# Schedule No. 7.

**Bid Submission Form**

Name of Tenderer:

Name of person authorized by the Tenderer:

Address of Tenderer:

Phone:

E-mail address:

Registration number of Tenderer:

Bank account number: (including Bank’s name, SWIFT number and address):

Bank account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank’s Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SWIFT number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby declare that our company offers the delivery of the services, according to the terms and conditions of the technical specifications listed in the Contract Notice.

**Financial Offer**

The cost presented in the Annex 1 - Financial Offer should reflect the final cost that PAH will cover.

Payment conditions and method: Please include the payment method and stages

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Payment can only be made by bank transfer please confirm. Yes, No, comment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technical Response:**

Tenderers should note that some of the information requested below will be required under the Minimum Criteria and some of the information will be used for the scoring purposes.

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Response (please provide attachment in case space is not sufficient or in case additional documents are required)** |
| 1 | Please confirm that you carefully read **Schedule No. 9 – Technical Specification** and your company and the submitted offer meet all requirements mentioned in it. | ☐ Yes  ☐ No |
| 2 | Please provide following details for all proposed **vehicles**:   * Brand and model * Year of production * Current milage |  |
| 3 | Do you have similar **experience** in providing at least 2 long-term services to NGO / INGO?  At least one of them must be an INGO.  Please fill in Schedule 25 with all details and provide supporting documents as evidence. | ☐ Yes, and supporting documents are attached (e.g., copies of contracts).  ☐ No, but provide an explanation below. |
| 4 | Please describe your ability to provide a **replacement vehicle** in case of an incident, mechanical breakdown or any situation where an additional vehicle is urgently required.  Include expected response time and number of standby vehicles available. |  |
| 5 | Please describe your **arrangement for securing regular access to fuel**.  Indicate whether you have an agreement with a local fuel station or if you own and operate a private fuel tank.  Attach all relevant documents to support your response. |  |
| 6 | Please confirm where are **your branches** located, considering that for offers covering all needed locations it is required to have branches in both Aden and Marib,  For offers covering services only for PAH Aden office it is required to have a branch in Aden.  For offers covering services only for PAH Marib office it is required to have a branch in Marib. | ☐ both Aden and Marib  ☐ only Aden  ☐ only Marib  ☐ other locations (please specify) …………………………………………………… |
| 7 | Please describe your ability to provide vehicle rental and driver **services across multiple governorates** in Yemen.  Specify how many of the requested locations you are currently able to cover. |  |
| 8 | Please describe your company's **environmental standards and procedures for handling hazardous automotive waste** (e.g. used engine oil, filters, batteries, etc.). Explain how waste is stored and disposed of, and whether you comply with any national or international environmental regulations or guidelines.  Attach all relevant documents to support your response. |  |

I confirm that my bid has a validity of 90 days. If your bid does not have this validity, please state what bid validity you offer.

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to PAH according to the information provided here; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

Name and seal of the Company

Address

Representative Name:

Position with the Company:

Place, date:

Signature

|  |  |  |
| --- | --- | --- |
| No. | Checklist of Schedules and Annexes to the Bid | Please tick |
|  | Bid Submission Form, itself; filled, stamped and signed |  |
|  | Financial Offer – Annex 1; both filled in excel file and stamped and signed pdf |  |
|  | Registration in Yemen to carry out business activities in work-related area |  |
|  | Proof of the office legally settled in Aden and/or Marib |  |
|  | Tax Clearance Card |  |
|  | Zakat Card |  |
|  | 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 |  |
|  | Company profile |  |
|  | Tenderer’s Statement - Schedule 8 - filled, stamped and signed |  |
|  | Technical specification - Schedule 9 - filled, stamped and signed |  |
|  | Experience and Check Reference - Schedule 25 - filled, stamped and signed |  |
|  | Supporting documents showing past experience (e.g. previous contracts) |  |
|  | Key Personnel – Schedule 27 - filled, stamped and signed |  |
|  | CVs of the proposed drivers (including short personal information, experience and language skills) |  |
|  | Valid driving licenses for proposed drivers |  |
|  | Vehicles registration under company name (ownership certificate) |  |
|  | Insurance for each proposed vehicle |  |
|  | Evidence of the legal employment for proposed drivers |  |