbers indicated)
- FATO markings
- aerodrome reference point (including altitude)
- drains with indication of type (open, unpaved, U/G, etc.)
- meteorological facilities
- fixed fuel facilities

3.3.2 It should be noted, that it may be necessary to have more than one plan to accommodate all of this detail. For example, at large complex aerodromes separate plans for the apron markings and lighting facilities would most likely be needed.

3.4 Permanent survey marks

3.4.1 The position of permanent survey marks (PSM's) at the end of each runway should be indicated, if they have been installed on the aerodrome.

3.5 Runway chainages

3.5.1 The origin of the runway chainage should be such that there are never any negative chainages on the plan.

3.5.2 Always commence the chainages at the end of the runway with the lowest number i.e. for Runway 12/30 start the chainage at the Runway 12 end.

3.5.3 The plan should ideally identify the chainages at all major points along the runway, including:

- runway strip end
- runway end safety areas
- clearway end
- stopway end
- runway end
- □ runway threshold
- runway intersections
- taxiway intersections
- commencement and conclusion of turning nodes

- access roads to the runway

3.6 Apron Areas

3.6.1 The apron area should be clearly identified.

3.6.2 If the apron is complex, or the aerodrome has commercial passenger aircraft operations above 5700kgs maximum take-off weight (MTOW), a separate apron facilities plan should be included in the aerodrome manual.

3.6.2 If a separate apron facilities plan is being prepared, it should show all of the facilities on the apron area. This would include:

- apron markings associated with the movement and parking of aircraft
- aircraft parking bay designations clearly labelled
- apron markings associated with the parking of vehicles and equipment
- apron markings associated with the operation of vehicles and equipment
- hydrant refuelling points
- location of any nose in guidance systems
- any run-up bays or engine start positions
- the limits of the apron area
- any buildings that front onto the apron
- access gates to the airside in the area
- a table showing the maximum size aircraft each bay is designed for
- the co-ordinates of any aircraft parking positions fitted with a nose in guidance system
- a table showing any restrictions on the use of the apron.

3.6.3 The scale of the apron facilities plan should be commensurate with the size and scale of the apron area being depicted. The plan should be large enough to show all of the apron facilities and use of multiple plans to cover a large area may be necessary.

3.7 Aerodrome lighting facilities plan

3.7.1 Where there is a lighting system installed at the aerodrome, a plan showing the location of the facilities for the operation of the lighting system should also be included in the aerodrome manual.

3.7.2 If a separate aerodrome lighting facilities plan is being prepared, it should show all of the facilities at the aerodrome used for the operation of the lighting system. This would include:

- approach lights
- runway threshold identification lights
- runway edge lights (with colours)
- runway end lights
- runway threshold lights
- stopway lights
- turn pad lights
- runway guard lights (wig wags)
- visual landing aids (T-VASIS/ AT-VASIS or PAPI)
- taxiway lights
- apron flood lights
- apron edge lights
- obstacle lights on the aerodrome
- illuminated wind indicators
- helicopter landing site lights
- control cables

APPENDIX 2 - TOR GRIDMAPS

Doc 9731 Part 3 Chapter 7 and Best practices

1. OBJECTIVE

The purpose of these TOR is to define the content of the aerodrome gridmaps. A gridmap is a map of an area overlaid with a grid system of rectangular co-ordinates that are used to identify ground locations where no other landmarks exist.

2. GENERAL SURVEY AND PLAN DETAILS

2.1 Layer

2.1.1 The map must include a layer (a grid) in UTM projection allowing the plan to be sufficiently addressed.

2.2 Plan size

2.2.1 The size of the plan should be commensurate with the size and complexity of the aerodrome.

However ideally, small-size maps A4 should be available in the control tower, fire station, rescue and fire fighting vehicles and all other supporting vehicles responding to an emergency.

2.2.2 For reasons of readability, plans should also be available in A3 or A2 format and sometimes in larger formats for the emergency operations centre.

2.3 Materials

2.3.1 Plans should be either black ink or color ink on white paper.

2.4 Scale

2.4.1 The plan must be drawn to a scale that can be represented on A3 (gridmap - airport) or A2 (gridmap – airport and surrounding community) paper.

2.4.2 The plan must be clearly labelled with the scale used, including a bar scale.

2.5 North Point

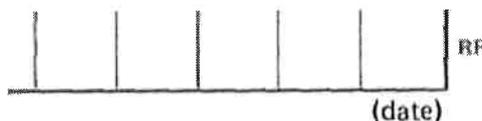
2.5.1 True north shall be shown.

2.6 Symbols

2.6.1 The symbols in ICAO Doc 9137 Part 3 Chapter 7 should be used wherever possible.

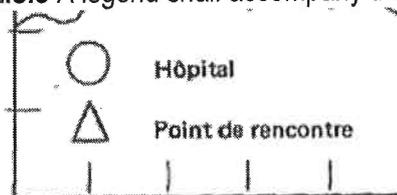
2.7 Autres exigences

2.7.1 The gridmaps must be validated by all beneficiaries and holders of information relating to these documents (RFF, ATC, Coordination, etc.).



2.8.2 Gridmaps shall indicate the date of latest revision.

2.8.3 A legend shall accompany these plans to enable easy identification of certain facilities or locations.



2.8.4 The plans must be grid-based. The dimensions of the grids must be proportional to the size and complexity of the aerodrome.

2.8.5 The gridmap - airport and gridmap – airport and surrounding community grids shall not conflict and must be immediately identifiable by all participating agencies (different colors and different names).

3. GRIDMAP ZA (Airport)

3.1 Title

3.1.1 The title of the map shall be clearly shown in the bottom right hand corner and the top center parts of the map with the name of the aerodrome and the words « GRIDMAP – 'Name of the Aerodrome' ».

3.2 Content

3.2.1 The gridmap – airport shall depict with the aerodrome:

- confines of airport access roads;
- rendezvous points ;
- staging areas ;
- les installations névralgiques de l'aérodrome
 - runway(s) with names ;
 - taxiways with names ;
 - aprons with names ;
 - control tower(s) ;
 - power station (s);
 - emergency operations centre ;
 - passenger terminal ;
 - cargo terminal ;
 - meteorological facilities ;
 - fire station (s) ;
 - fixed fuel installations ;
 - wind indicators ;
 - navigational aids labelled with type (NDB, VOR, DME, GP, LLZ, etc.) ;
 - visual landing aids (T-VASIS/ AT-VASIS ou PAPI)
- location of water supplies (DREEM, borne/poteau incendie, cours d'eau) :
- airside emergency roads ;
- crash gates ;
- other pedestrian exit doors/gates;
- perimeter fence airside/landside and access points (doors/gates) airside with names (including door/gates designations);
- aerodrome reference point (ARP) ;
- open drainage ;
- areas that are difficult for airport rescue and firefighting services to access (ravines, marshes, mountains, swampy area, water, etc.) (shade the areas and specify the difficulty of access)

3.2.2 The gridmap – airport must clearly show the 1000m on either side of each runway (towards/from) the runway thresholds) in the approach and take-off areas of each runway.

3.2.3 In order to improve the exploitation of the gridmap – airport, the map can be oriented so that it is parallel to the horizontal plane of the grids of the gridmap – airport.

3.2.4 The gridmap - airport shall have as a background an ortho-rectified satellite image.

4. GRIDMAP ZVA (Airport and surrounding community)

4.1 Title

4.1.1 The title of the map shall be clearly shown in the bottom right hand corner and the top center parts of the map with the name of the aerodrome and the words « GRIDMAP – Airport and surrounding community ».

4.2 Content

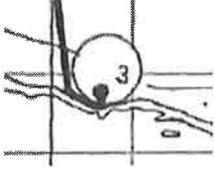
4.2.1 The Gridmap - airport and surrounding community (ZVA) shall depict surrounding communities and indicate within a distance of approximately 8 km (draw the contours of the circle) from the center of the airport;

- surrounding communities
- rendezvous points ;
- aerodrome access roads;
- rivers and streams ;
- appropriate medical facilities: each hospital should be individually numbered and treatment specialty indicated with distinct data such as beds, personnel, etc.

Hôpital ① 55 lits
Capable de traiter tous les cas d'urgences médicales.

Hôpital ③ 40 lits
Capable de traiter les cas courants d'urgences médicales tels que blessures ou fractures simples.

Hôpital ② 70 lits
Capable de traiter la plupart des cas d'urgences médicales à l'exception de cas particuliers comme les brûlures étendues.



- fire stations in aerodrome surrounding communities.

4.2.2 The Gridmap – airport and surrounding community shall have a georeferenced image from OpenStreetMap as its background (showing the names of surrounding communities, access roads to the aerodrome, waterways, etc.).

APPENDIX 3 - TOR CLEARANCE SURFACE PLAN

Doc 9137 Part 6 and

STAC technical information note on clearance surfaces (September 2015)

1. OBJECTIVE

The purpose of this TOR is to define the content of the clearance surface plan.

The purpose of the clearance surface plan (PSA) is to protect air traffic from any dangerous obstacle located within or near an aerodrome, in order to guarantee the safety of the airspace necessary for the final approach and take-off processes of aircraft, but also to preserve the long-term development of the platform.

The clearance surface plan file includes:

- The clearance plan which represents the orthogonal projection, on a plan background, of all the clearance surfaces which affect the municipalities of the department(s) located near the aerodrome. The altimetric elevations of the clearance surface are indicated on all the gaps and surfaces of the plan by contour lines and the corresponding summit elevations, in meters AMSL.
- an appendix, including among other things:
 - an explanatory note setting out the object sought by the institution of clearance surfaces providing the technical specifications of each surface, the representation of each surface with the level lines and the dimensions of the surfaces.
 - The implementation of the clearance plan including the list of obstacles exceeding the authorized limit heights as well as the actions to be taken on existing, future and mobile obstacles.
 - The various sketches of the clearance plan.

2. GENERAL SURVEY AND DETAILS OF THE PLAN

2.1 It is suggested that the following principles be adopted when considering the requirements of the general survey and plan details.

2.2 Altitudes and distances

2.2.1 All altitudes must be indicated in meters AMSL. All distances must be indicated in meters. The plan must include a layer (a grid) in local projection (UTM) allowing the plan to be sufficiently addressed.

2.3 Plan size

2.3.1 The size of the plan should be sufficient to allow all obstacle limitation surfaces to be represented. However, ideally a copy on A3 or A4 paper should be included in the aerodrome manual.

2.3.2 For readability reasons, the plan should also be available in A0 format.

2.4 Materials

2.4.1 The plan should be printed in black or colored ink on white paper.

2.5 Scale

2.5.1 The plan must be at a scale between 1: 3000 and 1:5000 (A0)

2.5.2 The plan shall be clearly labelled with the scale used, including a bar scale.

2.6 North Point

2.6.1 True north and magnetic declination (including the degree of annual variation, direction and year) shall be indicated.

2.7 Symbols

2.7.1 Standard survey symbols shall be used to represent plan features. Where no standard symbol is available, ICAO cartographic symbols, as shown in Annex 4 of the Aeronautical Charts, shall be used.

2.8 Survey accuracy

2.8.1 The accuracy of surveys should be proportional to the size and scale of the aerodrome concerned.

2.8.2 Horizontal distances should be shown on plans, rounded to the nearest whole meter.

2.8.4 Runway azimuths shall be measured with an accuracy of ± 10 arc seconds.

3. CLEARANCE PLAN

3.1 It is suggested that the following principles be adopted when preparing the aerodrome plan.

3.2 Title

3.2.1 The title of the plan should be clearly indicated in the lower right-hand corner of the plan, with the name of the aerodrome and the words "Safeguarding Contours Plan".

3.3 Content

3.3.1 The clearance plan must represent the aerial contours of all obstacle limitation surfaces required for the aerodrome as specified in Annex 14 and CEMAC ADR-DSN, namely:

	QFU 30 Precision Approach Category I	QFU 12 Classical Approach
3.3.1.1. Outer horizontal surface		
Height	150m	150m
Datum (height)	Compared to the lowest threshold	Compared to the lowest threshold
Radius	15km	15km
Datum (radius)	Relative to the geometric center of the aerodrome	Relative to the geometric center of the aerodrome
3.3.1.2. Conical surface		
Slope	5%	5%
Height	100m	100m
3.3.1.3. Interior horizontal surface		
Height	45m	45m
Datum (height)	Compared to the lowest threshold	Compared to the lowest threshold
Radius	4,000m	4,000m
Datum (radius)	Relative to the geometric center of the aerodrome	Relative to the geometric center of the aerodrome
3.3.1.4. Approach surface		
Inner edge length	280 m	280 m
Distance to threshold	60m	60m
Divergence (on both sides)	15%	15%
<u>First section</u>		
Length	3,000 m	3,000 m
Slope	2%	2%
<u>Second section</u>		
Length	3,600m b	3,600m
Slope	2.5%	2.5%
<u>Horizontal section</u>		
Length	8,400m b	8,400m b
Total length	15,000 m	15,000 m
3.3.1.5. Transition surface		
Slope	14.3%	14.3%
3.3.1.6. Inner transition surfaces		
Slope	33.3%	-
3.3.1.7. Balked landing surface		
Inner edge length	120m	-
Distance to threshold	1,800m	-
Divergence (on both sides)	10%	-
Slope	3.33%	-
3.3.1.8. Inner approach surface		
Width	120 m	-
Distance to threshold	60m	-
Length	900m	-
Slope	2%	-

3.3.1.9. Take-off climb surface.

Inner edge length	180m	180m
Distance from the end of runway b	60m	60m
Divergence (on both sides)	12.5%	12.5%
Final width	1200 m	1200 m
Length	15,000 m	15,000 m
Slope	2%	2%

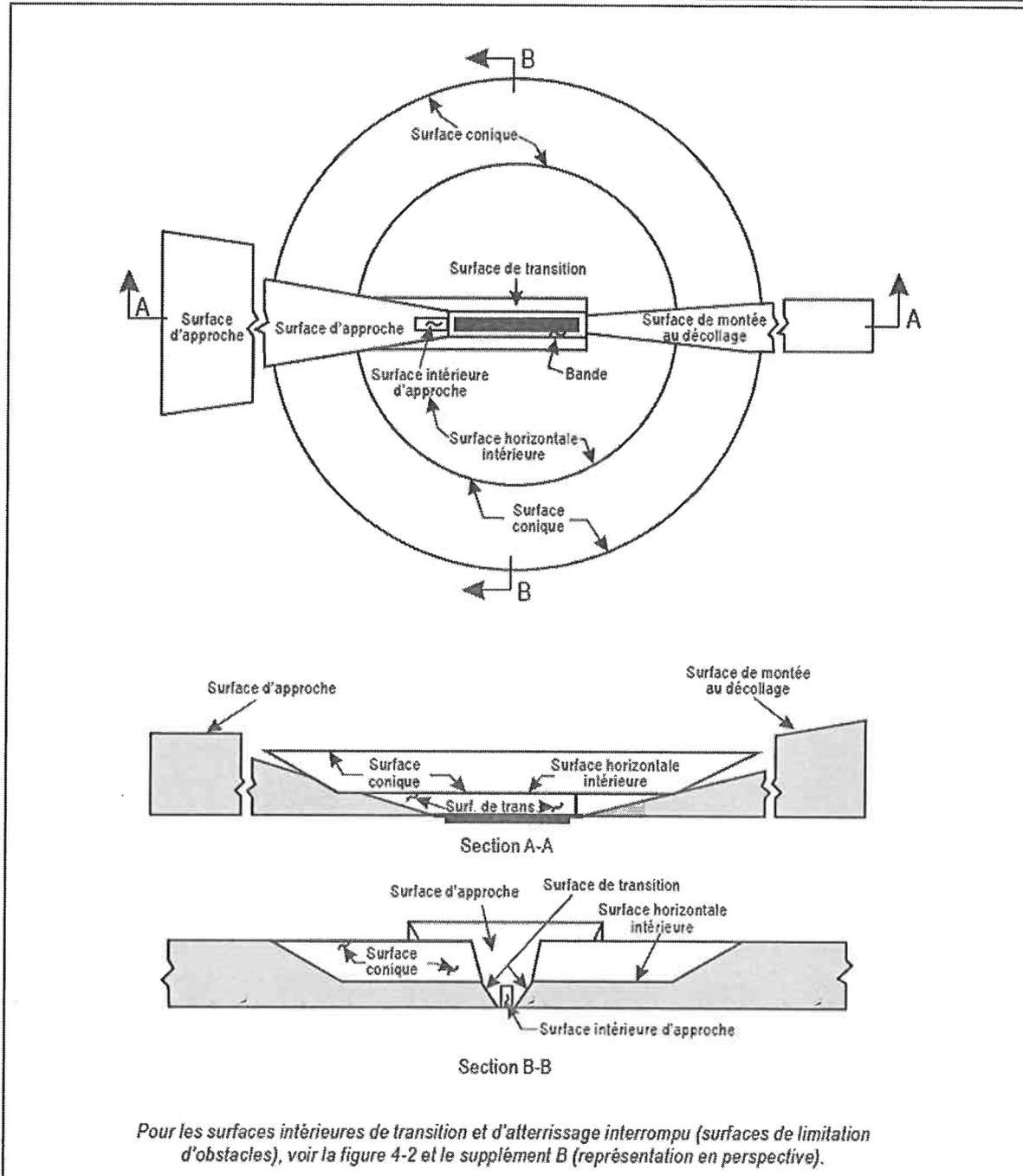


Figure 4-1. Surfaces de limitation d'obstacles

3.3.2 The clearance plan must represent under an OpenStreetMap background image for each obstacle limitation surface:

- c) the level lines (aerial contours) of the surface every 10 m from the start of the surface (lowest point) to the end of the surface (highest point);
- d) the surface dimensions (from the technical specifications of the surface).

3.3.3 Where there is an intersection between two surfaces, the clearance plan should represent the contours of the most restrictive surface.

3.3.4 Each obstacle limitation surface shall be represented with a different color.

3.3.5 In addition to the coloured surfaces, the clearance plan also includes a dotted circle located 13 km from the geometric centre of the aerodrome (midpoint of runway 17/35). This circle defines the area within which consultation is required for any proposal likely to attract birds or related to aircraft use. For example:

- c) Risk of collision with wildlife - Any development project likely to increase the risk of collision with wildlife (large tree plantations, mineral or quarrying, landfills, reservoirs, sewage treatment plants, nature reserves or bird sanctuaries) must be submitted to the aerodrome for a protection consultation.
- d) Other aeronautical use - Any proposed aeronautical establishment, for example a helicopter landing area or gliding activity in the vicinity, must be submitted to the aerodrome for protection consultation.

The protection zone extends to cover an area suitable for protecting the aerodrome and is centred on the geometric centre of the aerodrome (midpoint of runway).

4. NOTE ANNEX TO THE CLEARANCE PLAN

4.1 An additional note must accompany the clearance plan.

4.2 The attached note should be presented as follows:

1 - EXPLANATORY NOTICE

I - GENERAL INFORMATION ON CLEARANCE SURFACES

I.1 - PURPOSE AND PROCEDURE

I.2 - REGULATORY BASES

I.3 - CHARACTERISTICS TAKEN INTO ACCOUNT FOR THE ESTABLISHMENT OF CLEARANCE SURFACES

I.4 - GENERAL FORM OF CLEARANCE SURFACES

I.5 - APPLICATION OF CLEARANCE SURFACES

I.5.1 - Fixed obstacles

I.5.2 - Moving obstacles

I.5.3 - Marking of obstacles

II - CLEARANCE SURFACES OF THE AERODROME

II.1 - PREAMBLE

II.2 - SITUATION PLAN

II.3 - PHYSICAL CHARACTERISTICS OF INFRASTRUCTURES

II.3.1 - Geometric characteristics

II.3.2 - Aerodrome Code

II.3.3 - Runway operating mode

II.3.4 - Extension projects

II.3.5 - Other possible relevant information to determine obstacle limitation surfaces

II.4 - CLEARANCE SURFACES

II.4.1 - Envelope of clearance surfaces

II.4.2 - Approach surfaces and take-off climb surfaces

II.4.3 - Transition surface

II.4.4 - Inner horizontal surface

II.4.5 - Conical surface

II.4.6 - Outer horizontal surface

II.5 - SURFACES ASSOCIATED WITH PRECISION APPROACHES (OFZ)

II.6 - APPLICABLE SURFACES FOR VISUAL AIDS

II.6.1 - Obstacle protection surfaces (OPS) of visual approach slope indicators

II.7 - BASIS OF CLEARANCES

II.7.1 - Clearance area and boundaries of municipalities under clearance surfaces

II.7.2 - Municipalities affected by clearance surfaces

2 - IMPLEMENTATION OF THE PSA

I - LIST OF OBSTACLES EXCEEDING THE LIMITS AUTHORIZED BY THE CLEARANCE SURFACES AFTER ADAPTATIONS

II - TREATMENT OF OBSTACLES

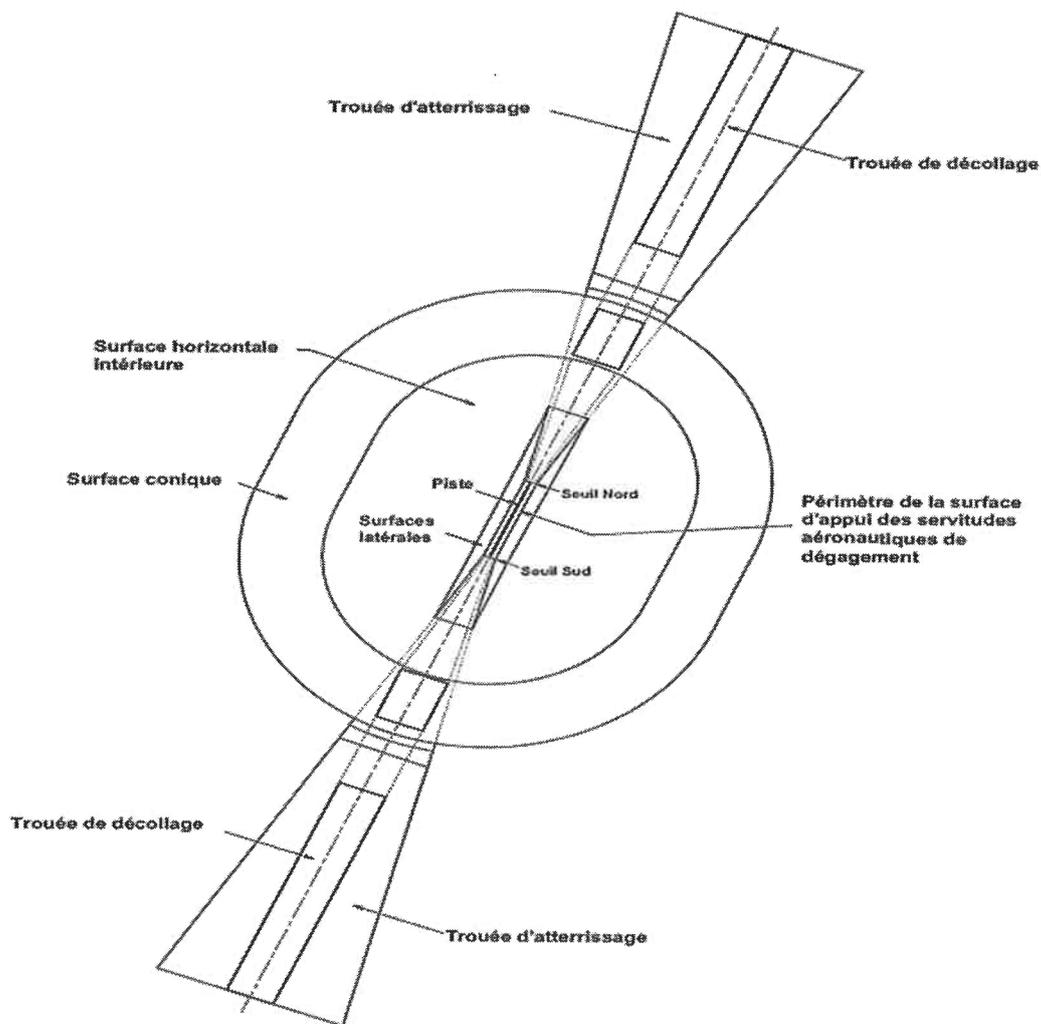
II.1 - EXISTING OBSTACLES

II.2 - OBSTACLES AHEAD

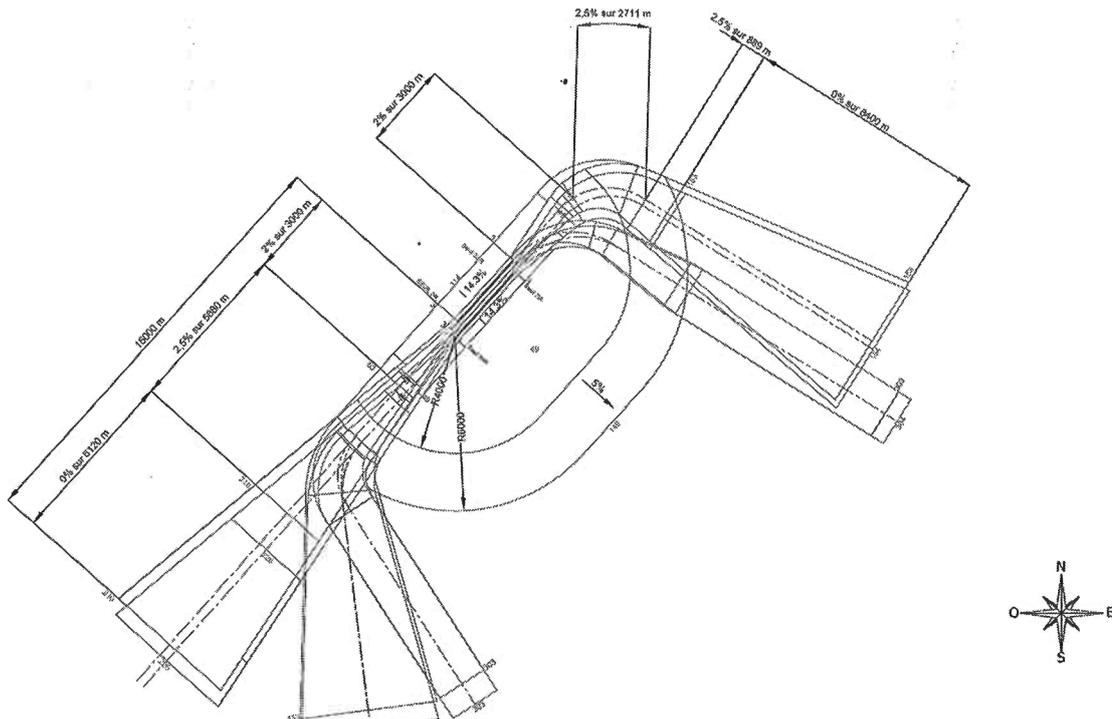
II.3 - MOVING OBSTACLES WITHIN THE AERODROME AREAS

3 - SKETCHES AND MAPS

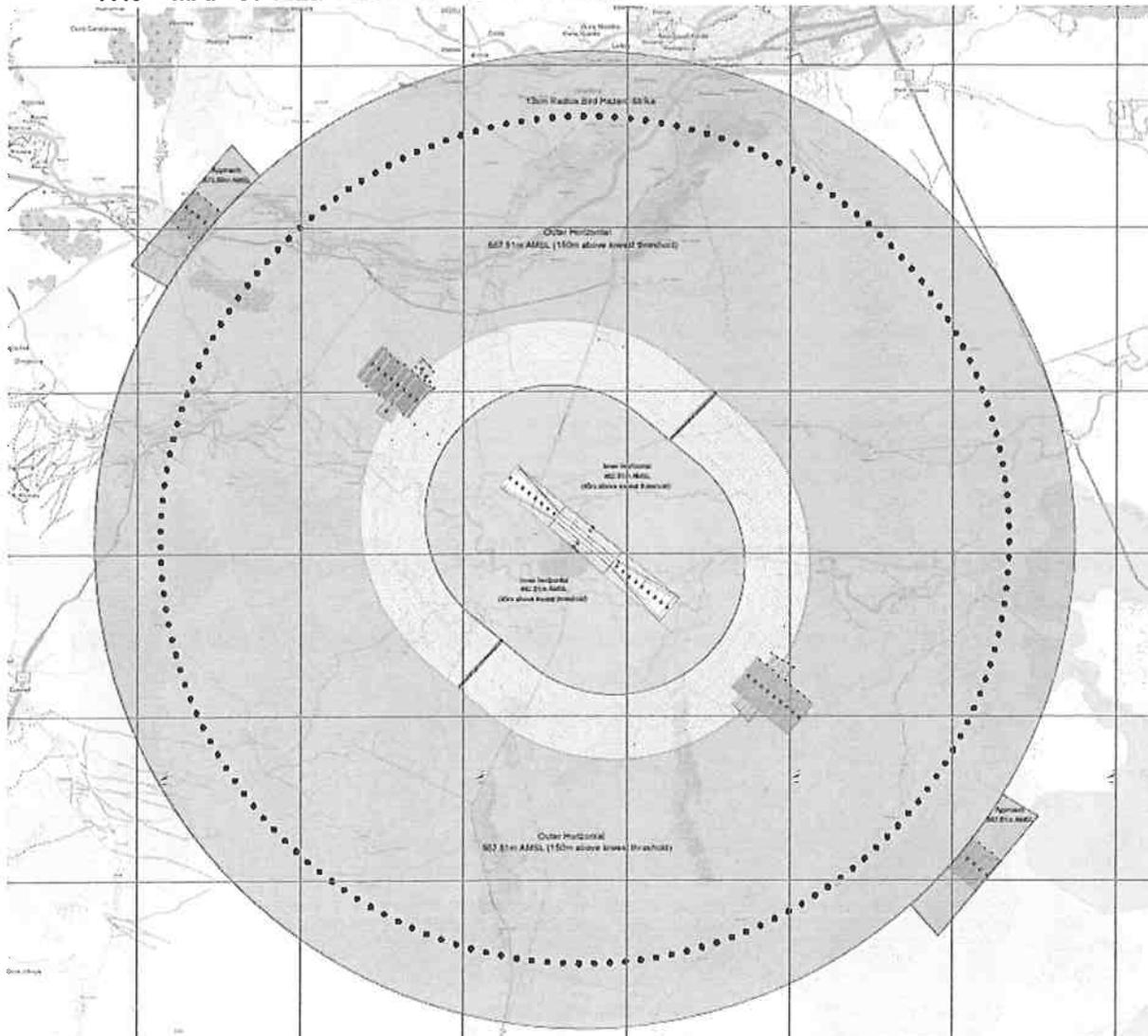
IV.1 - OVERALL SKETCH OF THE BASIC SURFACES



IV.2 - SKETCH OF SURFACES



IV.3 – MAP OF ALL CLEARANCE SURFACES



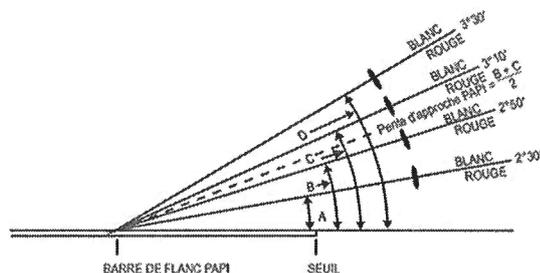
4.3 Section II.4 of the explanatory note must contain at least, for each subsection (II.4.1, II.4.2, etc.), the following elements:

- d) The identified surfaces, their purpose and their description;
- e) A table containing:
 - i. A reminder of the technical specifications of the identified surface(s) based on Annex 14 and CEMAC ADR-DSN;
 - ii. The altitudes of the lowest point on the surface and the highest point on the surface
- f) OpenStreetMap background image indicating:
 - i. the level lines (aerial contours) of the surface every 10 m from the start of the surface (lowest point) to the end of the surface (highest point);
 - ii. the surface dimensions (from the technical specifications of the surface).

4.4 Section II.6.1 of the explanatory note must contain at least the following elements:

- c) The purpose and description of the obstacle-protection surfaces of the PAPI.
- d) A table containing:
 - iii. A reminder of the technical specifications for obstacle-protection surfaces based on Annex 14 and CEMAC ADR-DSN, which is as follows:

	PAPI 12	PAPI 30
3.3.1 .1. Obstacle protection surfaces		
Length of bottom edge	300m	300m
Distance to visual approach slope indicator	D (distance from VASIS to the threshold) +60m	D (distance from VASIS to the threshold) +60m
Divergence (on each side)	15%	15%
Total length	15000m	15000m
PAPI slope	A (voir fiche d'installation du PAPI 07) - 0,57°	A (voir fiche d'installation du PAPI 25) - 0,57°



La hauteur des yeux du pilote au-dessus de l'antenne d'alignement de descente ILS/MLS de l'aéronef varie avec le type de l'avion et l'assiette en approche. La mise en harmonie du signal PAPI et de l'alignement de descente ILS ou de l'alignement de descente minimal MLS jusqu'en un point plus rapproché du seuil peut être obtenue en portant de 20° à 30° l'ouverture du secteur de descente. Dans le cas d'une pente de descente de 3°, les angles de calage seraient alors de 2°25', 2°45', 3°15' et 3°35'.

A --- PAPI À 3° DE PENTE

- iv. The altitudes of the lowest point on the surface and the highest point on the surface
- c) OpenStreetMap background image indicating:
 - i. the level lines (aerial contours) of the surface every 10 m from the start of the surface (lowest point) to the end of the surface (highest point);
 - ii. the surface dimensions (from the surface technical specifications).

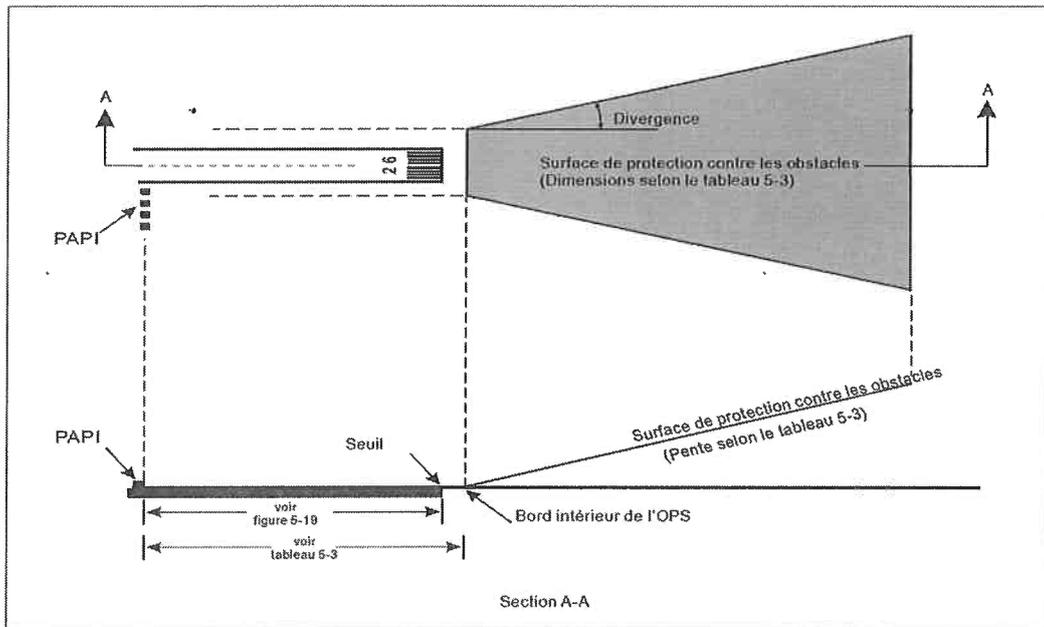


Figure 5-21. Surface de protection contre les obstacles pour les indicateurs visuels de pente d'approche

INTERNAL TENDER BOARD

OPEN INTERNATIONAL INVITATION TO TENDER

N° 002/AOIO/ADC/CIPM/2026 OF 16.03/2026

**FOR THE ACQUISITION AND UPDATE OF WGS-84 AERODROME AND
OBSTACLE DATA FOR DOUALA, GAROUA AND NGAOUNDERE
AIRPORTS**

FUNDING: AEROPORTS DU CAMEROUN S.A.

IMPUTATION: BUDGET- 2026 FINANCIAL YEAR LINE 81804

EXHIBIT No. 13:

**LIST OF BANKING ESTABLISHMENTS AND FINANCIAL
ORGANIZATIONS AUTHORIZED TO ISSUE GUARANTEES IN THE
CONTEXT OF PUBLIC CONTRACTS**

List of banking establishments and financial organizations authorized to issue guarantees in the context of public contracts.

I- **BANKS**

1. Afriland First Bank (FIRST BANK), BP 11 834 Yaoundé;
2. Access Bank Cameroon BP 6000 Yaoundé;
3. Banco Nacional de Guinea Ecuatorial (BANGE Bank Cameroun), BP 34 692 Yaoundé;
4. Banque Atlantique Cameroun (BACM), BP 2 933 Douala;
5. Banque Camerounaise des Petites et Moyennes Entreprises (BC-PME), BP 12 692 Yaoundé ;
6. Banque Gabonaise pour le Financement International (BGFIBANK), BP 660 Douala ;
7. Banque Internationale du Cameroun pour l'Epargne et le Crédit (BICEC), BP 1 925 Douala ;
8. Citibank Cameroun (Citibank Cameroun), BP 4 571 Douala;
9. Commercial Bank-Cameroon (CBC), BP 4 004 Douala;
10. Crédit Communautaire d'Afrique-Bank (CCA-BANK), BP 6 578 Yaoundé ;
11. Ecobank Cameroun (ECOBANK), BP 582 Douala;
12. La Régionale Bank BP : 30 145, Yaoundé ;
13. National Financial Credit-Bank, (NFC-Bank), BP 6 578 Yaoundé;
14. Société Commerciale de Banques-Cameroon (SCB-Cameroon), BP 300 Douala ;
15. Société Générale Cameroun (SGC), BP 4 042 Douala ;
16. Standard Chartered Bank Cameroon (SCBC) BP 1 784 Douala;
17. Union Bank of Cameroon (UBC), BP 15 569 Douala;
18. United Bank for Africa (UBA), BP 2 088 Douala.

II- **INSURANCE COMPANIES**

1. Activa Assurances, BP 12 970 Douala ;
2. Area Assurances, BP 15 584 Douala;
3. Atlantique Assurances Cameroun IARDT, BP 3 073 Douala ;
4. Chanas Assurances SA, BP 109 Douala ;
5. CPA SA, BP 54 Douala ;
6. Nsia Assurances S.A, BP 2 759 Douala ;
7. Pro Assur SA, BP 5 963 Douala ;
8. Prudential Beneficial General Insurance SA, BP 2 328 Douala;
9. ROYAL ONYX Insurance Cie, BP 12 230 Douala ;
10. SAAR SA, BP 1 011 Douala ;
11. Sanlam Assurances S.A, BP 12 125 Douala ;
12. Zenithe Insurance S.A, BP 1 540 Douala.

