



# 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.004/AONO/SNH/CIPM/2021 of 18 October 2021 for the supply and installation of computer equipment and material for the Petroleum Information Center (CIP) of the National Hydrocarbons Corporation (SNH), at Yaoundé, Cameroon

### 1. Subject of the Invitation to Tender

The National Hydrocarbons Corporation (SNH) hereby launches an Open International Invitation to Tender for the supply and installation of computer equipment and material for its Petroleum Information Centre, located in its head office, in Yaoundé, Cameroon.

### 2. Number of lots

This Invitation to Tender comprises one lot.

### 3. Conditions for participation

Participation in this Invitation to Tender is open to companies or groups of companies, national or international, specialised in the supply of computer equipment and materials, and having proven experience in this business.

### 4. Funding

Work under this Invitation to Tender will be funded by the 2021 Budget of the National Hydrocarbons Corporation.

### 5. Acquisition of tender File

Upon publication of this Notice, the Tender File (TF) can be obtained physically during working hours, from the Secretariat of SNH Contracts Unit located at its head office in Yaoundé, or electronically (CelluleDesMarches@snh.cm).

The TF will be delivered upon presentation of a cash payment receipt of a non-refundable sum of **two hundred thousand (200 000) FCFA into account N°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'Épargne et le Crédit" (BICEC): Yaoundé-Central Branch, Douala-Bonanjo, Buea, Ebolowa, Dschang, Ngaoundéré, Maroua, Limbe, Bafoussam, Bamenda, Garoua and Bertoua.

### 6. 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 the SNH, P.O. Box 955 Yaoundé, Tel.: (237) 222 20 98 64, Fax (237) 222 20 98 69 latest **Wednesday 01<sup>st</sup> December 2021 at 2:00 PM** local time, and must be labelled as follows:

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

**Open National Invitation to Tender No004/AONO/SNH/CIPM/2021 of 18 October 2021 for the supply and installation of computer equipment and material for the Petroleum Information Center (CIP) of the National**

**Hydrocarbons Corporation (SNH), at Yaoundé, Cameroon"**

**- Confidential -**

**"To be opened only during the opening session"**

### 7. Bid bond

Under penalty of rejection of the offer, each Bidder must include in the administrative documents a bid bond of **three millions two hundred thousand CFA Francs (3 200 000 CFACF)** issued by a first class bank or institution accredited by the Ministry of Finance to issue bid bonds within the framework of Public Contracts.

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

### 8. 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.

### 9. Opening of bids

The bids shall be opened in one phase.

The administrative, technical and financial bids shall be opened on **Wednesday 01<sup>st</sup> December 2021 at 3:00 PM local time**, by the Internal Tenders Board of SNH.

Only Bidders or their duly appointed representatives with perfect knowledge of the bid file they support may attend the opening session.

### 10. Time limit for execution

The maximum time limit set by SNH for the execution of work under this Invitation to Tender is four (04) months.

### 11. Evaluation of bids:

#### \* Elimination criteria

- Incomplete administrative file or non-conformity of one of the documents;
- Misrepresentation, substitution or falsification of administrative documents;
- No time limit for performance of the services or performance of the services in excess of

the maximum time limit prescribed;

- Services proposed by the Bidder that do not comply with the technical specifications;
- Absence of methodology in the technical offer;
- Absence or non-conformity of the bid bond;
- Having two (02) or more contracts in progress at SNH. In the case of a grouping, the presence in the grouping of a member who has two (02) or more contracts in progress with SNH;
- Absence in the bid of a warranty on printers, scanners and office computers for a minimum period of one (01) year;
- The technical offer must have at least four (04) of the six (06) sub-criteria mentioned above. Failure to do so will result in the rejection of the bid; and
- In the case of a group, absence of proof for one of the members of the group that each of the members has already carried out at least one (01) contract for the supply and installation of computer equipment and material in the last five (05) years.

#### \* Essential criteria for the evaluation of technical bids (Binary evaluation method)

- Bidder's experience in providing similar work;
- Cumulative turnover of the company over the last five financial years in the performance of similar work; and
- Qualifications and references of the key technical personnel that the Bidder proposes to assign to perform the work.

### 12. Award of the Contract

The Contract under this Invitation to Tender shall be awarded to the Bidder with the "lowest bid", who fulfils the required technical and administrative qualifications.

### 13. Period of validity of bids

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

### 14. Additional Information

Additional information can be obtained during working hours at the Contracts Unit of the NHC, at the following address: P.O. Box 955 Yaounde, Tel.: (237) 2 22 20 98 64, Fax (237) 2 22 20 98 69, Email address : CelluleDesMarches@snh.cm.

**Signed Adolphe MOUDIKI  
Executive General Manager**