



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/2025 of 25/09/2025 for the supply and installation of computer equipment "workstation-type" at the Head Office of the National Hydrocarbons Corporation in Yaoundé, Mfoundi Division, Centre Region, Cameroon.

1. Subject of the Tender

The National Hydrocarbons Corporation (SNH) hereby launches a National Open Invitation to Tender for the supply and installation of Computer Equipment "Workstation-type" at SNH Head Office in Yaounde, Mfoundi Division, Centre Region, 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, with proven experience in the supply of computer equipment.

4. Funding

Works under this Invitation to Tender will be funded by the 2025 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-Bonanjio, Buea, Ebolowa, Dschang, Ngaoundéré, Maroua, Limbe, Bafoussam, Bamenda, Garoua and Bertoua.

6. Deadline for the acquisition of the Tender File

Deadline for the acquisition of the Tender File is on **Friday 17th October 2025 at 3pm, local time.**

7. Pre-bid meeting

In order to ensure that bidders understand all the aspects of the Assignment and the context in which it is carried out, SNH shall organise a pre-bid meeting with companies that have purchased the Tender File on **Tuesday 21st October 2025 at 10:00 a.m., local time**, at the Head Office building of the National Hydrocarbons Corporation in Yaoundé, Cameroon.

Companies that have purchased the TF are invited to participate in this meeting, and the related costs are to be borne by them.

Participation in the pre-bid meeting is obligatory.

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 Thursday 13th November 2025 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/2025 of 25/09/2025 for the supply and installation of computer equipment "Workstation-Type" at SNH Head Office in Yaoundé, Mfoundi Division, Centre Region, 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 four hundred thousand CFA Francs (4.400 000 XAF)**, 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.

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 **Thursday 13th November 2025 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.

12. Duration for execution

The maximum duration set by SNH for the conduct of works under this Invitation to Tender is **three (3) months**.

13. Evaluation of bids

* Elimination criteria

a. 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. False declaration, substitution or falsification of administrative, technical or financial documents;

c. No duration for the execution of the project or duration longer than the maximum prescribed duration ;

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

e. Have two (02) or more ongoing Contracts at SNH. In the event of a consortium, the presence in the consortium of a Member who has two (02) or more Contracts in progress at SNH;

f. Technical score less than eighty (80) points out of 100;

g. Absence of proof of having already executed at least one (01) market/contract relating to the supply of computer equipment, during the last five (05) years; And

h. In the event of a consortium, absence of proof for one of the Members of the Groupement of having already carried out at least one (01) market/contract relating to the supply of computer equipment, at the over the last five (05) years.

* Essential criteria for evaluating technical offers

No.	Essential criteria	Score
1	Presentation of offer	5 points
2	Methodology proposed by the bidder for the execution of the services	15 points
3	Bidder's experience in the performance of markets/contracts relating to the supply of computer equipment, over the last five (05) years	40 points
4	References of the technical staff that the Bidder proposes to assign to the mission, in the supply of computer equipment	40 points
Technical score (Ts)		100

14. Award of the Contract

After evaluation, the Contract shall be awarded to the bidder whose bid is assessed as the "lowest bid", meaning the cheapest, and technically qualified (score greater than or equal to 80/100).

15. 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.

16. Additional information

Additional information can be obtained during working hours at the Public Contracts Unit of SNH, at the following address: P.O. Box 955 Yaounde, Tel.: (237) 2 22 20 98 64, Fax (237) 222209869, email address: CelluleDesMarches@snh.cm.

Signed Adolphe MOUDIKI
Executive General Manager