



**Schedule No. 5.  
Contract Notice**

PAH/YEMEN/TENDER/2022/3

Polska Akcja Humanitarna (Polish Humanitarian Action), a non-governmental organization with its registered seat in Warsaw, Al. Solidarnosci 78a, 00-145 Warsaw, entered into the National Court Register under KRS no. 136833, with the mission in Yemen, represented Binay Kumar Basyal the PAH Representative in Yemen

hereinafter referred to as the Investor, plans to execute a tender for staff health Insurance.

**TYPE OF CONTRACT**

The aim of this procurement is to put in place a contract with the service of health insurance for all team with members of their families.

The winning tender(s) will be required to enter into a contract with PAH for providing health insurance on the conditions set out here and in the other tender documents.

**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) Schedule 4 cover letter
- b) Schedule 5 Contract notice
- c) Schedule 7 Bid Submission Form, itself;
- d) Schedule 8 Tenderer's Statement;
- e) Registration in Yemen for provision of Insurance services.
- f) The Company must be conducting the business legally and must have the necessary

- documents. (Tax clearance certificate, Certificate of registration, operation license)
- 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) At least 3 recent references confirming experience in performing similar activities with NGOs and includes Information on similar projects performed and/or completed (**schedule 25**),
- i) Submission is in a correct format and in the provided method.
- j) Bid submitted before deadline
- k) The Tenderers must confirm that the period of validity of their proposal is not less than 90 days.
- l) Company CV or profile (tenderer CV)
- m) Schedule 27 personnel information
- n) Schedule 28 financial situation
- o) Schedule 29 current agreements 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 as mentioned in clause 2 Any and all pages that do not require a signature must be initialed and/or 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 be clearly stated at the top of the envelope if delivered by hand and in the subject of the email if submitted electronically 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 or in the subject of the email 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. **Minimum Requirement**

Tenderers will be considered for participation in the Contract subject to the following qualification process:

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.

- The offer price must be in USD
- Proven Experience in providing medical insurance to different INGOs/NGOs or private companies to at least 3 contracts (provide the most recent contract agreement).
- 10% Bank guarantee of the total amount, valid for two months.

- The company must provide medical service coverage inside and outside Yemen.

#### 4. Selection Criteria (Qualitative Criteria)

All prices must be in (USD) and 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.

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):

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

- Price **(50 points)**
- Area of coverage and names of good medical service providers and specialized services **(15 points)**.
- 100% of coverage limitation for (person, wife/husband, child, parents) inpatients and out patients. **(10 Points)**
- Refund system for new employees and employees who left within the FWA timeframe **(10 points)**.
- Number and limit (USD) of benefits within the price **(10 points)**.
- Years of Company business experience **(5 points)**.

Requirements for Bid Submission:

4.1. The bid should include comprehensive subject matter and should be drawn up in accordance with the following terms and conditions:

- a) The bids of interested companies and all required Tender Documents to be delivered in the following ways:
  - Submit in a sealed envelope market PRF/YEM/131/10/2022 tender No PAH/Yemen/Tender/2022/3 with the documents required in clause 2 stating “not be opened before the deadline mentioned below by the tender commission” to the Private Tender Box which will be placed in PAH office in Aden, Khormakser, 14 October street 19/12/2022, 12:00 AM Local Time as a deadline.  
Envelopes may be delivered by hand and placed in the private tender box. You need to register your company name on the tender delivery sheet. Please note that PAH office will not be open during weekends or public holidays.
  - Electronically to tenders.yemen@pah.org.pl and in the subject field state:
    - Tender-2022-3 Health Insurance
    - 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.

Not later than Tuesday, 19/12/2022, 12:00 AM Local time

- b) The bid should be prepared on the form that can be obtained at the address specified above.
- c) The bid should be prepared in the English language
- d) The bid and all the annexed documents should be signed and numbered. Pages that do not require a signature must be initialed and/or stamped.

- 4.2. 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).
- 4.3. Bids submitted upon expiration of the submission date and time shall not be considered.
- 4.4. 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 2 working days before the deadline, and no later. Any queries about this contract notice should be addressed in writing to PAH via email to [tenders.yemen@pah.org.pl](mailto:tenders.yemen@pah.org.pl) and answers shall be collated and published online at [www.shorturl.at/zOVW3](http://www.shorturl.at/zOVW3) in a timely manner

## **5. Bid Acceptance:**

- 5.1. Bids will be opened after the deadline for bid submission. The criteria for bid acceptance are as explained in clauses 2 and clause 3
- 5.2. The bid process will be comprised of two stages. The first stage involves the evaluation of the bids with regard to formal requirements, minimum requirement and completeness, while the second stage is the 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 the tenderer whose bid is selected will receive the award letter at the last stage of the tender evaluation
- 5.3. The winning bid shall be chosen by the Investor within 90 days after the opening of bids.

## **6. 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), 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.
- 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.

## **7. Annexes to Bid:**

- 7.1. Together with its bid, the company needs to submit the Checklist of Annexes.
- 7.2. The forms of the Annexes to this Contract Notice are as follows:
  - a) Schedule 4 cover letter
  - b) Schedule 5 Contract notice
  - c) Schedule 7 Bid Submission Form, itself;

- d) Schedule 8 Tenderer's Statement;
- e) Schedule 25 similar work experience
- f) Schedule 27 personnel information
- g) Schedule 28 financial situation
- h) Schedule 29 current agreements of the company

7.3. The Tender Commission is responsible for delivering any other annexes that are required by this Contract Notice (Clause 2).

#### **8. Winning Tenderer:**

- 8.1. In case of winning the tender, the Tenderer shall be obliged to conclude the contract within 7 working days from receipt of the Letter of Selection under the threat of the bid being declined.
- 8.2. The delivery of services shall be executed within 2 days from the day of signing of the contract.
- 8.3. The bid is valid until the final selection is made by the Tender Commission.

#### **9. 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 2 days after receiving a Letter of Rejection, if applicable.