

Schedule No. 5

Contract Notice

Polska Akcja Humanitarna, hereinafter PAH, known under the English translation Polish Humanitarian Action, with its registered office at Al. Solidarnosci 78a, Warsaw, Poland, entered into the National Court Register under KRS No. 136833, with a Country office in Yemen, Aden, hereinafter referred to as the Investor, plans to execute a tender for the construction and installation of Weather Station and Early Warning System for its project location in Marib governorate.

TYPE OF CONTRACT

The aim of this procurement is strengthening community resilience against floods and climate-related hazards in Marib City and AlWadi District, PAH is establishing a Weather Monitoring and Early Warning System.

This procurement is funded by EU INTPA and wholly implemented by PAH. It remains unaffected by any recent suspensions of funds and will proceed as planned.

This tender also aims to prequalify suppliers (where applicable) for inclusion in the PAH Supplier Database for future similar procurements and tenders.

1. Conditions for Participation in Tender:

Only companies that meet the following conditions may participate in this tender:

- a. Those entitled to carry out business activities, in compliance with the legal rules and regulations of Yemen, and who possess the necessary permissions or licenses required to carry out their business activities.
- b. Those possessing the experience, knowledge and technical potential, as well as the personnel necessary to deliver the order.
- c. Those with their office in the territory of Yemen.
- d. Those whose financial and economic condition guarantee the delivery of the order.
- e. Partial bids, bids to be executed in a consortium or in a partnership between two or more entities are permitted, under the condition that none of these entities submits a separate bid for the independent execution of part or all of the contract under this announcement.
- f. Those not subject to exclusion from the tender procedure for the reasons set forth in the attached Tenderer's Statement – Schedule 8.
- g. Payment terms will only be accepted through bank transfer.
- h. The bidder must accept that invoice settlement should be 30 days credit.

2. Formal Criteria of Tender Documents:

- 2.1. The indispensable documents that must be attached to the Bid Submission Form, in order for it to be considered valid, are:
 - a. Submission of the standard documentation for Admin Check and Due Diligence such as Valid Business/Commercial Registration Card with activity of Construction involving civil, mechanical, or electrical works as well as consultancy in IT or Engineering, Confirmation of the office legally settled in the IRG-controlled area with supporting documents.
 - b. Valid Tax Clearance Card.
 - c. Power of attorney or any other document that grants the power to represent the Company and to assume financial obligations on behalf of the company.

- d. Schedule 8 Tenderer's Statement filled, signed and stamped by the bidder.
- e. Submission of Schedule 7 Bid Submission Form; filed, signed and stamped.
- f. Power of attorney or any other document that grants the power to represent the Company and to assume financial obligations on behalf of the company.

All of the above jointly referred as "Tender Documents".

- 2.2. All blank spaces in the Tender Documents must be filled in by the company submitting the bid. Erasing or omitting is not permitted.
- 2.3. All Tender Documents, where required, must be sealed and signed by an authorized representative of the company, and the certificate of such authorization must be attached to the bid (in accordance with Clause 2.1(e)).
- 2.4. No Tender Document is to be copied. Any Tender Document will be considered private and confidential.
- 2.5. Tender Documents may be amended or withdrawn until the deadline for the submission of bids. The amendment there can only be done in the same form as stated in the Bid Submission Form, while withdrawal at any written form indicating the Bid, however both amendment and withdrawal must clearly state in the email title either AMENDMENT or WITHDRAWAL. Applications for the amendment or withdrawal of bids received after the deadline or without WITHDRAWAL or AMENDMENT in the email title will not be taken into consideration. Whenever a bid has been withdrawn before the closing date and time, such a bid will remain unopened. If any tender document was withdrawn or amended after the deadline, such amendment or withdrawal will be considered invalid.
- 2.6. The English language shall be the point of reference in case of any ambiguity or lack of clarity.
- 2.7. Preference will be given to the use of ecological materials and components that minimize environmental pollution and comply with ecological standards.

3. Minimum Requirement

This stage will determine whether the tender that has been submitted meets the minimum requirement. Only those tenders meeting the minimum requirement will go forward to the second phase of the evaluation.

- a. Work experience with INGOs, governmental entities or reputable private companies (attach of previous work experience contracts or references Filled in schedule 25). If the contractor did not share the contracts for confidential reasons, the reference will be checked if he has experience in Construction involving civil, mechanical, or electrical works as well as consultancy in IT or Engineering or experience in implementing or installation EWS.

Breakdown: bidder to submit at least two projects' POs or contracts must be not less than 45000 USD
Or reference must be confirmed that the value is not less than 45000 (Filled in schedule 25).

- b. Schedule 25, at least two references confirming recent experience in performing any of Construction, civil, mechanical, or electrical works as well as consultancy in IT or Engineering, or experience in implementing or installation EWS.

4. Selection Criteria (Qualitative Criteria)

- 4.1. Evaluation points will be awarded based on the following criteria:

- a. A comprehensive and clear breakdown of prices must be shown as part of the financial offer – any transport fees, taxes, customs charges, component parts, packing fees etc. must be shown separately if any. Prices offered will be evaluated on a full cost basis (including all fees and taxes).

Marks for cost will be awarded on the inverse proportion principle (shown below):

Score vendor = maximum score 50% (price min / price vendor).

- b. The evaluation will consider the technical quality for the wire mesh (gauge, dimensions and thickness) and fabric filter (The quality and dimensions). Please complete in detail the specification section in Annex3 - Specification List.
- a. Evaluation will consider timeframe for the supplier to complete the delivery. This will depend on the quality of the work plan submitted.
 - b. Evaluation will consider the quality of the specifications.
 - c. The evaluation will assess the bidder's past experience in implementing number of contracts in Construction involving civil, mechanical, or electrical as well as consultancy in IT or Engineering or experience in implementing or installation EWS works in INGOs or governmental entities considering the scope, complexity, and scale of previous work. Supporting documents such as contracts and completion certificates.
- 4.2. PAH retains the authority to revise its selection of the successful tenderer in cases where contract negotiation or finalization is unreasonably protracted. Additionally, PAH reserves the right to terminate the tender process at any point before the contract is signed.

5. Requirements for Bid Submission:

- 5.1. The bid should include comprehensive subject matter and should be drawn up in accordance with the following terms and conditions:
 - a. All required Tender Documents can be obtained by visiting <https://yemenhr.com/tenders/01/10/2026> to 22/10/2026.
 - b. The bids of interested companies and all required Tender Documents to be delivered in the following ways:
 - Electronically to Tenders.yemen@pah.org.pl; and in the subject field state:
 - PAH/Yemen/2026/02 tender for Weather Station and Early Warning System.
 - Name of your firm with the title of the attachment.
 - Number of emails that are sent e.g., 1 of 3, 2 of 3, 3 of 3.
 - c. **The deadline for submission is 22nd October 2026 by 4:00 PM Local time**
 - d. The bid should be prepared on the form that it is obtained.
 - e. The bid should be prepared in English language.
 - f. The bid should state the gross amount in the USD currency.
- 5.2. The Investor shall in no case cover any expenses incurred while preparing the bid, irrespective of the outcome of the tender procedure (also in case of the cancellation of the tender procedure or a delay in bid acceptance).
 - 5.3. Bids submitted upon expiration of the submission date and time shall not be considered.

5.4. Clarification and Query handling

PAH has taken care to be as clear as possible in the language and terms it has used in compiling this Contract Notice. PAH will not accept responsibility for any misunderstanding of this document or any others relating to this tender.

Requests for additional information or clarifications can be made up :

Requests for Clarification and Bid Clarification Session

Bid Clarification Session (Microsoft Teams)

A pre-bid clarification session will be conducted online via **Microsoft Teams** on **11 October 2026** at **[10:00AM /Aden Time]**.

- **Registration:** Bidders who wish to participate must send an email to offers.yem@pah.org.pl confirming their attendance no later than **7 October 2026 at [4:00 PM]**.
- **Access Link:** The Microsoft Teams invitation link will be shared only with suppliers who have formally registered via email.

Submission of Written Clarification Queries

Deadline for Questions: Bidders may submit written requests for additional information or clarifications regarding this Tender Dossier until **7 October 2026 at [4:00 PM]**. Requests received after this deadline will not be considered.

Submission Channel: All official inquiries must be sent in writing via email to offers.yem@pah.org.pl.

Any queries about this Contract Notice should be addressed in writing to PAH via email to offers.yem@pah.org.pl and answers shall be collated and published online Link :

https://docs.google.com/document/d/1IKmo3hIGjyr7L0J4VlzFKcXMXqW_JjAUcqNTl_5ALQo/edit?usp=sharing

6. Bid Acceptance:

- 6.1. Bids will be opened after the deadline for bid submission. The criteria for bid acceptance are as explained in clause 2 & 3.
- 6.2. The bid process will be comprised of two stages. Initially, the first stage will involve the evaluation of the bids with regard to Formal Criteria, Minimum Requirement and completeness. Subsequently, the second stage will involve a substantive evaluation according to the Selection Criteria defined by the Tender Commission. Tenderer whose bid will be rejected will receive a Letter of rejection at the last stage of tender evaluation, and the tenderer whose bid is selected will receive the award letter at the last stage of the tender evaluation.
- 6.3. The winning bid shall be chosen by the Investor within 10 working days after the opening of the bids.
- 6.4. Partial bids are not considered eligible.

7. Notice of Invalidation of Tender or Rejection of Bid:

- 7.1. Only bids fulfilling the criteria set forth in Clause 1 (Conditions for Participation in Tender), Clause 2 (Formal Criteria of Tender Documents), Clause 3 (Minimum Requirement) and Clause 5 (Requirements for Bid Submission) of this document will be considered eligible for tender. Non-conformity with such clauses may result in bid rejection.
- 7.2. Other reasons for the invalidation of the tender or rejection of the bid are:

a) The Investor shall decline any bid of a firm or cancel the contract if it finds out that the firm used corrupt, fraudulent, collusive or coercive practices.

b) The Investor shall exclude from the procedure companies that do not conform to the tender requirements or if it is found that materials received of importance for the tender procedure are untrue.

7.3. The Investor reserves the right to invalidate the tender at any stage, without further explanation.

8. Annexes to the Notice:

The Annexes to this Contract Notice are as follows:

- a) Annex1 - Financial Bid Offer.
- b) Annex 2-Specification and drawings
- c) Annex 3 - Technical form items.
- d) Bid Submission Form – Schedule 7.
- e) Tenderer Statement – Schedule 8.
- f) Work of Similar Nature – Schedule 25.

9. Winning Tenderer:

9.1. If awarded the tender, the bidder must sign the contract prepared by PAH within five working days. Failure to do so may result in the bid being rejected.

9.2. The bid is valid until the final selection is made by the Tender Commission.

10. Right to Appeal:

The Tenderer has a right to file a written appeal to the Chairperson of the Tender Commission regarding a breach of the tender procedure. The appeal may be filed within 4 days to the Country Director of Yemen Country Program via email address: cd.yemen@pah.org.pl or personally after recognition of such breach, but not later than 4 days after receiving a Letter of Rejection, if applicable.

Signature:  _____

Country Director, PAH Yemen

Date: 06.10.2020