



Schedule No. 5. Contract Notice

Caritas Poland, hereinafter CP, known under the English translation Caritas Poland, with its registered office in Warsaw, address: ul. Okopowa 55, 01-043 Warsaw, registered by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register under the KRS number 0000198645, REGON 01206414300000, NIP 5271006655,

Mission in Yemen; represented by Jakub Kharabshah – The Head of Mission,

hereinafter referred to as the Investor, plans to execute an agreement for maintenance and minor rehabilitation works at the targeted health facilities, Aden Governorate.

The bids of interested companies should be submitted to CP office, October neighborhood, Khormaksar, Aden on 04/08/2025 at 03:00 PM as a deadline.

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 their country, 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 residence in the territory of Yemen;
- d) Those whose financial and economic condition guarantees the delivery of the order;
- e) Those not subject to exclusion from the tender procedure for the reasons set forth in the attached Tenderer's Statement.

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) Bid Submission Form, itself;
- b) Tenderer's Statement;
- c) Financial Situation Form;
- d) Current Contractual Commitments;
- e) The Financial Offer;
- f) List of Materials "Technical Specifications";
- g) Company CV or Profile (Tenderer CV);
- h) Certificate of entry in the commercial register (the certificate of registration), issued not earlier than 3 months before the expiry date, within which the bid is to be made;

- i) Valid tax card;
- j) Valid Zakat card;
- k) Valid social security card;
- l) Valid license to practice;
- m) Valid classification certificate;
- n) 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;
- o) Statement confirming experience in performing similar projects

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(n)). All pages must be signed and stamped.
- 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 at the top of the envelope either AMENDMENT or WITHDRAWAL. Applications for the amendment or withdrawal of bids received after the deadline or without WITHDRAWAL or AMENDMENT at the top of the envelope 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.

3. Requirements for Bid Submission:

- 3.1. 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 at the following address: <https://www.yemenhr.com/tenders>;
 - b) The bid should be prepared on the form that can be obtained at address specified above;
 - c) The bid should be prepared in English language in writing;
 - d) The bid and all the annexed documents should be stamped and numbered;
 - e) The bid should be delivered personally to the following address: Caritas Poland office, October neighborhood, khormaksar, Aden.
- 3.2. The Tenderer must accept that Caritas Poland will retain 5% of the total contract value for a period of two months as a guarantee for proper performance and execution of the contract;
- 3.3. The offer price must be quoted in USD, with both unit and total prices limited to no more than two decimal places;
- 3.4. The item list must be complete;

- 3.5. The Tenderer must accept our terms of payment. The payment can only be made within one month after 100% of the work completion;
- 3.6. The Tenderer shall submit a bank guarantee equivalent to 2.5% of the total bid amount, valid for a minimum period of two (2) months. The guarantee must be issued by a reputable bank that is not subject to any international sanctions or known financial instability;
- 3.7. The Investor is not obligated for 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).
- 3.8. Bids submitted upon expiration of the submission date and time shall not be considered.
- 3.9. Bids should be submitted in sealed envelopes ensuring confidentiality before the expiration of the time-period for the submission of bids.
- 3.10. Tenderers must write total price in figures as well as in words. Where the amount given in figures differs from the amount in words, the amount in words shall be taken as correct. However, if the amount expressed in numbers and in words differs from each other significantly, the bid may be rejected. If no amount is stated in words, the bid may be rejected.

4. Bid Acceptance:

- 4.1. Bids will be opened after the deadline for bid submission.
- 4.2. The criteria for bid acceptance (“**Selection Criteria**”) are as follows:
 - a) Price;
 - b) Compliance with technical specifications, origin of goods (brand and catalogue specifications)
 - c) Relevant past experience in similar works in rural areas of Yemen with INGOs/NGOs
 - d) Delivery schedule, project plan, safety & security plan, and environmental plan
- 4.3. The bid process will be comprised of two stages. The first stage involves the evaluation of the bids with regard to formal requirements and completeness, while the second stage is the substantive evaluation according to the Selection Criteria defined by the Tender Commission. Tenderer whose bid will not be rejected at the first stages and get the highest score at the second stage will receive a Letter of Selection. Other tenderers will receive a Letter of Rejection.
- 4.4. The winning bid shall be chosen by the Investor within 5 working days after the opening of bids.

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

- 5.1 Only bids fulfilling the criteria set forth in Clause 1 (Conditions for Participation in Tender), Clause 2 (Formal Criteria of Tender Documents), and Clause 3 (Requirements for Bid Submission) of this document will be considered eligible for tender. Non-conformity with such clauses may result in bid rejection.
- 5.2 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.
- 5.3. The Investor reserves the right to invalidate the tender at any stage, without further explanation.

6. Annexes to Bid:

- 6.1. Together with its bid, the company needs to submit the Checklist of Annexes.
- 6.2. The forms of the Annexes to this Contract Notice are as follow:
- a) Schedule No. 7 - Bid Submission Form;
 - b) Schedule No. 8 - Tenderers Statement Form;
 - c) Schedule No. 27 - Financial Situation Form;
 - d) Schedule No. 28 - Current Contractual Commitments;
 - e) Appendix No. 1 - The Financial Offer;
 - f) Appendix No. 2 - List of Materials.
- 6.3. The Tender Commission is responsible for delivering any other annexes that are required by this Contract Notice (Clause 2.1).

7. Winning Tenderer:

- 7.1. In case of winning the tender, the Tenderer shall be obliged to conclude the contract within 3 working days from receipt of the Letter of Selection under the threat of the bid being declined;
- 7.2. The Tenderer shall bear all expenses related to the delivery and the transportation.
- 7.3. The bid is valid until the final selection is made by the Tender Comission.

8. 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 via registered post/courier or personally after recognition of such breach, but not later than 4 days after receiving a Letter of Rejection, if applicable.

Signature: _____



Head of the Mission in Yemen

Place, Date: Aden, 27 July 2025