

## Meeting Minutes

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| <b>Meeting Date:</b>                       | <b>3<sup>rd</sup> August 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Meeting Title</b>                       | Technical Briefings Session                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>ITB# and Subject:</b>                   | <p>DRC/ITB/00396978/WASH/Lahj-HOD-Taiz</p> <p>Implementation of Five Projects:</p> <p>1-Construction of an elevated tank capacity of 150 m3 and Rehabilitation &amp; Expansion of the water network and Installation of an Automatic chlorine injection system - Al-Mahlah Area - Tuban Dis. - Lahj Governorate</p> <p>2- Rehabilitation and expansion of the water network of Haran Dayan, Tuban district, Lahj Gov.</p> <p>3- Rehabilitation of the water projects in Ata'a, Alwarah IDPS sites in Khokha district in Al-Hodaida Gov.</p> <p>4- Construction of a 50 m<sup>3</sup> reinforced concrete elevated water tank, rehabilitation of the well, installation of a solar-powered pumping system, construction of water points, and connection to the distribution network in Al Muqaisa area. Village, Mawza District, Taiz Governorate.</p> <p>5-Implementation of water projects in the following areas: (Al-ruwe,Al Murayr, Shimaliya Al Gholah ) - Mawza District- Taiz Governorate</p> |
| <b>Attendee</b>                            | <b>Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Aseel Al-Sakkaf                            | Supply Chain Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Abdulwakeel Al-Saqqaf                      | Supply Chain Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Ala'a Shihab                               | Supply Chain Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Haitham Qasem Alsuhaibi                    | Water, Sanitation and Hygiene Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Nashwan Abdulsalam                         | Wash Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Fatema Hassan                              | SC Team Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Mohammed Al-Abady                          | Support Services Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Meeting Notes</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>Objective of Meeting:</u></b>        | This session aims to provide a comprehensive overview of the requirements, selection, and awarding criteria, as well as a detailed explanation of the application process. Furthermore, it will offer potential suppliers a direct opportunity to seek clarifications and address any inquiries regarding the tender documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>Presentation and Discussion:</u></b> | <p>As part of the ITB process, the technical meetings are held to bring all interested bidders to a common ground of understanding about the ITB process, documentation requirements and a brief summary of the service.</p> <p>During the meeting, a full presentation of the ITB process, annex clarification and bidder checklist was presented to the bidders who attended the technical meeting. Several questions were asked by the bidders, and they were answered in the technical meeting; therefore, the questions and the answers will be shared with all the invited bidders</p> <p>The technical presentation and discussion tackled different points, but the main agenda points :</p>                                                                                                                                                                                                                                                                                                 |

|                                                   | <ul style="list-style-type: none"> <li>• General overview on the ITB process</li> <li>• Bidder Check List and the required documentation</li> <li>• Selection Criteria</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                            |              |      |              |     |              |     |              |      |              |      |
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| <p><b><u>Q&amp;As during the meeting:</u></b></p> | <p><b><u>Q1: Regarding is the security bid bond required?</u></b></p> <p><b>A1:</b> The third envelope contains the “<b>Security Bond</b>” in the format provided and shall be for a value as per the following table and shall be valid for at least (90) days.</p> <table border="1"> <tr> <th>Project Number</th><th>Security bond value in USD</th></tr> <tr> <td>Project No 1</td><td>4000</td></tr> <tr> <td>Project No 2</td><td>800</td></tr> <tr> <td>Project No 3</td><td>400</td></tr> <tr> <td>Project No 4</td><td>3000</td></tr> <tr> <td>Project No 5</td><td>1300</td></tr> </table> <p>The bidder must submit an independent bank bid <b>security</b> (bid bond) as a lump-sum amount for each project they select to apply for, in accordance with the values specified in the table below. In the case of applying for multiple projects, the bidder may submit either a single cumulative bank guarantee covering the total aggregate lump-sum amounts of the selected projects, or separate individual guarantees. Any bid that fails to cover the exact lump-sum guarantee amount specified for the target project/lot shall be immediately disqualified from that specific project</p> <p><b><u>Q2: Is it necessary to submit catalogues and technical specifications?</u></b></p> <p><b>A2.</b> It is necessary for some items. Refer to Technical Bidding Form.</p> | Project Number | Security bond value in USD | Project No 1 | 4000 | Project No 2 | 800 | Project No 3 | 400 | Project No 4 | 3000 | Project No 5 | 1300 |
| Project Number                                    | Security bond value in USD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |                            |              |      |              |     |              |     |              |      |              |      |
| Project No 1                                      | 4000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |                            |              |      |              |     |              |     |              |      |              |      |
| Project No 2                                      | 800                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |                            |              |      |              |     |              |     |              |      |              |      |
| Project No 3                                      | 400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |                            |              |      |              |     |              |     |              |      |              |      |
| Project No 4                                      | 3000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |                            |              |      |              |     |              |     |              |      |              |      |
| Project No 5                                      | 1300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |                            |              |      |              |     |              |     |              |      |              |      |