



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.006/AONO/SNH/CIPM/2021 of 18 October 2021 relating to the mission to assess the construction of the Storage Site for Samples Originating from Oil and Gas Wells (SITE), in Mbanga-Bakoko, Douala, Cameroon

1. Background

Within the scope of its missions, the National Hydrocarbons Corporation (SNH) has built a Storage Site for samples originating from oil and gas wells (SITE) in MBANGA BAKOKO, Douala, in order to gather and manage on the same site, all the geological collections resulting from drilling activities of the various oil operators in Cameroon. The SITE comprises two buildings:

- An administrative building which houses the offices; and
- A technical building which houses the various management rooms and a room dedicated to storage, known as the «CORE LIBRARY».

The SITE is equipped with specific equipment for the management of oil and gas drilling samples since the end of June 2018, notably, handling, sampling, observation, indexing, archiving and conservation equipment.

2. Scope of services

The contractor is expected to provide the following services :

* Assessment of the construction works carried out and the materials used, namely:

- The structure ;
- Metal construction ;
- Wood carpentry ;
- Fire protection/plumbing-sanitary/air conditioning; and
- Electrical and fire detection.

* Assessment of the SITE and the technical building in relation to standards concerning the :

- Storage and management of samples ;
- Circulation of handling equipment ;
- Access for sample delivery and collection vehicles; and
- Security and safety.

* Description of modifications to be made for SITE compliance to standards:

The description of works to be carried out will have to take into account the specificities of the operation of the SITE, notably:

- All the conditions of storage and management of samples;
- The circulation of handling equipment ;
- The access for sample delivery and collection vehicles; and
- Security and safety.

3. Duration of execution

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

4. Funding

The services under this Invitation to Tender will be funded by SNH's Budget for the 2021 fiscal year.

5. Number of lots

This Invitation to Tender comprises one (01) lot.

6. Conditions for participation

Participation in this Invitation to Tender is open to national companies and groups of companies with proven experience in carrying out studies for the construction of buildings for administrative, commercial and/or industrial use.

7. Consultation and acquisition of the Tender File

The Tender File (TF) may be consulted and obtained during working hours, upon publication of this Invitation to Tender, at the Secretariat of the Public Contracts Unit of SNH, located at its Head office building in Yaounde.

The TF can be obtained from the said secretariat 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.

8. Deadline for the acquisition of the Tender File

Deadline for the acquisition of the Tender File is **on 12 November 2021 at 3 pm, local time**.

9. Pre-bid meeting and visit of the project site

In order to ensure that bidders understand all the aspects

of the project and the context in which it is carried out, SNH shall organise a pre-bid meeting and site visit with companies that have purchased the Tender File on 16 November 2021 at 10 am, local time, in Mbanga-Bakoko, Douala, Cameroon.

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.

10. Submission of bids

Each bid, drafted in French or English, in seven (7) copies including one (01) original and six (06) 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) 2 22 20 98 69, **latest 30 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, Contracting authority:

Open National Invitation to Tender No.006/AONO/SNH/CIPM/2021 of 18 October 2021 relating to the mission to evaluate the construction of the Storage Site for Samples Originating from Oil and Gas Wells (SITE), in Mbanga-Bakoko, Douala, Cameroon"
- Confidential -

"To be opened only during the opening session"

11. Bid bond

Under penalty of rejection of the bid, each bidder must include in the administrative documents a bid bond of **three million (3 000 000) CFA Francs**, 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 aforementioned deadline for the submission of bids.

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

13. 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 30 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.

14. Evaluation of bids and selection of candidates

The bids shall be evaluated according to the following criteria:

* Elimination criteria

- a) Incomplete administrative file or non-compliance (including that of the members of the Group, if applicable) of one of the documents;
- b) False declaration, substitution or falsification of administrative documents ;
- c) Absence of the methodology in the technical proposal;
- d) Services proposed by the bidder are non-compliant with requirements set out in of the Terms of Reference;
- e) Technical proposal score less than eighty out of one hundred points (80pts/100);
- f) Bidder's technical personnel are unqualified;
- g) No time limit for the performance of services or time limit longer than the maximum prescribed time limit;

h) Absence or non-compliance of the bid bond;

i) 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;

j) 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

k) 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 of the project | 5 points |
| 3 | Understanding of the objectives of the project | 5 points |
| 4 | Methodology proposed by the bidder for the provision of the expected services | 10 points |
| 5 | Bidder's experience in carrying out studies for construction projects of building used for administrative, commercial and/or industrial purposes | 40 points |
| 6 | References of the key technical staff that the bidder proposes to assign to the project | 35 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.

15. Award of the Contract

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

16. 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.

17. 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 20 98 64, Fax: (237) 222 20 98 69, E-mail: CelluleDesMarches@snh.cm

Signed Adolphe MOUDIKI
Executive General Manager