



NATIONAL HYDROCARBONS CORPORATION

P.O. Box: 955 Yaoundé, Cameroon - Tel: (+237) 222 201 910 - Fax: (+237) 222 209 869 - Website : www.snh.cm

Open National Invitation to Tender No.005/AONO/SNH/CIPM/21 of 18 October 2021 for the maintenance of air conditioning, sanitary plumbing and fire protection installations in the head office (main and annex buildings) of the National Hydrocarbons Corporation (SNH), in Yaoundé, Cameroon

1. Subject of the Tender

The National Hydrocarbons Corporation (SNH) hereby launches an Open National Invitation to Tender for the selection of a company to carry out maintenance services for air conditioning, plumbing and fire protection installations in its head office (main and annex buildings) in Yaoundé, Cameroon.

2. Number of lots

This Invitation to Tender comprises one (01) lot.

3. Conditions for participation

Participation in this Invitation to Tender is open to companies or groups of companies governed by Cameroon law, specialised in civil engineering or air condition systems' maintenance, electromechanical engineering, and plumbing, having proven experience in these domains.

4. Funding

Works under this Invitation to Tender shall be financed by SNH budgets for the fiscal year 2022 and beyond.

5. Acquisition of Tender File

As from the publication of this Invitation, the Tender File can be obtained during working hours **until 12 November 2021**, from the secretariat of the Contracts Unit of SNH located at its head office in Yaoundé, upon presentation of a payment receipt of a non-refundable sum of **two hundred thousand (200 000) CFA Francs into account No. 335 988 of the "Compte Spécial CAS ARMP"**, opened at one of the following twelve (12) branches of the "Banque Internationale du Cameroun pour l'Epargne et le Crédit" (BICEC): Yaoundé-Central Branch, Douala-Bonanjo, Buea, Ebolowa, Dschang, Ngaoundéré, Maroua, Limbe, Bafoussam, Bamenda, Garoua and Bertoua.

6. Preparatory meeting and site visit

In order to ensure that the bidders understand all the contours of the mission and the context in which it is involved, SNH will organise a meeting and a visit of the site of execution of the services with the companies that have acquired the tender documents, on **15 November 2021 at 10 am, local time**, at SNH's head office building in Yaoundé.

Companies that have purchased the TF are invited to participate in these activities and the related costs are to be borne by them.

Participation in the pre-bid meeting and in the entire duration of the visit to the project site is compulsory, failing which SNH will not issue a visit certificate.

7. Submission of bids

Each bid, drafted in French or English, in seven (7) copies including one (1) original and six (6) duplicates labelled as such, must be submitted in a sealed envelope to the secretariat of the Contracts Unit of SNH, P.O. Box 955 Yaoundé, Tel.: (237) 222 20 98 64, Fax: (237) 222 20 98 69, **latest 29 November 2021 at 2 pm, local time**. The bids submitted against receipt, must be labelled as follows:

"To the attention of the Executive General Manager of the National Hydrocarbons Corporation:

Open National Invitation to Tender No.005/AONO/SNH/CIPM/21

of the 18 October 2021 for the maintenance of air conditioning, sanitary plumbing and fire protection installations in the head office (main and annex buildings) of the National Hydrocarbons Corporation (SNH), in Yaoundé, Cameroon"

- Confidential -

"To be opened only during the opening session"

8. Bid bond

Under penalty of rejection of the offer, each Bidder must include in the administrative documents, a bid bond amounting to **four millions and five hundred thousand CFA francs (4.500.000 CFAF)**, issued by a first class bank or financial institution accredited by the Ministry of Finance to issue bid bonds within the framework of public contracts.

The validity period of the bid bond is one hundred and twenty (120) days with effect from the deadline for the submission of bids.

9. Admissibility of bids

Under penalty of being rejected, the required administrative documents must be submitted in originals and copies certified as true by the issuing services or competent administrative authorities.

They must be dated less than three (3) months before the deadline for the submission of bids.

Any bid not compliant with the requirements of this Invitation to Tender and the Tender File shall be declared inadmissible, notably the absence of a bid bond or failure to comply with model documents of the Tender File.

10. Opening of bids

The bids shall be opened in two (02) phases.

The first phase shall consist in the opening of **bids A** "administrative documents" and **bids B** "technical proposal". This phase will be followed by the opening of **bids C** "financial proposal" from Bidders whose technical proposals scores are greater than or equal to eighty points out of one hundred (80pts/100).

The opening of bids A and B will take place at SNH head office building in Yaoundé, on **29 November 2021 at 3 pm, local time**, by the Internal Tenders Board of SNH.

Only Bidders or their duly appointed representatives with perfect knowledge of the bid for which they are represented may attend the opening session.

11. Duration of execution

The maximum duration of execution of the services is **three (03) years**.

12. Evaluation of bids and selection of candidates

The bids shall be evaluated according to the following criteria:

* Elimination criteria

- Incomplete administrative file or non-compliance (including that of the members of the Group, if applicable) of one of the documents;
- False declaration, substitution or falsification of administrative documents;
- Absence of the methodology in the technical proposal;
- Services proposed by the bidder are non-compliant with requirements set out in of the Terms of Reference;
- Technical proposal score less than eighty out of one hundred points (80pts/100);
- Bidder's technical personnel are unqualified;
- No time limit for the performance of services or time limit longer than the maximum prescribed time limit;
- Absence or non-compliance of the bid bond;
- Absence of evidence of having already executed at least one (01) contract for carry out maintenance services for air conditioning, within the last five (05) years. In the case of a Group, absence of evidence for one of the Members of the Group, of having already executed at least one (01) contract for carry out maintenance services for air conditioning, within the last five (05) years;

- Have at least two (02) or more contracts being executed at SNH. In the case of a group, presence in the group of a Member that has two (02) or more contracts in progress at SNH; and
- Absence of a site visit certificate.

* Essential criteria for evaluating technical bids

N°	Essential criteria	Points
1	Presentation of the proposal	5 points
2	Understanding of the context and the objectives of the project	5 points
3	Methodology proposed by the bidder for the provision of the expected services	10 points
4	Bidder's experience in carrying out maintenance services for air conditioning, plumbing and fire protection installations	35 points
5	References of the key technical staff that the bidder proposes to assign to the project	45 points
Total technical score (Ts)		100

The evaluation of financial proposals shall be done following the analysis of technical proposals, and only for bids which have not been eliminated and which have beforehand obtained a score equal to or higher than eighty out of one hundred points (80pts/100).

The financial proposal with the **lowest amount** shall have a financial score (Fs) of 100 points.

For the calculation of the other financial scores, the following formula shall be used:

$$Fs = 100 \times \frac{\text{Cost of the cheapest financial proposal}}{\text{Cost of the financial proposal considered}}$$

Technical and financial proposals shall be weighted as follows:

$$\begin{aligned} \text{Weight of the technical proposal (Tw): } & 80 \% \\ \text{Weight of the financial proposal (Fw): } & 20 \% \end{aligned}$$

The overall score (Os) of a bid is obtained by weighting the technical score (Ts) by the technical weight (Tw), and by weighting the financial score (Fs) by the financial weight (Fw), according to the following formula:

$$Os = (Ts \times Tw) + (Fs \times Fw)$$

The bid having the highest overall score (Os) will be considered as the "best bid".

The other bids will be sorted according to the descending order of the overall scores.

13. Award of the Contract

The contract under this Invitation to Tender shall be awarded to the Bidder with the "best bid".

14. Validity period of bids

Bidders shall remain bound by their bids for a period of ninety (90) days, with effect from the deadline for the submission of bids.

15. Additional information

Additional information within the scope of this Invitation to Tender can be obtained from the Contracts Unit of SNH, during working hours, at its Head office in Yaoundé, P.O. Box 955 Yaoundé, Tel.: (237) 222 209 864, Fax: (237) 222 20 98 69, E-mail: CelluleDesMarches@snh.cm

Signed Adolphe MOUDIKI
Executive General Manager