Schedule No. 5
Contract Notice

Polska Akcja Humanitarna, hereinafter PAH, known under the English translation Polish Humanitarian Action, with its registered office at Al. "Solidarności" 78a, Warsaw, Poland, entered into the National Court Register under KRS No. 136833 and TIN NO. 525-14-41-253, intends to enter into **Framework Agreements (FWAs) for the supply of power generators** with different power ratings, intended to support operational needs and activities in crisis situations, particularly in Poland and Ukraine.

The purpose of this tender procedure is to **select suppliers for a two-year cooperation under Framework Agreements**, enabling efficient and flexible implementation of future purchases. The Framework Agreements will establish the general terms and conditions of cooperation. When a specific need arises, PAH will issue Requests for Quotation (RFQs) to qualified suppliers regarding currently available equipment, prices and delivery lead times. Individual purchases will be made through separate Purchase Orders, in accordance with the terms and conditions set out in the Framework Agreements and the accepted quotations.

Interested companies may submit their bids via email to zakupy@pah.org.pl by **23:59 CET on 08.01.2027**.

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 laws and regulations applicable in their country, and possessing any necessary permits or licences required to conduct their business activities;

b) Those possessing the experience, knowledge, technical capacity and personnel necessary to fulfil orders under the Framework Agreement;

c) Those whose financial and economic standing is sufficient to fulfil their contractual obligations;

d) 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 following documents must be attached to the bid in order for it to be considered valid:

a) Bid Submission Form (Schedule 7);

b) Tenderer's Statement (Schedule 8);

c) Technical Response (Schedule 9);

d) List of Previous Deliveries of a Similar Nature and Scale (Schedule 25);

e) Certificate of entry in the commercial register (the certificate of registration), issued not earlier than 3 months before the bid submission deadline;

f) Certificates from the Social Insurance Institution (ZUS) and the Tax Office confirming no outstanding liabilities, issued no earlier than 2 months before the bid submission deadline (or equivalent certificates from competent foreign authorities). If the certificates cannot be submitted by the deadline, a declaration confirming no outstanding tax or social security liabilities and no pending enforcement or tax proceedings may be submitted, provided that the required certificates are delivered within 14 working days of receiving notification from PAH;

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) Income Statement confirming Company's turnover from the past 2 years.

i) Supporting documentation confirming the required experience and technical characteristics of the equipment.

All of the above jointly referred as "**Tender Documents**".

2.2. All Tender Documents, where required, must be signed and stamped by an authorized representative of the company, and the certificate of such authorization must be attached to the bid (in accordance with art. 2.1(g)). Any and all pages that do not require a signature must be initialed and/or stamped.

2.3. Tender Documents may be used, copied and shared solely for the purpose of preparing and submitting a bid.

2.4. 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 stated 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.

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.pah.org.pl/dokumenty/ .

b) The bid should be prepared on the form that can be obtained at address specified above.

c) The bid should be prepared in Polish or English in writing.

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.

e) The bid should be sent via e-mail to the following e-mail address: zakupy@pah.org.pl by **23:59 CET on 08.01.2027**, with the following subject line:

Tender_PRF 524_[company name]

Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.

3.2. PAH shall in no case cover any expenses incurred in connection with the preparation of the bid, irrespective of the outcome of the tender procedure (including cancellation of the tender procedure or delays in bid acceptance).

3.3. Bids submitted upon expiration of the submission date and time shall not be considered.

3.4. Partial bids covering selected categories of power generators specified in Schedule 9 will be accepted, provided that the bid covers at least two of the seven power categories.

3.5. Clarification and Query handling

PAH shall not be responsible for any misunderstanding of this document or any other documents related to this tender procedure.

Requests for additional information or clarifications may be submitted no later than seven (7) calendar days before the bid submission deadline.

Any queries concerning this Contract Notice should be addressed to PAH via email at wyjasnienia@pah.org.pl. Answers will be collected and published at the following address in due course:

https://docs.google.com/document/d/1vIxzOV22wI5yNSeR1mZykKBud_Y__oyScI1bAsZ1Prs/edit?usp=sharing

4. Bid Acceptance:

4.1. Bids will be opened after the bid submission deadline.

4.2. The criteria for bid acceptance ("**Minimum Criteria**") are as follows:

1) Product range and technical compliance – the ability to supply power generators in at least two of the seven power categories. For each declared category K1–K2, at least two example models must be provided, while for each declared category K3–K7, at least one model must be provided. All proposed models must meet the minimum technical requirements and be accompanied by the manufacturer's technical datasheets and information on the country of manufacture.

2) Equipment documentation – The Tenderer must ensure the availability of operating manuals in Polish and/or English and manufacturer's technical datasheets for all equipment supplied under the Framework Agreement.

3) Payment terms – A minimum payment term of 14 days from receipt of a correctly issued invoice, following delivery and acceptance of the equipment.

4.3. The substantive evaluation of bids will be carried out based on the following criteria ("Quality Criteria"):

1) Supply capacity, including the number of power categories meeting the minimum specification

2) Experience in the supply of power generators

3) Warranty, servicing and availability of spare parts

4) Terms of cooperation

5) International delivery capabilities

4.4. The tender procedure will consist of two stages. Stage I will involve the evaluation of bids against the formal requirements and Minimum Criteria. Stage II will involve the substantive evaluation of bids in accordance with the Quality Criteria established by the Tender Commission.

Based on the evaluation results, PAH will select Tenderers to enter into Framework Agreements, taking into account the equipment categories for which they have qualified. All Tenderers will be informed of the outcome of the tender procedure.

4.5. PAH will select the Tenderers qualified to enter into Framework Agreements within 21 days from the date of bid opening.

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

5.1 Only bids fulfilling the criteria set forth in Article 1 (Conditions for Participation in Tender), Article 2 (Formal Criteria of Tender Documents) and Article 3 (Requirements for Bid Submission) of this document will be considered eligible for the tender procedure. Non-compliance with these requirements may result in bid rejection.

5.2 Other reasons for the invalidation of the tender or rejection of the bid are:

a) PAH shall reject any bid if it is found that the company has engaged in corrupt, fraudulent, collusive or coercive practices.

b) PAH shall exclude from the tender procedure companies that do not meet the tender requirements or if it is found that information or documents submitted which are material to the tender procedure are untrue.

5.3. PAH reserves the right to invalidate the tender at any stage, without further explanation.

6. Tenderers Selected to Enter into Framework Agreements:

6.1. Tenderers selected to enter into Framework Agreements shall be obliged to sign the respective agreements within 21 days from receipt of the Letter of Selection, failing which their bids may be rejected.

6.2. Bids shall remain valid until the final selection is made by the Tender Commission.

7. Right to Appeal:

The Tenderer has the right to file a written appeal to the Chairperson of the Tender Commission regarding a breach of the tender procedure.

The appeal may be submitted within four (4) days of becoming aware of such breach, by registered post, courier or email to compliance@pah.org.pl, but no later than four (4) days after receipt of the Letter of Rejection, if applicable.