

## **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 **vehicle and driver rental services in different locations of Yemen under a 2-year framework agreement**.

The aim of this procurement is to establish a Framework Agreement (FWA) with qualified service provider(s) to ensure the availability of vehicle and driver rental services across various governorates in Yemen. While PAH has **operational offices in Aden and Marib**, projects may also be implemented in other locations as determined by programmatic needs.

The winning tenderer(s) will be required to enter into a Framework Agreement (FWA) with PAH to provide the above-mentioned services. A framework agreement is a non-exclusive agreement with a single or multiple service providers that sets the terms, including pricing and service conditions, under which subsequent contracts (Purchase Orders) may be issued during the period of the agreement.

PAH, as the contracting authority, does not guarantee any specific volume of services under the FWA. All requests will be made based on the organization's operational needs and available funding.

The FWA will set fixed prices for the initial period of 2 years, with the possibility of annual renewal for an additional 1 year.

Once the FWA is in place, PAH will issue Purchase Orders (POs) for each service request. Each PO will constitute an individual contract referring to the general conditions established in the FWA.

PAH reserves the right to award the framework agreement to one or more service providers to ensure full coverage of required locations.

#### **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 guarantees 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. 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. Schedule 7 - Bid Submission Form;
  - b. Financial Offer - Annex 1
  - c. Registration in Yemen to carry out business activities in work-related area (Chamber of commerce/relevant department/ministry); issued not earlier than 3 months before the expiry date, within which the bid is to be made;
  - d. Confirmation of the office legally settled in Aden and/or Marib with supporting documents (depending on which area the offer refers to);
  - e. Tax Clearance Card;
  - f. Zakat Card;
  - g. 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;
  - h. Company profile;
  - i. Schedule 8 - Tenderer's Statement;
  - j. Schedule 9 - Technical Specification;
  - k. Schedule 25 - contact details for reference check for at least two of similar works done;
  - l. Supporting documents for experience (e.g. previous contracts);
  - m. Schedule 27 - Key Personnel (min. 2 drivers for Aden and/or 2 drivers for Marib);
  - n. CVs of the proposed drivers (including short personal information, experience and language skills);
  - o. Valid driving licenses for proposed drivers;
  - p. Vehicles registration under company name (ownership certificate);
  - q. Insurance for each proposed vehicle;
  - r. Evidence of the legal employment for proposed drivers;

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 thereof 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 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. Tenderers must show relevant experience in providing similar services for NGOs / INGOs; must include supporting documentation for long-term services provided to min. 2 organizations, within which at least one must be an INGO. Both services must have been completed within the past 5 years.
- b. Tenderers must meet all technical specification listed in Schedule No. 9 (related to the fleet, drivers, the company and contract arrangements).

### 4. Selection Criteria (Qualitative Criteria)

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

- c. 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 full cost basis (including all fees and taxes);

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

$$\text{Score}_{\text{vendor}} = \text{maximum score} \times 50\% \times (\text{price}_{\text{min}} / \text{price}_{\text{vendor}});$$

- d. Fleet specification, considering production year, mileage and vehicles brand.
- e. Drivers' past experience with I/NGOs and their education level.
- f. Bidder's past experience in providing similar services for NGOs / INGOs, considering both the number of organizations served and the duration of the contracts.
- g. Bidder's ability to provide a replacement vehicle in case of an incident, mechanical breakdown etc.
- h. Bidder's arrangement for securing regular access to fuel.
- i. Bidder's ability to provide services across multiple governorates in Yemen.
- j. Bidder's environmental standards and procedures for handling hazardous automotive waste.



- 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> 02/07/2025 to 16/07/2025.
  - 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](mailto:Tenders.yemen@pah.org.pl); and in the subject field state:
      - PAH/Yemen/2025/04 tender - FWA Car rental.
      - 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 by 16<sup>th</sup> July 2025 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 to 5 working days before the deadline, and no later. Any queries about this Contract Notice should be addressed in writing to PAH via email to [offers.yem@pah.org.pl](mailto:offers.yem@pah.org.pl) and answers shall be collated and published online at <https://tinyurl.com/FWAcarsrental> in a timely manner.

**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 bids.

**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 4 (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 follow:

- a) Bid Submission Form – Schedule 7;
- b) Financial Offer – Annex 1;
- c) Tenderer Statement – Schedule 8;
- d) Technical Specification – Schedule 9;
- e) Work of Similar Nature – Schedule 25;
- f) Key Personnel – Schedule 27;

**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](mailto: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: 2<sup>nd</sup> July 2025