



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.002/AONO/SNH/CIPM/2023 of 11/01/2024 for the acquisition and installation of computers network servers for the integrated management system of the National Hydrocarbons Corporation in Cameroon

1. Subject of the Tender

The National Hydrocarbons Corporation (SNH) of Cameroon hereby launches a National Open Invitation to Tender for the acquisition and installation of computer network servers for its integrated management system in Yaounde, 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 supply and installation of computer servers.

4. Funding

The services under this Invitation to Tender will be funded by the 2023 Budget of the National Hydrocarbons Corporation.

5. Consultation and acquisition of 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 Yaoundé.

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 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'Epargne et le Crédit" (BICEC): Yaoundé-Central Branch, Douala-Bonanjo, Buea, Ebolowa, Dschang, Ngaoundéré, Maroua, Limbe, Bafoussam, Bamenda, Garoua and Bertoua.

6. Deadline for the acquisition of the Tender File

The deadline for the acquisition of the Tender File is on **Friday 02nd February 2024 at 3pm, local time.**

7. Pre-bid meeting

In order to ensure that bidders understand all the aspects of the project and the context in which it is carried out, the NHC shall organise a pre-bid meeting and a site visit with companies that have purchased the Tender File on **Tuesday 06th February 2024 at 10 a.m., local time**, at SNH Head Office 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 is compulsory.

8. 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 Public Contracts Unit of SNH, P.O. Box 955 Yaoundé, Tel.: (237) 222 20 98 64, Fax (237) 2 22 20 98 69, **latest on Tuesday 27th February 2024 at 02:00 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.002/AONO/SNH/CIPM/2023 of 11/01/2024 for the acquisition and installation of computer network servers for the integrated management system of the National Hydrocarbons Corporation in Cameroon"

- Confidential -

"To be opened only during the opening session"

9. Bid bond

Under penalty of rejection of the bid, each bidder must include in the administrative documents a bid bond of **four million six hundred thousand CFA Francs (4 600 000 XAF)**, issued by a first class bank or financial institution accredited by the Ministry in charge 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.

10. 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.

11. Opening of bids

The bids shall be opened in one phase.

The opening of administrative, technical and financial offers will take place on **Tuesday 27th February 2024 at 03:00 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.

Access to SNH for the bids opening session will only be allowed to a maximum of two (02) representatives per company.

12. Duration of execution

The maximum duration set by SNH for the provision of services under this invitation to tender is **four (04) months.**

12. Evaluation of bids

* Elimination criteria

a. False declaration, substitution or falsification, incomplete administrative file, technical or financial bid, or non-compliance, including that of the members of the Group, if applicable, of one of the documents;

b. No time limit for the performance of services or time limit longer than the maximum prescribed time limit;

c. Services proposed by the Bidder not compliant with technical specifications;

d. 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;

e. Technical note less than 80/100;

f. Absence of evidence of having already executed at least one (01) contract pertaining to the installation of computer servers, within the last five (05) years; and

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 pertaining to the installation of computer servers, within the last five (05) years.

* Essential criteria for evaluating technical offers

No.	Essential criteria	Score
1	Presentation of the offer	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 services	5 points
4	Experience of the bidder in the execution of contracts pertaining to the installation of computer servers, within the last five (05) years	50 points
5	Experience of the project team proposed by the bidder, pertaining to the installation of computer servers, within the last five (05) years	35 points
Technical score (Ts)		100

13. Award of the Contract

The contract under this Invitation to Tender shall be awarded to the bidder with the "lowest bid" that satisfy the technical and administrative requirements.

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 can be obtained during working hours at the Contracts unit of SNH at the following address: P.O. Box 955 Yaoundé, Tel.: (237) 222 209 864, Fax (237) 222 209 869, email address: CelluleDesMarches@snh.cm.

Signed Adolphe MOUDI KI
Executive General Manager