

## INVITATION TO BID (ITB) SUPPLIES

**Procurement of: Supply of Server and FortiGate for the AVECGEN training room.**

<b>ITB Reference No:</b>	<b>CRID/CMR/AVECGEN/ITB/26/0002</b>
<b>Date of Issue:</b>	13/04/2026
<b>Submission Deadline:</b>	<b>1/05/2026 at 16:00 (Yaoundé Time)</b>
<b>Funding Source:</b>	AVECGEN

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**SECTION I: LETTER OF INVITATION**

Yaounde, 13/04/2026

**Our reference: CRID/CMR/AVECGEN/ITB/26/0004**

SUBJECT: Invitation to tender for the purchase of Supply of Server and FortiGate.

**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 **Server and FortiGate 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](mailto: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](mailto:tender@crid-cam.net) on or before **01/05/2026 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"> <li>• Valid Taxpayer ID (NIU) and Commercial Register (RCCM)</li> <li>• Not on UN Security Council or World Bank sanctions lists</li> <li>• Not in bankruptcy or receivership</li> <li>• Attestation de Conformite fiscal (ACF)</li> <li>• Bank attestation carrying the company's name</li> </ul>
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"> <li>• Sealed envelope with ITB Reference Number OR email: <a href="mailto:tender@crid-cam.net">tender@crid-cam.net</a> with ITB Reference Number as subject.</li> </ul> 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"> <li>• Quality of product per specifications</li> <li>• Delivery lead time</li> <li>• Service, support, warranties</li> <li>• Thoroughness of quotation</li> <li>• Supplier reputation and performance</li> <li>• Adherence to CRID ethics, environmental, anti-corruption policies</li> <li>• Previous relevant experience</li> <li>• Price compared to CRID rates</li> </ul>
Award Procedure	Process	<ul style="list-style-type: none"> <li>• Written award letter to best bidder within bid validity period</li> <li>• Written notification to unsuccessful bidders</li> <li>• Award letter acts as binding agreement until formal contract signing</li> </ul>
Signing of Contract	Post-award	CRID invites the successful bidder to sign the Purchase Order (PO) or Contract
Payment Terms	After Delivery	<b>Full Payment will be made 15 - 30 days after delivery of the items</b>

## SECTION III: BID DATA SHEET

## 1. Background Data

<b>ITB Clause</b>	<b>Data / Requirements</b>
<b>Deadline</b>	<b>Date:</b> 01/05/2026 <b>Time:</b> 16:00 PM
<b>Address</b>	<b>CRID Headquarters</b> Nkloulou Carriere, Yaoundé, Cameroon. Attn: The Procurement Unit. OR <a href="mailto:tender@crid-cam.net">tender@crid-cam.net</a>
<b>Incoterms</b>	<b>DDP</b> (Delivered Duty Paid) to CRID Yaoundé.

## 2. Schedule &amp; Deadline for Submission

The deadline for submission of bids is **16:00 CAT** on the **30/04/2026**. Late bids will not be accepted.

	<b>DATE</b>	<b>TIME*</b>
Invitation to Bid release	<b>13/04/2026</b>	<b>10:00</b>
Deadline for request for any clarifications from CRID	<b>22/04/2026</b>	<b>16:00</b>
Last date on which clarifications are issued by CRID	<b>27/04/2026</b>	<b>16:00</b>
Deadline for submission of bids (receiving date, not sending date)	<b>01/05/2026</b>	<b>16:00</b>
Tender opening session by CRID	<b>5/05/2026</b>	<b>12:00</b>
Notification of award to the successful tenderer	<b>15/05/2026</b>	<b>13:00</b>
Signature of the contract	<b>18/05/2026</b>	<b>13:00</b>

\* 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 – <b>Compulsory</b>						
Section IV –Technical Specifications– signed & stamped – <b>Compulsory</b>						
Section VI – Bidding Form – completed, signed & stamped – <b>Compulsory</b>						
Section VII – Pricing proposal - signed & stamped – <b>Compulsory</b>						
Section VIII – Additional Information on Specifications of Goods – completed, signed & stamped – <b>Compulsory</b>						
Section IX – Ethical Standards Declaration – signed & stamped – <b>Compulsory</b>						
<b>Supporting documents</b>						
Copy of company registration – <b>Compulsory</b>						
Copy of tax registration – <b>Compulsory</b>						
References and proof of experience - <b>Compulsory</b>						
Copy of Attestation de Conformite fiscal (ACF)- <b>Compulsory</b>						
Copies of Company Director(s) ID – <b>Compulsory</b>						
Copies of Bank Attestation(s) – <b>Compulsory</b>						
<b>To be filled in by CRID bid committee only</b>					<b>Eligible</b>	<b>Ineligible</b>
<b>Outcome of administrative eligibility check.</b>						

## SECTION IV: TECHNICAL SPECIFICATIONS

## Lot 1: AVECGEN

Item #	Description of Goods	Detailed Technical Specifications	Unit	Qty
1	<i>PowerEdge R960 Server</i>	<p><b>PowerEdge R960 Server (full specification is in the Technical specification sheet, Annex 1)</b></p> <ul style="list-style-type: none"> <li>• <i>Warranty: Min 2 Years</i></li> </ul>	Pcs	1
2	<i>FortiGate</i>	<p>FortiGate-101F 22 x GE RJ45 ports (including 2 x WAN ports, 1 x DMZ port, 1 x Mgmt port, 2 x HA ports, 16 x switch ports with 4 SFP port shared media), 4 SFP ports, 2x 10G SFP+ FortiLinks, 480GB onboard storage, dual power supplies redundancy. <b>(full specification is in the Technical specification sheet, Annex 1)</b></p> <p><b>With minimum 1-year warranty.</b></p>	Pc	1

## SECTION V: EVALUATION METHODOLOGY

CRID will evaluate bids in three stages:

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

**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:**

<b>Beneficiary name:</b>	
<b>Beneficiary account no.:</b>	
<b>Beneficiary Bank:</b>	
<b>Bank branch:</b>	
<b>SWIFT:</b>	
<b>IBAN:</b>	
<b>Bank address:</b>	

**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 :						
<b>TOTAL PRICE:</b>						
<b>Delivery Time (in calendar days)</b>						

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 Server and FortiGate)**