

# **ANNEX**

**Sample Letter of Interest**  
[Group Leader/Candidate Header]

Yaoundé, Cameroun, [ ] [ ] 2018

To  
The Minister of Mines, Industry and Technological Development

**Subject: Letter of interest relating to the partnership contract for the financing, development, equipment, operation and management of the Ouassa Babouté agro-industrial reference technological park (Technopole).**

Dear Minister,

As part of the procedure launched by the Ministry of Mines, Industry and Technological Development with a view to a partnership contract for the financing, development, equipment, operation and management of the Ouassa Babouté agro-industrial reference technological park (Technopole), we hereby express our interest in the project and submit our application prepared in accordance with the instructions in the call for interest.

[Add in case of submission in Group: This application is prepared in group with the companies [ ], our company acting as lead partner, in its name and on behalf of the other members of the Group.] We hereby confirm that we have read the entire Call for Interest dossier and accept all its terms without reservation.

All the documents making up our application file are attached to this letter.

We designate as representative [Name of representative], [Address, telephone and fax number, e-mail address of representative], in particular for the receipt of all notifications provided for in this procedure.

We certify on our honour that all documents and information provided in our application file are true and correct in all respects./-

[Name, position, signature, stamp]

**Sample of group declaration**

We, the undersigned,

**Legal person (1)**

Company (Company name and legal form)

Registered office address:

Trade register No.:

Main activity:

Represented by: (Surname, first name, nationality, National Identity Card No. or residence card No. or passport No.), in their capacity as:

**Legal person (2)**

Company (Company name and legal form)

Registered office address:

Trade register No.:

Main activity:

Represented by: (Surname, first name, nationality, National Identity Card No. or residence card No. or passport No.), in their capacity as:

**Legal person (3)**

.....

.....

Hereby **declare** that we shall act jointly and severally within the framework of the above-mentioned Grouping, in response to the Call for interest

**FOR THE SELECTION OF COMPANIES OR GROUPS OF COMPANIES TO SUPPORT THE  
GOVERNMENT OF THE REPUBLIC OF CAMEROON IN THE FINANCING, DEVELOPMENT,  
EQUIPMENT, OPERATION AND MANAGEMENT OF THE OUASSA BABOUTE AGRO-  
INDUSTRIAL REFERENCE TECHNOLOGY PARK (TECHNOPOLE)**

Hereby **designate** ....., as Head of the Group

Done at ....., on .....

Signature and stamp of each company of the group

### **General presentation of the candidate**

1. Company name and legal form
2. Administrative headquarters addresses
3. Contacts
4. Telephone
5. Fax
6. Email / website
7. Address of the company's registered office
8. Year of incorporation, registration of the company
9. List of shareholders holding at least 5% of the capital (name, nationality, % of the capital and % of voting rights)
10. Brief presentation of the company and its various activities
11. Organization chart of the company
12. Company's workforce per activity
13. Main officials of the company

In the case of a group application, all of this Information must be provided by each of the Group's member companies.



**Sample of Sworn statement**

I, the undersigned (surname, first name, nationality, National Identity Card, residence card or passport No.), representing the company (company name and legal form),

With a share capital of:

Registered office address:

Trade register No.:

**Declare on my word of honour that:**

1. The company is not in dispute with the State of Cameroon in any field whatsoever;
2. The company is neither gone into insolvency nor into receivership;
3. I certify that all the information contained in our application file is correct.

Done at ....., on .....

[Name, position, signature, stamp]

In the case of group application, the Sworn statement must be provided by each of the Group's member companies.

### Financial data

Summary of financial statements and equivalents in CFA Francs

| YEAR   | 2017 | 2016 | 2015 | 2014 | 2013 |
|--|------|------|------|------|------|
| Total Assets   |      |      |      |      |      |
| Total Fixed Assets   |      |      |      |      |      |
| Total liabilities  |      |      |      |      |      |
| Total shareholders' equity   |      |      |      |      |      |
| Total Financial debts  |      |      |      |      |      |
| Total Turnover   |      |      |      |      |      |
| Turnover of the activities of completion and operation of technology parks |      |      |      |      |      |
| Outcome after taxes  |      |      |      |      |      |

We, the undersigned, [name of the applicant or, as the case may be, of each member of the applicant Group, represented by (name and position of the signatory)], certify that the above information is true and correct.

Done on .....

In the name and on behalf of [applicant's company name or, as the case may be, each member of the applicant Group]

[Name, position, signature, stamp]

In the case of a group application, all the information must be provided individually by each member company of the Group, with a summary cumulating the financial data of all the members of the Group.

**References in financing, development, equipment, operation and management of reference technology parks**

Experience in the financing, development, equipment, operation and management of reference technology parks

| YEAR  | 2017 | 2016 | 2015 | 2014 | 2013 |
|---|------|------|------|------|------|
| <b>Name of Country No. 1</b>  |      |      |      |      |      |
| <b>Name of Project No. 1</b>  |      |      |      |      |      |
| Characteristics of the technology park<br>(nature of the processed elements, number of companies installed) |      |      |      |      |      |
| Cost for developing the technology park   |      |      |      |      |      |
| Duration for developing the technology park   |      |      |      |      |      |
| Average daily production  |      |      |      |      |      |
| Average daily traffic of transport equipment  |      |      |      |      |      |
| <b>Name of Country No. 2</b>  |      |      |      |      |      |
| <b>Name of Project No. 2</b>  |      |      |      |      |      |
| Characteristics of the technology park<br>(nature of the processed elements, number of companies installed) |      |      |      |      |      |
| Cost of developing the technology park  |      |      |      |      |      |
| Duration for developing the technology park   |      |      |      |      |      |
| Average daily production  |      |      |      |      |      |
| Average daily traffic of transport equipment  |      |      |      |      |      |
| <b>Name of Country No. 3</b>  |      |      |      |      |      |
| <b>Name of Project No. 3</b>  |      |      |      |      |      |
| .....   |      |      |      |      |      |
| .....   |      |      |      |      |      |
| .....   |      |      |      |      |      |



**Sample of Curriculum Vitae (CV)**  
**of the proposed specialized staff**

Position: .....  
Name of the Applicant: .....  
Employee's name: .....  
Occupation: .....  
Diplomas: .....  
Date of birth: .....  
Number of years of employment by the Applicant: ..... : Nationality: .....  
Affiliation with professional associations/groups: .....  
.....  
Specific duties: .....  
.....

**Main qualifications:**

[In about half a page, provide an overview of aspects of the employee's training and experience that are most relevant to the employee's duties on the mission. Indicate the level of responsibilities exercised by him/her during previous missions, specifying the date and place].

**Training:**

[In about one quarter page, summarize the employee's university and other specialized studies, indicating the names and addresses of the schools or universities attended, the dates of attendance, and the degrees obtained.]

**Attachments:**

- ❖ True copy of the highest diploma and, if possible, a certificate from the trade association;
- ❖ Certificate of Availability

.....  
**Professional experience:**

In about two pages, list the jobs held by the employee since graduation in reverse chronological order, starting with the current position. For each, indicate the dates, name of the employer, position title and place of work. For the last 10 years, also specify the type of activity carried out and, where appropriate, the names of clients likely to provide references].

**Computer skills:**

[Indicate level of knowledge]

**Languages:**

Indicate for each, the level of knowledge: Poor / average / good / excellent. With regard to the language read/written/spoken].

**Certificate:**

I, the undersigned, certify that to the best of my knowledge and belief, the above information accurately reflects my status, qualifications and experience.

Date: .....

[Signature of employee and authorized bidder's representative]

Employee's name: .....