

Technical Specifications

Cleaning of ENEO Facilities

February 2021

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1 DESCRIPTION OF SERVICES

1.1 Scope of work

The works covered by these specifications include the following main areas:

- Cleaning inside and around Eneo sites.
- Removal of waste from Eneo sites and deposit at municipal disposal sites.
- Emptying of septic tanks.
- Cleaning of swimming pools.

This TS will describe activities related to the cleaning of sites, given their importance and sensitivity.

The cleaning of sites described here includes horizontal surfaces (floors with all types of finishes, undersides of concrete slabs and stairs, ceilings, carpets and rugs), vertical surfaces (walls, windows, wooden and metal frames and doors), office furniture and appliances, toilet and shower room appliances and equipment, sports equipment and appliances, household appliances, the immediate surroundings of buildings and industrial equipment (generators, electrical networks, transformers, stations).

The cleaning shall entail dusting, sweeping, washing and polishing surfaces, removing stains, descaling, removing oil stains, removing spider webs and insect breeding grounds, removal of office and household waste, cleaning of drains and gutters, priming of rooms and flats, cleaning and disinfection of bathrooms, as well as distribution of toilet paper and toilet detergents.

1.2 Framework for the execution of the work

The main types of ENEO sites are classified below according to their current use:

- Sites used as offices,
- Commercial Agencies and Technical Bases,
- Industrial sites (power stations, dams, transmission stations, warehouses, UTPB, etc.),
- Training sites (CDRH, nursery and/or primary schools),
- Accommodation sites (guest houses, retreat centres, on-call accommodation, staff accommodation),
- Residences,
- Leisure sites (Clubs, Tennis, Indoor sports),
- Restaurants.

1.3 Overview of technical specifications for cleaning

With regard to the cleaning, the technical specifications of the work applicable to all ENEO sites, as well as their frequency, are described in table 1.1 of appendix 1 of this document. This table describes the nature and frequency of the cleaning work to be carried out at each site. The nature implicitly includes the equipment to be used where this is not specified.

Basically, sites are cleaned with rags, mops, water and detergents, as well as descalers, stain removers and descaling agents. Specific products are used for protection purposes or to improve the final result (decoration, anti-ageing, rejuvenation, protection, shine, polishing, softening, etc.).

The list in Table 1.1 is however neither exhaustive nor exclusive. The service provider must make up for any shortcomings with his technical skills and knowledge in the field of industrial cleaning. However, when faced with delicate situations, the service provider must propose technical solutions and have them validated by the ENEO site manager or by the SDGP office, prior to execution.

1.4 Unconventional and non-regular tasks

Non-regular tasks may be defined for certain sites outside the detailed framework of these specifications (cleaning of grease, dusting and degreasing around power station and substation equipment, cleaning of domestic or office equipment, cleaning of sports equipment, etc.). Their suitability and occurrence shall be decided by the ENEO managers of the sites and equipment, and the execution of the cleaning shall be supervised by them. Clearances should be required for the operatives when necessary.

1.5 Breakdown and Size of Zone (batches) for Cleaning

Table 1.5 in Appendix 1 shows the breakdown by geographical zones, as well as the areas to be serviced per site and per zone. Below are the O6 major contract areas below, covering all ENEO sites on Cameroonian territory (offices, agencies, power stations, substations, housing, training, warehouses, etc.):

- **Zone 1:** Head Office + DRD covering all Eneo sites in Douala
- **Zone 2:** DRSANO covering the Eneo geographical regions of the Ocean and Sanaga Maritime Divisions (including the Song-Loulou and Edéa hydroelectric plants)
- **Zone 3:** DRSON covering the Eneo geographical regions of South West and Mounjo
- **Zone 4:** DRY-DRC-DRSM-DRE covering Eneo regions of Yaounde, Centre, South and Mbalmayo, and East
- **Zone 5:** DRNEA covering Eneo regions of Adamawa, North and Far North (including the Lagdo hydro plant and the Mbakaou dam)
- **Zone 6:** DRONO covering the Eneo regions of West and North West (including Mapé and Bamenjin dams)

Each zone is divided into sub-zones, which are themselves made up of sites, for a total of 18 sub-zones (46 contracts), covering the existing 278 sites (contracts).

2.1 Schedule of works per site

The contracts shall be signed for a period of two years and they shall be renewable. They are awarded at the discretion of the contracting authority, ENEO, represented by the Director of Corporate Services or his/her Deputy (Invitation to Tender, Restricted Tendering, Close Contract, etc.).

The service provider selected for each site shall have to submit appropriate execution schedules according to the nature and duration of the tasks, and have them validated by the SDGP head office (monthly, quarterly, half-yearly and annual schedules), and by each ENEO site manager (daily, weekly, monthly, quarterly schedules). The submission and validation of the schedules must be done in sufficient time to allow the sites to be cleaned and the work to be done within the planned deadline.

2.2 Authorisation of service provider and employees.

The entire staff of the service provider must be skilled for each task for which they are responsible on a one-off or ongoing basis (ENEO HSE authorisation), and the service provider must show proof of all the skills and approvals required to carry out the work (approvals from the Ministry of the Environment, insurance, tax authorities, administrations, etc.).

The list and skills of the personnel required on each site go hand in hand with the organisation of the work, and are indicated by the service provider in the Job Analysis Form (JSA, table 2.2, appendix 2), in order to obtain the Work Permit (table 2.3, appendix 2).

2.3 Standard cleaning equipment

The types of cleaning equipment applicable to Eneo sites are described in table 1.2 in appendix 1 of this document. However, this list is neither exhaustive nor exclusive. The service provider must be professional and make up for any shortcomings with their skills and technical knowledge in the field of industrial cleaning of sites, and must propose and have their technical solutions validated by the ENEO site manager or by the SDGP head office, before execution.

2.4 Work at height and with high safety risks

Some work at height or on vertical surfaces on certain sites may require special training and equipment (double ladders 10 to 15 ml, safety harnesses, scaffolding, hoists, cranes, gondolas, pressure washing, etc.). In these specific cases, the employees assigned to perform the service must show proof of these prerequisites and have their authorisation validated before each task is performed. In all cases, a separate Work Permit must be validated by the ENEO site manager (Work Permit, table 2.3, appendix 2).

2.5 Personal protective equipment

Depending on the site and the nature of the work, individual and/or collective protective equipment may vary. However, it must be convenient and suitable for the tasks to be performed. The applicable list is presented in Table 1.3 of Appendix 1 of this document.

However, this list is neither exhaustive nor exclusive. The service provider will have to make up for the insufficiencies by their technical skills and knowledge, propose and have their technical solutions validated by the ENEO site manager or by the SDGP Head Office.

2.6 Cleaning products

The products to be used are those commonly available on the market and used in the activity. They must have excellent characteristics in relation to the results sought. They must have excellent washing, degreasing, stain removal, and descaling properties. They must guarantee the protection of equipment against premature ageing and abrasion. They must be used for the equipment and by users of softeners and fresheners. The water used must have chemical properties that are neutral to any attack on metals, utensils and common materials, as well as to any aggression on users.

Without being exhaustive or exclusive, table 1.4 in appendix 1 of this document presents some reference types and brands. Other types or brands may be proposed by the service provider and validated by the site manager and/or the SDGP head office. When they are not specified for standard operations, the products to be used are those commonly used in the activity. In all cases, the service provider must present the list of products and equipment to be used, together with the activity schedules. The technical data sheets will help to assess their characteristics.

2.7 Changes to the volume and/or nature of the work

Any change in the volume of work (increase or decrease) must be re-evaluated on the basis of the lump sum unit prices recorded in the contract. The actual amounts of work are thus adjusted in proportion to the quantities actually executed (Attachment).

Any change in the nature of work must be covered in an amendment, validated by the parties before its execution. The contracting authority reserves the right to reject any request to pay for such work if this condition is not respected. The project owner's validation must be made by the Director of Corporate Services or his deputy.

Additional works not covered by these specifications or by the contract must be included in an amendment which must be validated by mutual agreement between the two parties. A separate order form must be drawn up to cover them (one-off works, special works).

No change in the work execution site can be made within the framework of a contract without a global review by the project owner, recorded in a letter sent to the service provider to indicate his agreement. The project owner's approval must be given by the Director of Corporate Services or his deputy.

In all cases, the quality of the services must not suffer any objection, as the service provider is obliged to offer all his knowledge and skills for their proper performance.

3 OVERVIEW OF THE SERVICE PROVIDER'S RESPONSIBILITIES

The overview of the service provider's responsibilities includes:

- Active workforce on the work site
- Responsibilities for the execution of the work
- Reporting obligations
- Safety at work
- Occupational health
- Additional undertakings of the service provider

3.1 Active workforce on the work site

The service provider shall perform the service and assume his responsibilities in a professional, diligent, efficient and cost effective manner. He shall at all times ensure the administration of the maintenance work on the sites.

At the beginning of each week, the service provider shall submit a list of their personnel working on each site, specifying the teams, the role, the periods and areas of intervention of each individual and each team. This list must be handed in during the site safety meeting held at the beginning of the week.

Each team must include the following personnel:

- The foreman, general site supervisor
- The HSE manager, contractor safety manager
- Operations staff (in pairs for sensitive sites)
- Emergency personnel (high-risk sites).

For sensitive work sites (work at height, proximity to electric cable, proximity to water and electricity generation equipment), special authorisations are required for the intervention personnel. It is also forbidden for a maintenance worker to be on the site without supervision and without a second person for possible emergency assistance.

It is understood that for small sites or small-scale interventions, certain functions may be combined, provided that such combinations do not impinge on the quality or duration of the work.

3.2 Responsibilities for the execution of the work

The service provider shall perform the service and assume his responsibilities in a professional, diligent, efficient and cost effective manner. He shall at all times ensure the administration of the maintenance work on the sites.

The service provider shall approach the ENEO Asset Management Sub-Directorate for clarification of the nature of the work to be performed.

The service provider shall develop task sheets describing the process of execution of each basic maintenance task and hand them to ENEO in a clear and understandable form

3.3 Reporting obligations

The service provider must produce monthly reports on the performance and completion of the maintenance activities and the evaluation of the supervisors. The format of these reports and the evaluation form for the ENEO supervisors are defined by the Sub-Directorate of Asset Management at the head office.

In addition, the service provider must identify and report to ENEO by means of a Quick Event Report (QER, table 2.1, appendix 2) on failures that require emergency maintenance or repair. These reports should also indicate any changes or upgrades required to the building infrastructure.

3.4 Safety at work

The service provider shall perform the service and assume his responsibilities in full compliance with the ENEO requirements in terms of safety at work.

The following actions are mandatory and shall be carried out in a timely manner:

- Perform a Job Safety Analysis on a quarterly basis and have the report validated by the relevant ENEO site manager
- Perform monthly site visits (Work Site Visit, table 2.4, appendix 2) and report back to ENEO.
- Organise daily safety briefings (Toolbox Meeting) before starting work and report back to ENEO (written report).
- Hold weekly safety meetings including all employees involved in the maintenance activities and report to ENEO (written report).
- Report on near misses, incidents and accidents during the execution of the work via a (Quick Event Report, table 2.1, appendix 2).
- Carry out accident investigations, even minor ones, and report them to ENEO (written report).
- Participate, together with all active personnel on each site, in safety forums and alerts organised by ENEO on these sites.

For works in transformer substations and power plants (sites with a high risk of electrocution, serious falls and drowning), service providers must have special authorisations issued by the ENEO's Health, Safety and Environment Department.

3.5 Occupational health

All service provider personnel working on ENEO sites must undergo routine medical examinations every year, and must prove that they are not suffering from any contagious disease or any condition that is contraindicated for the tasks to be performed.

In the event of the occurrence of such cases, the staff member concerned must immediately stop working on ENEO sites and undergo the appropriate medical follow-up. He/she must be replaced immediately, so that work rates and deadlines can be met.

The costs of examinations and medical follow-up are entirely at the expense of the service provider.

3.6 Additional undertakings of the provider

The service provider declares that he is fully aware of the location, the nature and difficulty of the services to be performed, execution easements, conditions relating to climate, hydrography, transport, workforce, supply of materials and various accessories. He declares that he has taken cognizance of all the necessary documents, information and assessments, of all the general costs (taxes, insurance, profit, contingencies and others).

Thus, the provider is responsible for

- The execution of all the services defined in these specifications.
- All the details of the execution of the services, it being understood that he will use his professional knowledge to fill in any details that may be omitted from the present specifications and other technical documents.

4 APPENDICES

APPENDIX 1

INFORMATIONS COMPLEMENTAIRES

Tableau 1.1 : Spécifications techniques espaces verts/Fréquence des tâches

Figure 1 : Cycle général des saisons dans les Régions du Cameroun

Tableau 1.2 : Matériels courants d'entretien des espaces verts

Tableau 1.3 : Equipements de Protection Individuelle et/ou collective

Tableau 1.4 : Les types de produits d'entretien espaces verts

Tableau 1.5 : Répartition et Quantitatif des Zones Nettoyage Espaces Verts

ANNEXE 2

ADDITIONAL INFORMATION

Table 1.1: Technical specifications of green areas/Frequency of tasks

Figure 1: General cycle of seasons in the Regions of Cameroon

Table 1.2: Common materials/equipment for maintenance of green areas

Table 1.3: Personal and/or Collective Protection Equipment

Table 1.4: Types of green areas maintenance products

Table 1.5: Breakdown and quantity of Green Areas Cleaning Zones

APPENDIX 2

HSE PREVENTION-SAFETY FORMS

Table 2.1: Quick Event Report - QER

Table 2.2: Job Safety Analysis - JSA

Table 2.3: Work Permit - WP

Table 2.4: Work Site Visit - WSV

APPENDIX 1

ADDITIONAL INFORMATION

Table 1.1: Technical specifications of green areas/Frequency of tasks

No.	OBJECT	SERVICE	FREQUENCY			
			Offices - Tech Base - Industrial Site (Power plants, Substations)	Comm Agency. – CDRH – Schools- Canteens	Rest houses - Clubs, Sport - CR Kribi	Shift or company accommodation
1	Carpet-Rug	Dust vacuum cleaner	1 time/Week.	2 times/Week.	1 time/Week.	-
2		Wet cleaning	1 time/Month	1 time/Month	1 time/Month	-
3	Tiles – Marbles	Dry/wet sweeping	2 times/Week.	5 times/Week.	2 times/Week.	-
4		Scouring/Polishing	1 time/Month	2 times/Month	1 time/Month	-
5	Capping	Dry/wet sweeping	2 times/Week.	5 times/Week.	1 time/Week.	-
6	Concrete screed	Scouring	1 time/Month	1 time/Week	1 time/Month	-
7	Toilets/Sanitation	Cleaning and disinfecting surfaces and equipment	At least 2 times/Day	At least 3 times/Day	As much as necessary	-
8		Scouring/Decalcifying and disinfecting surfaces and equipment	2 times/Month	2 times/Month	2 times/Month	-
9	Windows- Mirrors	Dry/wet cleaning	1 time/Week.	2 times/Week.	1 time/Week.	-
10	Internal and external walls	Dry/wet cleaning	1 time/Year	2times/year	1 time/Year	-
11	Office furniture and apartments	Dry/wet cleaning	2 times/Week.	2 times/Week.	2 times/Week.	-
12		polishing/glossing	1 time/Month	1 time/Month	1 time/Month	-
13	Cobwebs	Dry cleaning	1 times/Quarter	1 times/Quarter	1 times/Quarter	-
14	Disinsectization/Deodorization	Insecticide spraying and deodorants	2 times/Week	2 times/Week	2 times/Week	-
15	Toilet consumables	Laundry and toilet paper	Not included here. See Head Office Asset Management	Not included here. See Head Office Asset Management	Not included here. See Head Office Asset Management	-

No.	OBJECT	SERVICE	FREQUENCY			
			Offices - Tech Base - Industrial Site (Power plants, Substations)	Comm Agency. -- CDRH – Schools- Canteens	Rest houses - Clubs, Sport - CR Kribi	Shift or company accommo dation
16	Finishing New Site	Thorough clean-up	1 time at the entrance	1 time at the entrance	1 time at the entrance	1 time at the entrance
17		Change of bedding	-	-	2 times/Week if room is occupied	-
18	Removal of refuse	Office refuse and similar waste for transit warehouse	2 times/Week	3 times/Week	2 times/Week if room is occupied	1 time/Week.
19		Canteen refuse for appropriate transit garbage	2 times/Day	2 times/Day	2 times/Day	1 time/Week.
20	Chemical industrial waste	Removal to the place of storage indicated on the site	1 time/Week	1 time/Week	1 time/Week	1 time/Week
21	Bird nests, insect shelters, various bugs, algae	Systematic destruction	1 time/Month	1 time/Month	1 time/Month	-
22	Work in high risk security areas (plants, transmission substations, upstream hydro facilities)	Specialized dry/wet cleaning	1 time/Month	-	-	-

Table 1.2: List of Materials for Cleaning of Premises

DESCRIPTION OF MATERIAL	QUANTITY (to be defined by the service provider)
Single brush or auto-washer	
Vacuum cleaners or suction sweeping machines	
Sprayers	
Adapted mops	
Brushes	
Rags	

Floor squeegees	
Window squeegees	
Basins and buckets	

DESCRIPTION OF MATERIAL	QUANTITY (to be defined by the service provider)
Office garbage cans	
Wheeled bins	
Bins with lids	
Pedal bins	
Bins for health centre	
Bins for chemical waste	
Long handle brooms	
Short handle brooms	
Wall cleaning brush	
Painting brush	
Cobweb brooms	
Dustpan	
Shovel with handle	
Stepladders	
Mixing casks	
Ladders	

Table 1.3: Personal or Collective Protection Equipment

DESIGNATION MATERIEL	QUANTITE (à définir par le soumissionnaire)
Des cordes nylon ;	
Un imperméable ;	
Un casque de sécurité ;	
Des casques acoustiques	
Des harnais de sécurité	
Des Stop chute	
Un kit de sauvetage en hauteur	
Des cordes de service	
Des masques respiratoires	
Des masques anti-poussière ;	
Des paires de gants en cuir ;	
Des gants pour produits chimiques	
Des lunettes de sécurité	
Une paire de botte de sécurité ;	
Une paire de chaussures de sécurité en cuir ;	
Des tenues professionnelles propres marquées du sigle de la société sous-traitante ;	
Des combinaisons de sécurité pour les agents chargés de la pulvérisation des produits	

Tableau 1.4: Characteristics of some products for cleaning of premises

DESIGNATION	TYPE DE PRODUIT	CARASTERISTIQUE
MARBRE	OFFET ou similaire	Décapant concentré destinée à la rénovation et à la protection des marbres
	NUC ou similaire	Nettoyage universel concentré de haute efficacité, destiné aux sols gras, carrelés ou cimentés
	EMULSIN ou similaire	Emulsion grand trafic destinée au satinage et à la protection du sol
VITRE ET GLACE	POWERGLASS ou similaire	Nettoyage de vitre, miroirs et toutes autres surfaces polie et brillantes
SANITAIRES ET CUISINES	D.NET ou similaire	Détartrant inhibiteur de corrosion sur les équipements sanitaires et cuisines
	D.14 ou similaire	Décapant utilisé pour la rénovation

Table 1.5: Breakdown and Quantity of batches related to cleaning of premises

CLEANING OF PREMISES ESTIMATE TEMPLATE

ZONE 1 : HEAD OFFICE AND DRD

No.	Sites	SERVICES	Usage	Unit	Qty
1	Head office Avenue De Gaulle	Cleaning of Premises	Offices	m ²	3 495
3	Concession at Koumassi	Cleaning of Premises	Offices	m ²	15 750
4	Bali platform (Buildings Bali I & Bali II, Technical base, villa SDGP and villas SECURITY)	Cleaning of Premises	Offices	m ²	3 353
5	Immeuble Rose Koumassi	Cleaning of Premises	Offices	m ²	1 210
6	Concession at Bassa	Cleaning of Premises	Offices	m ²	7 552
8	Substation at Ngodi Bakoko	Cleaning of Premises	Substations	m ²	919
9	Substation at Logbaba	Cleaning of Premises	Substations	m ²	2 420
10	Logbaba 1 & 2 power plant	Cleaning of Premises	Power plants	m ²	500
11	Substation at Bassa, Deido & Bonaberi	Cleaning of Premises	Substations	m ²	790
12	Substation at Koumassi & Makepe	Cleaning of Premises	Substations	m ²	767
14	Agencies DEC Dia-Centre (Bepanda, Déido, Bassa)	Cleaning of Premises	Agencies	m ²	1 053
15	Agencies DEC Dia-Est (Billes, Yassa, Dakar, Ndogpassi)	Cleaning of Premises	Agencies	m ²	1 978
16	Agencies DEC Dia-Nord (Logpom, Bonamoussadi, Palmiers)	Cleaning of Premises	Agencies	m ²	1 321
17	Agencies DEC Dia-Nord (Lendi, Ph21)	Cleaning of Premises	Agencies	m ²	323
18	Agencies DEC Dia-Ouest (Bonaberi Nord, Bonaberi Sud, Centre de Souza)	Cleaning of Premises	Agencies	m ²	1 848

ZONE 1 CONT: HEAD OFFICE AND DRD

No.	Sites	SERVICES	Usage	Unit	Qty
19	DEC Dia-Sud (New-Bell, Akwa, Koumassi) agencies	Cleaning of premises	Agencies	m²	1 609
20	Concession at Koumassi	Laundry room maintenance	Offices	U	1
21	GM building	Maintenance of swimming pool	Quarters	U	1
22	Bali I building	Maintenance of swimming pool	Quarters	U	1
	Villa CFO Bonapriso	Maintenance of swimming pool	Quarters	U	1
	Villa DASI Bonapriso	Maintenance of swimming pool	Quarters	U	1
23	Platform at Bali (Bali I & Bali II buildings)	Draining of septic tank	Offices	U	4
24	Concession at Bassa	Draining of septic tank	Offices	U	3
	Concession at Koumassi	Draining of septic tank	Offices	U	5
25	Concessions at Koumassi and Avenue De Gaulle	Removal of waste	Offices	U	1
26	Platforms at Bali and Immeuble Rose	Removal of waste	Offices	U	1
27	Meter Lab, Meter kits workshop at Bassa	Removal of waste	Offices	U	1
28	Agencies of the DRD Douala	Toilet paper	Toilets	U	0
	Total Zone 1				

CLEANING OF PREMISES ESTIMATE TEMPLATE

ZONE 2 : DRSANO

No.	Sites	SERVICES	Usage	Unit	Qty
1	Song-Loulou hydroelectric power plant	Cleaning of premises	Power plants	m ²	21 332
2	Edea hydroelectric power plant	Cleaning of premises	Power plants	m ²	4 539
3	Kribi retreat centre	Cleaning of premises	Kribi Retreat Centre	m ²	2 046
4	Substation at Mangombe	Cleaning of premises	Substations	m ²	1 141
5	Substation at Njock-Nkong	Cleaning of premises	Substations	m ²	275
6	Edea Centre, Edea and Boumnyebel agencies	Cleaning of premises	Agencies	m ²	1 322
7	7 Centres DRSANO (Niete, Campo, Ngambe, Dizangue, Pouma)	Cleaning of premises	Agencies	m ²	1 410
8	New building, DRSANO Kribi	Cleaning of premises	Agencies	m ²	627
9	Remote power plant at Campo	Cleaning of premises	Power plants	m ²	82
10	Edea hydroelectric power plant	Draining of septic tank	Power plant	U	8
11	Song-Loulou hydroelectric power plant	Draining of septic tank	Power plant	U	8
12	Kribi retreat centre	Removal of waste	Quarter	U	1
13	Agencies and other sites of the DRD	Toilet paper	Toilets	U	262
	Total Zone 2				

CLEANING OF PREMISES ESTIMATE TEMPLATE

ZONE 3 : DRSOM

No.	Sites	SERVICES	Usage	Unit	Qty
1	CDRH Ombe	Cleaning of premises	Training Quarters	m ²	19 685
2	Regional warehouse at Ombe	Cleaning of premises	Warehouses	m ²	428
3	Substation 90kv at Nkongsamba	Cleaning of premises	Substations	m ²	320
4	Substation at Bekoko	Cleaning of premises	Substations	m ²	639
5	Substation at Limbe – mile2	Cleaning of premises	Substations	m ²	150
6	Substation at Mabanda	Cleaning of premises	Substations	m ²	150
7	Substation at Njombe	Cleaning of premises	Substations	m ²	355
8	Substation at Sonara	Cleaning of premises	Substations	m ²	355
9	1 Thermal power plant DRSOM Mundemba	Cleaning of premises	Power plants	m ²	1 256
10	Limbe HFO thermal power plant	Cleaning of premises	Power plants	m ²	1 000
11	Head office, Mounjo Nkongsamba	Cleaning of premises	Offices	m ²	1 274
12	Head office DRSOM Limbe	Cleaning of premises	Offices	m ²	460
13	4 Residences DRSOM (bur. Dv.T Bota, Quarters of Head of Dv.T, Regional Director, Eneo flat Bota)	Cleaning of premises	Quarters	m ²	1 463
14	Villa at Buea	Cleaning of premises	Quarters	m ²	0
15	8 Agencies in the Mungo (Loum, Melong, Santchou, Yabassi, Banguem, Manjo, Mbanga, Penja)	Cleaning of premises	Agencies	m ²	1 397
16	Warehouse at Kumba and 10 Agencies DRSOM (Kumba, Buea, Mundemba, Muyuka, Ekondo-Titi, Mutenguene, Kembong, Mamfe, Tiko, Tombel,)	Cleaning of premises	Agencies	m ²	2 724
17	CDRH Ombe	Laundry room maintenance	Quarters	U	1
18	Sites of the DRSOM	Toilet paper	Toilets	U	151
Total Zone 3					

CLEANING OF PREMISES ESTIMATE TEMPLATE

ZONE 4 : DRY, DRC, DRSM & DRE

No.	Sites	SERVICES	Usage	Unit	Qty
1	DRE head office Bertoua	Cleaning of premises	Offices	m ²	500
2	Warehouse and Dv.T Bertoua (Ekombitié)	Cleaning of premises	Warehouses	m ²	537
3	Bertoua thermal power plant	Cleaning of premises	Power plants	m ²	378
4	Yokadouma, Lomie, Moloundou, Garoua-Boulai, Bétaré- Oya thermal power plants	Cleaning of premises	Power plants	m ²	222
5	Belabo, Yokadouma, Moloundou, Lomie, Garoua-Boulai, Bétaré-Oya, Dimako, Minta, Batouri, Ndiang, Nguelemedouka agencies	Cleaning of premises	Agencies	m ²	1 468
6	Yaoundé Etoudi, Essos, Kondengui, Soa, Nlongkak, Mimboman, Nsam, Biyem-Assi, Nkolbikok, Essos agencies	Cleaning of premises	Agencies	m ²	8 042
7	New agency - BT de Mendong	Cleaning of premises	Agencies	m ²	297
9	Eneo building at Nlongkak	Cleaning of premises	Offices	m ²	1 176
10	Vente Nsam, Biyem Assi, Nkolbikok sales points	Cleaning of premises	Agencies	m ²	0
11	Bastos, Essos residence	Cleaning of premises	Quarters	m ²	6 119
12	DRY head office-Centre Yde agency	Cleaning of premises	Offices	m ²	3 640
13	Archives at Mvog-Mbi	Cleaning of premises	Agencies	m ²	169
14	Ngousso office	Cleaning of premises	Agencies	m ²	2 500
15	Club Eneo Essos	Cleaning of premises	Club	m ²	350
16	Eneo Mbankolo building	Cleaning of premises	Offices	m ²	2 566
17	Yaounde – Ngousso Regional warehouse	Cleaning of premises	Warehouses	m ²	646

ZONE 4 CONT: DRY, DRC, DRSM & DRE

No.	Sites	SERVICES	Usage	Unit	Qty
18	Mefou, Oyomambang I & II thermal power plants	Cleaning of premises	Power plants	m²	3 238
19	Agency and BT Efoulan	Cleaning of premises	Agencies	m²	3 500
20	Substations Ngousso, Ahala, Oyomabang	Cleaning of premises	Substations	m²	1 553
21	PTU thermal power plant at Ahala - Yde	Cleaning of premises	Power plants	m²	12 600
22	Kondengui, Nsimalen Substations	Cleaning of premises	Substations	m²	307
23	DRTC office and BRGM substation	Cleaning of premises	Offices	m²	765
24	Mbankomo, Makak, Mfou, Ngoumou, Awae, Akonolinga, Boumyebel, Ayos Agencies	Cleaning of premises	Agencies	m²	620
25	Thermal Power Plant at Yoko	Cleaning of premises	Power plants	m²	51
26	LV-Agency of Obala, DRC office, Obala, Bafia, Mbanjock, Nanga-Eboko, Sa'a, Ntui, Yoko, Okola, Ndom agencies	Cleaning of premises	Agencies	m²	2 294
27	Ebolowa warehouse, Mbalmayo, Metet, Endom agencies	Cleaning of premises	Agencies	m²	674
28	Mbalmayo substation	Cleaning of premises	Substations	m²	334
29	DRSM & Ebolowa agencies, former Ebolowa thermal power plant, BT Ebolowa, Mengueme, Ngoulemakong, Zoetele, Ambam, Meyomessala, Bengbis, Djoum, Lolodorf agencies	Cleaning of premises	Agencies	m²	1 696
30	PTU of Ebolowa and Mbalmayo thermal power plants	Cleaning of premises	Power plants	m²	2 407
31	Ambam, Bengbis, Djoum, Meyomessala, Endom, Olamzé thermal power plants	Cleaning of premises	Power plants	m²	1 982
32	11 DRY sites	Removal of waste	Offices	U	11
33	Sites of DRY, DRC, DRSM and DRE Regions	Toilet Paper	Toilets	U	246
Total Zone 4					

CLEANING OF PREMISES ESTIMATE TEMPLATE

ZONE 5 : DRNEA

No.	Sites	SERVICES	Usage	Unit	Qty
1	Kousseri, Banyo, Ngaoundéré, Tibati, Touboro, Ngaoundal, Poli, Djamboutou, Tignère thermal power plants	Cleaning of premises	Power plants	m ²	2 504
2	Maroua warehouse	Cleaning of premises	Warehouses	m ²	3 200
3	Kousseri thermal power plants	Cleaning of premises	Power plants	m ²	235
4	Poli, Djamboutou thermal power plants	Cleaning of premises	Power plants	m ²	0
5	Banyo, Touboro, Tignère, Tibati, Meiganga, Ngaoundal agencies	Cleaning of premises	Agencies	m ²	862
6	Amchide, Mora, Yagoua, Kaele, Kousseri, Moloko, Moulvouday agencies	Cleaning of premises	Agencies	m ²	853
7	Ngong, Rey Bouba, Figuil, Guider, Poli, Tcholiré, Mayo-Oulo, Lagdo agencies	Cleaning of premises	Power plants	m ²	964
8	Djamboutou, Maroua, Ngaoundéré, Guider substations	Cleaning of premises	Substations	m ²	3 215
9	Yagoua, Mokolo substations	Cleaning of premises	Substations	m ²	147
10	DRNEA-Garoua, DPEN-Maroua, DPA-Ngaoundere head offices, Maroua Rural agency	Cleaning of premises	Offices	m ²	4 027
11	Halls of residence and Lagdo power plant	Cleaning of premises	Power plant, quarters	m ²	7 973
12	Mbakaou storage dam	Cleaning of premises	Offices	m ²	3 449
13	Halls of residence and Lagdo power plant	Removal of waste	Power plant, quarters	U	1
14	DRNEA sites	Toilet paper	Toilets	125	
Total Zone 5					

CLEANING OF PREMISES ESTIMATE TEMPLATE

ZONE 6 : DRONO

No.	Sites	SERVICES	Usage	Unit	Qty
1	Djemoun, Nylon Bafoussam agencies	Cleaning of premises	Agencies	m ²	1 128
2	Bafounda – UTPB wood pool	Cleaning of premises	Industrial site	m ²	183
3	Offices & UPPB factory, Bafoussam	Cleaning of premises	Industrial site	m ²	382
4	DRONO office, Bafoussam	Cleaning of premises	Offices	m ²	1 197
5	Bamenda (Mankon, Nkwen, Santa) agencies	Cleaning of premises	Agencies	m ²	552
6	Bafut, Bali, Bambili, Batibo, Fundong, Jakiri, Kumbo, Mbengwi, Ndop, Ndu, Nkambe, Wum agencies; DPNO Bamenda, Kumbo substation	Cleaning of premises	Agencies	m ²	3 572
7	Up Station agency	Cleaning of premises	Agencies	m ²	197
8	Bafoussam thermal power plant	Cleaning of premises	Power plants	m ²	500
9	Office + Warehouse, DPNO Bamenda	Cleaning of premises	Warehouses	m ²	445
10	Bafoussam substation	Cleaning of premises	Substations	m ²	934
11	Baham, Bamendjou, Bandjoun + BT, Fouban, Malantouen, Foubot, Koutaba, Magba agencies	Cleaning of premises	Agencies	m ²	1 429
12	Bamenjin, Mape storage dams	Cleaning of premises	Industrial site	m ²	1 250
13	Bangangté, Bazou, Ndikimimeki, Nkondjock, Tonga Agencies	Cleaning of premises	Agencies	m ²	1 607
14	Bangangté, Bafang substations	Cleaning of premises	Substations	m ²	220
15	PTU of Bamenda	Cleaning of premises	Substations	m ²	732
16	Bafou, Dschang, Mbouda, Nkondjock, Bandja, Kekem agencies; Bafoussam rest house	Cleaning of premises	Agencies	m ²	1 559
17	Nkondjock thermal power plant	Cleaning of premises	Power plants	m ²	280

ZONE 6 CONT : DRONO

No.	Sites	SERVICES	Usage	Unit	Qty
18	Bamenda substation	Cleaning of premises	Substations	m²	341
19	Dschang substation	Cleaning of premises	Substations	m²	174
20	Foumban substation	Cleaning of premises	Substations	m²	60
21	Mbouda substation	Cleaning of premises	Substations	m²	84
22	Nkambe substation	Cleaning of premises	Substations	m²	184
23	DRONO sites	Removal of waste	Offices	28	
24	DRONO sites	Toilet paper	Toilets	U	134
	Total Zone 6				

APPENDIX 2:

HSE PREVENTION-SAFETY FORMS

Table 2.1: Quick Event Report – QER Form

QUICK EVENT REPORT (QER)

It is the duty of any personnel working for ENEO to report any incident experienced or witnessed writhing, 24 hours using one of the following means:

Mail :
HSE.reporting@eneo.cm

Fax : (+237) 2 33 42 50
34

Telephone(Bipable) : (+237) 675 29
10 07

No. S/D-SERS :

Name:

Unit /Team:

Contact :

Date of event :

Time of event:

Location of event:

Event description :

Table 2.2: Job Safety Analysis - JSA)

Description of task:		
Work environment:	Date :	Unit :
Prepared by:	Function :	
Reviewed by :	Validated by :	

NOTICE: RISK & EXPOSURE = ACCIDENT

1. DESCRIPTION OF WORK PHASES	2. ACTUAL OR POTENTIAL HAZARDS							3. PREVENTIVE OR PROTECTIVE MEASURES			
	2.1. DESCRIPTION	2.2. Type						3.1. DESCRIPTION	3.2. Type		
		ELECTRIC	MECHANIC	ENVIRONMENT	ERGONOMICS	FALL/	CHEMICAL		CONTAIN	MITIGATE	PERSONAL
Preparation for emergencies								First aid _____ Hotlines: _____;			

In case of change, have we taken into consideration

Persons	Procedures	Equipment	Environment
Works supervisor Staff authorization Coordination of work with other teams Communication Fatigue How to direct pedestrians The General Public	Lockout/tagout of the facility Grounding Beacons Grounding of Vehicles Safety instructions Confined space Emergency procedure	Installations Tools and PPE Vehicles Structures Loads to be carried Directional signs Beacons	Other facilities Atmospheric conditions State of the soil State of the lighting Planning

7. Team members present				
Full names		Employee ID	SIGN	
1				
2				
3				
4				
5				
6				
Works Supervisor:			Eneo Supervisor	
			Direct	
			Indirect	

Instructions

Notice: Risk & Exposure = Accident

1. Work phases

Record the main phases of the task. Focus only on tasks carried out on the worksite. Tasks prior to the worksite are different tasks of which some require a separate JSA.

2. Identification of major risks

Record risks identified for each work phase.

This column is subdivided into two parts (2.1. Description of the risk and 2.2. type of risk)

2.1. Description of risk

In this column it is worthwhile making a brief description of the risk identified.

2.2. Type of risk

The types of risks common in sites are identified in this column. They are:

- Electrical (e. x. electric shock and electric arc)
- Mechanical (e. x. running up against, mobile part of a machine, work posture that can cause an injury)
- Environment (hole at the site, insects or reptiles, chemical product, narrow space)
- Traffic (vehicle in motion)
- Fall (load in suspension, person working overhead)

Each risk identified in sub-column 2a corresponds to a specific type.

Ensure that each type has been taken into account in the identification of risks.

3. Prevention and Protection measures

It is worthwhile recording actions that the team must implement in order to avoid an injury.

This column is subdivided into two sub-columns (3.1. Description of measure, 3.2. Type of measure)

3.1. Description of measures

Describe briefly the actions to be taken in order to ensure the safety of persons

3.2. Type of measure

Three types of measures stand out:

- **Curbing the risk** - Measures that ensure that the risk is eliminated or reduced

Examples:

- Installing a fence,
- Separating the workplace from all energy sources
- Securing a rotten pole before climbing

- **Reducing or eliminating exposure**- Measures that reduce or eliminate exposure

Examples:

- Installing DMTCC
- Respecting safety distances (limits of proximity)
- Working with insulating tools

- **Personal Protection** – personal protection equipment for risk identified

Examples

- Face shield
- Insulating gloves
- Safety boot

N.B. personal protection alone is not acceptable as a measure. It is necessary to look for a combination of measures in order to ensure the safety of persons.

Preparation vis-à-vis emergencies

Prior to any intervention each member of the team must know what to do in case of an emergency.

Ex. Who and how to ensure rescue; who to call in case of emergency; first aid kit.

Table 2.3: Work Permit – WP Form

Site				ENEO official of the site	
Date		Time		Visa	
Type of work	<input type="checkbox"/> Non-electric	<input type="checkbox"/> MV-HV work	<input type="checkbox"/> LV response		
Description of work to be carried out:					
Place of response:					
Expected start date of work:			Expected duration of work:		

RISKS RELATED TO ACTIVITIES

Risks	Precautions

EMERGENCY PREPAREDNESS

Tick required responses <input type="checkbox"/> Rescue at height <input type="checkbox"/> Cardio pulmonary Resuscitation <input type="checkbox"/> First aid provider <input type="checkbox"/> Fire response <input type="checkbox"/> Decontamination equipment <input type="checkbox"/> Spillage <input type="checkbox"/> Medical assistance	Expected measures
--	-------------------

RISKS RELATED TO WORKING ENVIRONNEMENT

Risks	Precautions

Company in charge of work:	Name and visa of Work Manager:
Number of persons on the site:	

Approval of site officer		<i>I, the undersigned, hereby accept the operation with the precautions described</i>	
Nam	Date	Visa	
Validity :			
Level of supervision required ▼		Designated overseer	
<input type="checkbox"/> At the beginning of preparation	<input type="checkbox"/> During preparation	<input type="checkbox"/> At the beginning of operations	<input type="checkbox"/> Round the clock

Works that require logout/tagout of energy			
Logout/tagout attestation		Restoration (date and time)	
Name and visa of logout/tagout officer			

Approval of overseer		<i>I, the undersigned, hereby validate that all precautions have been taken</i>	
Name	Date	Visa	

Approval of work supervisor		<i>I, the undersigned, hereby commit to maintaining the precautions during work</i>	
Name	Date	Visa	

End of work notice		<i>I, the undersigned, declared having withdrawn all personnel and equipment from the places of work</i>	
Nom	Date	Visa	

Table 2.4 :
Work site visit report (WSV) form

To be sent to unit leader and to HSE.reporting@eneo.cm / fax 33 42 50 34

eneo Cameroon
S.A.

Release Date

2014-11-05

Travaux Généraux / General Works

Date	Heure Time	Site du chantier Working site			
Type de travaux observés Type of activities					
Equipe observée	<input type="checkbox"/> Entreprise sous-traitante <input type="checkbox"/> Equipe eneo	Nom de l'Entreprise Contractor			
Nom du chef d'équipe Team leader		Superviseur eneo ENEO supervisor			
Noms des équipiers / names of team members					
Compte rendu des observations lors de la visite Log of visit's finding					
1 - Une autorisation de travail à été délivrée par le responsable du site A work permit was delivered by the Site HSE responsible person	Yes Oui	No Non	N/A N/V	Observations Comments	
2 - Les électriciens, conducteurs de grue, travailleurs en hauteur sont habilités worker at height are certified					
3 - Un document décrivant les précautions est disponible (J S A) A document describing safety precaution is available (JSA or equivalent)					
4 - Les risques et les précautions sont pertinents pour la tâche réalisée Risk and controls described are relevant for the task performed					
5 - Les mesures de sécurité décrites dans ce document sont appliquées Safety precaution described in the document are implemented					
6 - Une fiche de briefing HSE a été émise par les équipiers A prejob briefing sheet is endorsed by team members					
7 - Avez-vous participé à la séance d'information préalable sur la sécurité au cours de laquelle ont été couverts tous les dangers et les risques inhérents au travail à effectuer Did you participate in the pre-job safety briefing and were all the hazard and risks involved in the job activity addressed ?					
8 - Le personnel est exposé au risque électrique Personnel is exposed to electrical risk					
9 - Une attestation de consignation est établie / Isolation certificate is issued					
10 - Les appareils de levage utilisés ont été inspectés depuis moins d'un an ; inspected for less than one year					
11 - Les levages sont réalisés dans de bonnes conditions de sécurité Lifting operations are performed safely					
12 - Le personnel est informé des risques potentiels des produits manipulés ; hazards related to chemicals					
13 - Des précautions sont mises en œuvre pour éviter les déversements de produits dangereux Precautions are implemented to avoid spill of hazardous substances					
14 - Des dispositions sont prévues pour le traitement des déchets Arrangement is made for waste disposal					
15 - Les intervenants sont équipés des équipements de protection individuelle nécessaires / Personal Protective Equipment are worn					
16 - Les échafaudages sont exempts de trous, équipés de garde-corps et de moyens d'accès en sécurité ; scaffold are without gap and fitted with guard rails and safe access					
17 - Les travaux en hauteur en dehors des plateformes sécurisées sont réalisés avec harnais attaché à un point fixe. Works at height out are performed safely					
18 - Un personnel formé aux premiers soins possède une trousse de secours ; One first aid trained personnel get first aid equipment					
19 - La sécurisation vis-à-vis du trafic routier est assurée / Safety against road traffic is ensured					
20 - Les intervenants se déplacent avec des moyens de locomotion sûrs Team use a safe vehicle for their transportation					
21 - Le conducteur est formé en conduite défensive / Driver has been trained in defensive training					
Recommandation Speciale / Special Recommendation :	A cause de / Due to:			Yes Oui	No Non
Est-ce le travail requis pour être arrêté ? Is the job Required to be stopped?	Déviation par rapport à la procédure / Deviation from the procedure				
	Manque d'EPI-EPC – outil approprié / Lack of adequate PPE-EPC or Equipment - Tools				
	Fatigue cumulée des opérateurs / Cumulative operators fatigue				
	Violation d'une ou plusieurs des 10 règles cardinales de sécurité / Violation of one or more safety cardinal rules				
	Autre décrire / Other Describe :				
Note : En cas de suspension de travail, coordonné immédiatement avec un responsable d'eneo en charge de la supervision des travaux. In case of the suspension of the job, immediately coordinate with the ENEO responsible person of the job, his supervisor or immediate chief and the Safety Regional Coordinator as appropriate.					
Principale action requise / main action required		Je soussigné m'engage à communiquer à mon responsable les actions requises et la date prévue de réalisation I undersigned commit to inform my boss about required action and expected completion date Team Leader visa / Visa du chef d'équipe			
		Date de réalisation prévue / expected completion date			
Personnes ayant réalisées la visite Persons involved in the visit		Unit Unité	Nb QER issued :		

(*) N/A = Non applicable