

INVITATION TO BID (ITB) SUPPLIES

Procurement of: Desktop computers and Laptops to equip the AVECGEN training room.

ITB Reference No:	CRID/CMR/AVECGEN/ITB/26/0001
Date of Issue:	12/02/2026
Submission Deadline:	4/03/2026 at 16:00 (Yaoundé Time)
Funding Source:	AVECGEN

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**SECTION I: LETTER OF INVITATION**

Yaounde, 12/02/2026

Our reference: CRID/CMR/AVECGEN/ITB/26/0001**SUBJECT:** Invitation to tender for the purchase of Desktop computers to equip the AVECGEN training room.**To: Prospective Bidders**

The Centre for Research in Infectious Diseases (CRID) invites sealed bids from eligible and qualified suppliers for the supply and delivery of Desktop **computers and Laptops to equip the AVECGEN training room.**

Bidding will be conducted through the **Open National** Competitive Bidding procedures specified in the CRID Procurement Manual and is open to all bidders who meet the eligibility criteria defined in this dossier.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

Interested bidders may obtain further information or clarification by emailing procurement@crid-cam.net no later than **7 days** before the deadline. CRID will reply to bidders' questions at least 2 working days before the deadline for submission of tenders.

Bids must be delivered to the physical address below or via this email tender@crid-cam.net on or before **04/03/2026 at 16:00 CAT**. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend.

Signed,**Executive Director
CRID**

SECTION II: INSTRUCTIONS TO BIDDERS

Section	Instructions	Details / Notes
Scope of Bid	Goods to be procured	As described in Section IV
Fraud and Corruption	Zero tolerance policy	Bidders engaging in bribery or collusion will be disqualified and blacklisted
Eligible Bidders	Requirements	<ul style="list-style-type: none"> • Valid Taxpayer ID (NIU) and Commercial Register (RCCM) • Not on UN Security Council or World Bank sanctions lists • Not in bankruptcy or receivership • Attestation de Conformite fiscal (ACF) • Bank attestation carrying the company's name
Currency	Quotation currency	Local vendors: XAF (FCFA)
Bid Validity	Duration	90 days after submission deadline
Language	Submission language	English or French
Submission instructions	Sealing and Marking	<ul style="list-style-type: none"> • Sealed envelope with ITB Reference Number OR email: tender@crid-cam.net with ITB Reference Number as subject. No other markings; non-compliance may lead to rejection
Green Procurement	Environmental preference	Preference to suppliers with environmentally responsible practices (e.g., minimal packaging, take-back schemes, energy-efficient products)
Evaluation of Bid	Criteria	<ul style="list-style-type: none"> • Quality of product per specifications • Delivery lead time • Service, support, warranties • Thoroughness of quotation • Supplier reputation and performance • Adherence to CRID ethics, environmental, anti-corruption policies • Previous relevant experience • Price compared to CRID rates
Award Procedure	Process	<ul style="list-style-type: none"> • Written award letter to best bidder within bid validity period • Written notification to unsuccessful bidders • Award letter acts as binding agreement until formal contract signing
Signing of Contract	Post-award	CRID invites the successful bidder to sign the Purchase Order (PO)
Payment Terms	After Delivery	Full Payment will be made 15 - 30 days after delivery of the items

SECTION III: BID DATA SHEET

1. Background Data

ITB Clause	Data / Requirements
Deadline	Date: 04/03/2026 Time: 16:00 PM
Address	CRID Headquarters Nkloulou Carrieer, Yaoundé, Cameroon. Attn: The Procurement Unit. OR tender@crid-cam.net
Incoterms	DDP (Delivered Duty Paid) to CRID Yaoundé.

2. Schedule & Deadline for Submission

The deadline for submission of bids is **16:00 CAT** on the **04/03/2026**. Late bids will not be accepted.

	DATE	TIME*
Invitation to Bid release	12/02/2026	10:00
Deadline for request for any clarifications from CRID	23/02/2026	16:00
Last date on which clarifications are issued by CRID	27/02/2026	16:00
Deadline for submission of bids (receiving date, not sending date)	04/03/2026	16:00
Tender opening session by CRID	05/03/2026	12:00
Notification of award to the successful tenderer	10/03/2026	13:00
Signature of the contract	11/03/2026	13:00

* All times are in the local time of Yaounde, Cameroon

Please note all dates are provisional dates and CRID reserves the right to modify this schedule.

2. Bidder's Checklist

Description	To be filled by bidder		To be filled by CRID bid committee			
	Included?		Present & complete?		Comments	
Step/ document to be submitted <u>with</u> tender	Yes	No	Yes	No		
Section III - Bidder's checklist– completed, signed & stamped – Compulsory						
Section IV –Technical Specifications– signed & stamped – Compulsory						
Section VI – Bidding Form – completed, signed & stamped – Compulsory						
Section VII – Pricing proposal - signed & stamped – Compulsory						
Section VIII – Additional Information on Specifications of Goods – completed, signed & stamped – Compulsory						
Section IX – Ethical Standards Declaration – signed & stamped – Compulsory						
Supporting documents						
Copy of company registration – Compulsory						
Copy of tax registration – Compulsory						
References and proof of experience - Compulsory						
Copy of Attestation de Conformite fiscal (ACF)- Compulsory						
Copies of Company Director(s) ID – Compulsory						
Copies of Bank Attestation(s) – Compulsory						
To be filled in by CRID bid committee only					Eligible	Ineligible
Outcome of administrative eligibility check.						

SECTION IV: TECHNICAL SPECIFICATIONS

Lot 1: AVECGEN

Item #	Description of Goods	Detailed Technical Specifications	Unit	Qty
1	<i>Desktop Computer</i>	<p>Dell Tower Desktop ECT1250 powered by an Intel Core Ultra 7-265 (20-core, 2.4 GHz), equipped with 64 GB DDR5 RAM, 1 TB M.2 SSD, Intel UHD Graphics (6–8 GB), and Windows 11 Pro. Energy-efficient (ENERGY STAR, EPEAT Gold/Climate+), 220–240 V compatible, supplied with wired keyboard and mouse, black finish,</p> <p>Includes Dell Full HD monitor (1920×1080), 27" SE2725H, TÜV Rheinland 3-Star Eye Comfort certified, built-in speakers, HDMI and VGA ports, full ergonomic adjustability (height, tilt, swivel, pivot), ENERGY STAR PSU, 220–240 V compatible, black finish, with minimum 1-year warranty.</p> <p>• Warranty: Min 1 Years</p>	Pcs	25
2	<i>Laptop</i>	<p>Dell 14 Generations i9. 14 inches, Intel Core Ultra 7-265 (20-core, 2.4 GHz), equipped with 64 GB DDR5 RAM, 1 TB M.2 SSD, Intel UHD Graphics (2-4 GB), and Windows 11 Pro. With minimum 1-year warranty.</p>	Pc	5
3	<i>Laptop</i>	<p>Dell 14 Generations i9. 14 inches, Laptops: Intel Core Ultra 7-265 (20-core, 2.4 GHz), equipped with 32 GB DDR5 RAM, 1 TB M.2 SSD, Intel UHD Graphics (2-4 GB), and Windows 11 Pro. With minimum 1-year warranty.</p>	Pc	5

SECTION V: EVALUATION METHODOLOGY

CRID will evaluate bids in three stages:

Stage	Evaluation Phase	Evaluation Method	Key Evaluation Criteria
Stage 1	Administrative Compliance	Pass / Fail	<ul style="list-style-type: none"> Valid company registration documents, NIU, Non-Indebtedness Certificate, bank attestation, and localization plan Bid signed by an authorized representative ITB fully completed, signed, stamped, and initialed on all pages Bidder not listed on any national or international sanctions list
Stage 2	Technical Evaluation	Scored (Maximum 100 points)	<ul style="list-style-type: none"> Compliance of offered items with technical specifications in Section IV Acceptability of proposed delivery timeline Adequacy and duration of warranty period
Stage 3	Financial Evaluation	Price Ranking	<ul style="list-style-type: none"> Verification and correction of arithmetic errors Comparison of Total Landed Cost, including delivery to Yaoundé
Note	Evaluation Rule	Mandatory Process	<ul style="list-style-type: none"> Only bidders that pass Stage 1 proceed to Stage 2, and Stage 3

Award: The contract will be awarded to the Lowest Priced, Technically Compliant bidder (Best Value for Money).

Note on Green Procurement: Sustainability and Added Value will be evaluated based on environmental certifications, sustainable packaging, product lifecycle, end-of-life management, ethical compliance, and local value addition. Bidders must provide supporting documentation to substantiate claims. Unsupported claims will not be scored.

SECTION VI: BIDDING FORMS (To be filled by Bidder)

FORM A: BID SUBMISSION SHEET

Please provide information against each requirement.

If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. Bidder's General Business Details

a) General information

Information Required:	Details
Company Name	
Registration Number	
Tax Identification Number	
Year Established	
Type of Business / Legal Status (eg. partnership, private limited company, etc.)	
Address (Head Office)	
Phone Number	
Email	
Website (if any)	
Main Products / Services	

b) Owners/Managers/Employee

Please fill in the below table with the full names, title/position, and the country of birth of the company's owner(s) and manager(s) and employees who would be involved with CRID in the event of contract award:

Category	Full Name	Title / Position	Birth Country	Phone	Email
Owner / Manager					
Owner / Manager					
Employee					
Employee					



c) Company bank account details:

Beneficiary name:	
Beneficiary account no.:	
Beneficiary Bank:	
Bank branch:	
SWIFT:	
IBAN:	
Bank address:	

2. References

Please provide details of at least 3 client references whom CRID may contact, preferably from NGOs, Medical, and UN agencies, for similar related works: (attached the PO/Contract/GRN)

Organisation/company name	Contact person	Phone	Email
1.			
2.			
3.			
...			

3. Defects Liability/Guarantee Period

Please provide details below of the defect liability, guarantee period and what you cover for the products supplied under this contract and what:.....

4. Bid Validity

Please confirm the validity of your bid below (in calendar days):

5. Confirmation of Bidder's Compliance

- We, the Bidder, certify that this tender is a genuine and competitive offer and that we meet

all eligibility requirements of the Invitation to Bid.

- Prices quoted are firm and valid for the entire bid validity period.
- We confirm the accuracy of all documents submitted and acknowledge that CRID is not obliged to accept the lowest or any bid.
- We agree that CRID may verify and rely on the information provided herein.

Name of Signatory:	Tel N°:
Title of Signatory:	Name of Company:
Signature & stamp:	Date of Signing:
	Address:

SECTION VII: Pricing Proposal (To be filled by Bidder)

Items Description	Quantity	Unit	Origin	Unit Price (XAF)	Total Price (XAF)	Alternative specifications Any discrepancies with our specifications must be noted e.g like for other brand HP,etc
Price for delivery DDP Yaounde, Cameroon :						
TOTAL PRICE:						
Delivery Time (in calendar days)						

Name of Signatory:	Tel N°:
Title of Signatory:	Name of Company:
Signature & stamp:	Date of Signing:
	Address:

SECTION VIII: ADDITIONAL INFORMATION ON SPECIFICATIONS OF GOODS

(Add pictures of the Desktop computer with monitors)

SECTION IX: ETHICAL STANDARDS DECLARATION

(Attached the Ethical standard declaration form)