

# 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 Financial Offer – Annex 1 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.

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| --- | --- | --- |
| **No** | **Description** | **Response (please provide attachment in case space is not sufficient or in case additional documents are required)** |
| 1 | Do the offered goods fully comply with the specifications outlined in Schedule 7 – Annex 1 of the Financial Offer?  If there are any deviations, provide a detailed explanation for each item, including:   * The specific deviation from the original specification * Justification for the deviation * Whether the deviation results in a higher quality product * Comprehensive details of the alternative specification | * ☐ Yes, fully compliant * ☐ No, with deviations (please specify below) |
| 2 | Can you confirm that delivery will be completed within two weeks from the order date, and that the truck will remain on-site until the daily planned distribution is completed?  If not fully compliant, provide details on:   * The proposed delivery timeline * Any constraints on keeping the truck on-site during distribution * Alternative Solutions to meet the requirement | * ☐ Yes, fully compliant * ☐ No, with deviations (please specify below) |
| 3 | Do you have similar experience in the field with at least two completed projects? Please provide supporting documents as evidence.  If no, explain:   * Relevant experience in similar fields * Alternative proof of capability * Any ongoing projects that demonstrate capacity | * ☐ Yes, and supporting documents are attached (e.g., copies of contracts, completion reports, or other proof of implementation). * ☐ No, but provide an explanation below. |
| 4 | Do you have experience working in the same geographical area? Please provide supporting documents as evidence.  If no, explain:   * Experience in similar geographical areas * Alternative proof of capacity to operate in this location * Any partnerships or logistical arrangements to support operations in the area | * ☐ Yes, and supporting documents are attached (e.g., past contracts, completion reports, or other proof of previous project implementation). * ☐ No, but provide an explanation below. |
| 5 | Can you confirm acceptance and capability to:   1. Deliver orders in kit form 2. Print logos on two sides of the Kitchen Sets box 3. Print the list of contents on the Kitchen Sets box, either on paper or a sticker | * ☐ Yes * ☐ No (please specify reasons and alternatives) |
| 6 | Can you confirm that physical samples will be delivered before 3rd March to the PAH office in Marib, Yemen, at Saba Sky Hotel. | * ☐ Yes, samples will be delivered before the deadline to the specified location * ☐ No (bid may be disqualified) |
| 7 | Please provide a detailed waste management plan outlining your approach to waste segregation, disposal, recycling, and hazardous waste handling. Your response should include:   * Methods for waste segregation and disposal * Recycling strategies and designated processes * Hazardous waste handling procedures * Compliance with environmental regulations * Supporting evidence (e.g., contracts with certified waste disposal companies, recycling agreements, or implementation strategies)   Attach all relevant documents to support your response |  |
| 8 | What is your estimated time frame for replacing damaged items? Please provide details on your replacement process, including response time, logistics, and any guarantees for timely replacement |  |
| 9 | What is your current stock availability for the required items? Please provide details on how you ensure timely fulfillment of orders |  |
| 10 | Please provide your physical address and operational location. Additionally, explain how your location supports efficient delivery and order fulfillment |  |

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

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polish Humanitarian Action

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| No. | Checklist of Schedules and Annexes to the Bid | Please tick |
| 1. 3 | Bid Submission Form, itself; filled, stamped and signed; |  |
|  | Financial Offer – Annex 1; both filled in excel file and stamped and signed pdf |  |
| 1. 4 | Tenderer’s Statement (Schedule 8); filled, stamped and signed; |  |
| 1. 5 | Registration in Yemen with permit to access Marib with Tax clearance card; |  |
| 1. 6 | 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; |  |
| 1. 7 | Experience and Check Reference (schedule 25); |  |
| 1. 9 | Company CV or profile (tenderer CV); |  |
|  | Supporting documents showing past experience (Contracts, Completion Reports, etc.) |  |