



Memorandum:

To: Committee Members

From: David Smith – Executive Director

Date: 10 October, 2025

SUBJECT: FORMAL ESTABLISHMENT OF THE BIDS SPECIFICATION COMMITTEE FOR THE MAROUA 80M ANTENNA TOWER RFQ

This memorandum serves to formally establish the Bids Specification Committee with immediate effect, designated to manage the Request for Quotation (RFQ) process for the Supply, Transport, and Turnkey Installation of the 80-meter Guyed Steel Antenna Tower in Maroua, Cameroon.

Recognizing the strategic importance and high-value nature of this project, the formation of this Committee is necessary to ensure the RFQ is technically sound, administratively robust, and fully compliant with both RNI's requirements and international standards.

I. Committee membership

The following personnel are hereby appointed to serve on this critical committee:

Name	Organizational Role	Committee position
Michael Ochieng	Regional Coordinator	Committee Chairman (Oversight and Coordination)
Max Graef	RNI Technical Consultant	Lead Technical Expert (Specification Integrity)
Stephanie Wolters	RNI Director	Strategic Direction

II. Committee Mandate

The Committee is officially mandated to perform the following core duties to ensure the competitive and timely issuance of the RFQ:



**Diffusion dans toute la région du Lac Tchad
Broadcasting throughout the Lake Chad Region**

1. Critically review and validate all technical specifications, ensuring explicit inclusion of all mandatory requirements (e.g., minimum 45 m/s Wind Loading) and adherence to global standards (TIA-222-I or EN 1993-3-1).
2. Verify and ensure complete consistency between the Scope of Work (SOW) and the Bill of Quantities (BoQ), specifically confirming mandatory inclusion and quantity of all tower accessories (e.g., work platforms).
3. Resolve all ambiguities within the commercial requirements, specifically defining the organization's position on local construction permit responsibilities and finalizing the acceptable payment term structure.
4. Authorize and sign off on the definitive RFQ package for immediate release to eligible service providers, ensuring the integrity of the process up to the submission deadline of 28 November 2025.

The Committee must operate efficiently to prevent any technical or administrative deficiencies that could compromise the success or fairness of this essential infrastructure project.

Signature and Stamp of Director