

DECREE No. 2018/000/PM 05 JAN 2018  
to set up a public contracts dematerialisation platform  
and lay down rules for its use.

The Prime Minister, Head of Government,

Mindful of the Constitution;  
Mindful of Law No. 2000/010 of 19 December 2000 governing archives;  
Mindful of Law No. 2010/012 of 21 December 2010 relating to cyber security and cybercrime in Cameroon;  
Mindful of Law No. 2010/013 of 21 December 2010 governing electronic communication in Cameroon, as amended and supplemented by Law No. 2015/006 of 20 April 2015;  
Mindful of Decree No. 92/089 of 4 May 1992 to specify the duties of the Prime Minister, as amended and supplemented by Decree No. 95/145-bis of 4 August 1995;  
Mindful of Decree No. 2004/275 of 24 September 2004 instituting the Public Contracts Code;  
Mindful of Decree No. 2011/408 of 9 December 2011 to organize the Government;  
Mindful of Decree No. 2011/409 of 9 December 2011 to appoint a Prime Minister, Head of Government;  
Mindful of Decree No. 2012/074 of 8 March 2012 relating to the establishment, organisation and functioning of Public Tenders Boards, as amended and supplemented by Decree No. 2013/271 of 5 August 2013;  
Mindful of Decree No. 2012/075 of 8 March 2012 to organise the Ministry of Public Contracts,  
Mindful of Decree No. 2012/180 of 10 April 2012 to organise the National Agency for Information and Communication Technologies,

Hereby decrees as follows:

**CHAPTER I**  
**GENERAL PROVISIONS**

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**ARTICLE 1.-** (1) This decree establishes a public contracts dematerialisation platform and lays down rules for its use.

(2) The platform mentioned in paragraph 1 above shall be a public contracts web portal **Cameroon Online E-procurement System (COLEPS)**, hereinafter referred to as “the dematerialisation platform”.



**ARTICLE 2.-** Within the meaning of this decree and subsequent implementing instruments, the following definitions shall apply:

- a) **Electronic certificate:** an online document signed digitally by the issuer, which attests to the authenticity of its content;
- b) **User charter:** a prepared document defining the rights and obligations arising from the use of the information and communication system;
- c) **Encryption:** a process of converting information into a code with the use of a secret key to make it unreadable for unauthorised users with no knowledge of the key;
- d) **Encoding:** the process of converting information into a code that is unintelligible to third parties;
- e) **Decryption:** a reverse encryption operation;
- f) **Dematerialisation:** the replacement of paper documents or manual procedures with digital documents or automated methods. It involves the use of automated methods of processing, exchanging and storing information without using paper;
- g) **Date and time stamping:** a technique aimed at recording the date and time of actions and events in order to trace all access, activities and updates performed on the platform, in a way that can be used as evidence;
- h) **Electronic signature:** a signature that is affixed to an electronic document by someone to authenticate the identity of the sender of a message.

**ARTICLE 3.-** The public contracts dematerialisation platform shall help to:

- programme public contracts online;
- conduct procedures for the award of public contracts online;
- ensure the publication of documents concerning the award and execution of public contracts;
- ascertain through a date/time stamping mechanism the exact date of online submission of bids by bidders and of their processing by Project Owners or Contracting Authorities;
- guarantee the confidentiality of bids through a process of cryptography;
- guarantee the authenticity and non-rejection of documents signed on the portal, through an electronic signature process;
- guarantee the integrity of bids transmitted through the portal;
- ensure celerity and guarantee authenticity in the transmission of documents demanded during the award and execution of public contracts;

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- ensure the archiving and accessibility of all documents and transactions related to the award and execution of public contracts;
- host the public contract stakeholders databank, the public contracts databank or any other bank established on the dematerialisation platform.

**ARTICLE 4.-** The dematerialisation platform shall also enable:

**a) Project Owners or Contracting Authorities to:**

- ensure that encryption and decryption keys are generated by the system during the publication of the tender notice;
- define encryption and decryption keys for electronic bids;
- decrypt electronic bids submitted by bidders;
- publish the results of bids opening and review session;
- ensure the publication and wide dissemination of documents related to the award, execution and control of the execution of public contracts, notably:
  - plans for procurements programmed online;
  - tender notices;
  - calls for expressions of interest and possible addenda thereto;
  - bidding documents or any other documents serving that purpose, and possible addenda thereto;
  - copies of the Public Tenders Board session reports;
  - contract award decisions;
  - decisions possibly cancelling tenders or declaring the tender procedure unsuccessful, as the case may be;
  - announcements making public the results of tenders;
  - documents signed during the execution of public contracts;
  - the list of contractors sanctioned as part of the procurement process.

**b) the public tenders board to open electronic bids and close off the results of the bids opening session;**

**c) bidders to:**

- submit their bids online;
- complete their files or rectify possible clerical errors at the request of the competent Public Tenders Board;
- carry out all other actions inherent in the procurement procedure in which they are involved.

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**ARTICLE 5.-** The functionalities of the dematerialisation platform shall allow Government departments and other public or private organizations to issue documents and information online justifying the administrative situation and capacities of bidders.



**ARTICLE 6.-** The Ministry in charge of Public Contracts shall host and manage the dematerialisation platform.

In that regard, it shall notably:

- host the technical infrastructure of the platform;
- create and manage user accounts;
- ensure compliance with the rules governing the use of the platform;
- ensure the technical and cryptographic security of the platform;
- issue and register online, on COLEPS, electronic certificates assigned to platform users;
- maintain and upgrade the platform;
- support the platform's users by providing appropriate training.

**ARTICLE 7.-** The administrator of the dematerialisation platform shall be responsible for the publication on the portal, of legislative and regulatory instruments as well as all documents related to public contracts.

## **CHAPTER II**

### **CONDITIONS FOR THE USE OF THE PLATFORM**

**ARTICLE 8.- (1)** A user shall be registered on the dematerialisation platform by the administrator, upon presentation of a registration form duly signed by the applicant or his legal representative.

**(2)** The form referred to in paragraph 1 above shall be downloaded from the dematerialisation platform.

**ARTICLE 9-** Use of the dematerialisation platform for transactions shall be subject to obtaining an online certificate and a password, issued by the Agency in charge of information and communication technologies.

**ARTICLE 10.- (1)** Users of the dematerialisation platform shall be solely responsible for the use of the account name and password given to them, and the user accounts which they create.

**(2)** They shall also be responsible for the information content that they upload on the dematerialisation platform.

**ARTICLE 11.-** The Public Contracts Regulatory Agency shall have privileged access to the dematerialisation platform during the discharge of its missions.

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CHAPTER III  
**CONDITIONS FOR PROCESSING AND USE OF DATABANKS ON THE**  
**DEMATERIALIZATION PLATFORM**

**ARTICLE 12.-** (1) To ensure the greater efficiency of the public procurement information system, databanks of public contracts and stakeholders thereof shall be created on the dematerialisation platform and systematically updated.

(2) Other databanks may be created and managed on the dematerialisation platform, when necessary, for use by those involved in the procurement system.

CHAPTER IV  
**MISCELLANEOUS, TRANSITIONAL AND FINAL PROVISIONS**

**ARTICLE 13.-** (1) Subject to the rules of publicity prescribed by the Public Contracts Code, the Minister in charge of Public Contracts shall, each year, for a five (5)-year period, draw up the list documents that must be published on the dematerialisation platform as part of the award and execution of public contracts.

(2) After the period set in paragraph 1 above, the publication of documents and the award and execution of public contracts on the dematerialisation platform shall become mandatory for Project Owners and Contracting Authorities.

**ARTICLE 14.-** Government departments or public and private organizations may manage sub-systems linked to the dematerialisation platform within their departments and under their responsibility.

**ARTICLE 15.-** Other rules for the functioning and use of the dematerialisation platform shall be specified in user charters drafted by the Administrator.

**ARTICLE 16.-** The Minister in charge of Public Contracts shall, where necessary, issue an order to specify the terms for the implementation of this decree.

**ARTICLE 17.-** This decree shall be registered, published according to the procedure of urgency, and inserted in the Official Gazette in English and French.

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Yaounde, 05 JAN 2018

