

**REQUEST FOR PROPOSALS (RFP)**  
**#UKRSAFEMED113A**

<b>Name of the RFP</b>	<b>Complex consulting support for the registration of the ownership right of an object of immovable property for MOH and the right of full economic authority for the SE "Ukrmedpostach"</b>
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"Management Sciences for Health, Inc." (MSH), implementing the USAID Safe, Affordable, and Effective Medicines for Ukrainians (SAFEMed) Project, invites you to submit a proposal following the requirements of this request.

Proposals must be received no later than the date and time listed in the table below:

<b>Date of request for proposal:</b>	January 16, 2023
<b>Final date for submitting questions:</b>	January 18, 2023, by 6:00 pm Kyiv time
<b>Final date and time of submission of the proposal:</b>	January 20, 2023, by 6:00 pm Kyiv time
<b>Contact Information:</b>	<a href="mailto:ua-safemed-procure@safemedua.org">ua-safemed-procure@safemedua.org</a>

**Full description of needs / Terms of reference / Specifications**

**1. General information**

To support the Ministry of Health of Ukraine (MOH) efforts, the United States Agency for International Development (USAID) awarded an 8-year contract for Safe, Affordable, and Effective Medicines for Ukrainians (SAFEMed) to Management Sciences for Health (MSH) in September 2017.

SAFEMed applies health system-strengthening best practices to create evidence-based interventions and strengthen Ukraine’s pharmaceutical system in line with the MOH’s health care reform objectives.

SAFEMed has three primary project objectives working in unison towards achieving sustainable healthcare system in Ukraine:

- 1) Strengthening governance within the pharmaceutical sector of Ukraine;
- 2) Optimizing the financing of the pharmaceutical sector; and
- 3) Increasing the availability and appropriate use of medicines in Ukraine.

Advancing Public Procurement Instruments and Operations, Centrally and Regionally is one of SAFEMed work streams, which involves providing comprehensive support to the MOH and SE “Medical Procurement of Ukraine” (MPU). MPU is well performing entity within the MOH of Ukraine with a strong history of integrity and good performance. Building off this positive history it is the desire of Ukraine MOH to expand the responsibilities and functions under MPU control in order to establish a full cycle national procurement and supply chain entity.

Since August 2022, MPU is in the process of absorption of another state enterprise – the state enterprise for the supply of medical institutions "Ukrmedpostach" of the Ministry of Health of Ukraine, which is in the process of reorganization. It is based on state property and belongs to the sphere of management of MOH. The enterprise was formed for the purpose of carrying out economic and commercial activities to achieve economic and social results with the aim of obtaining profit by providing services for the provision of health

care facilities and other enterprises and organizations, regardless of the forms of ownership, with equipment, inventory (non-food products), food products, medicines, medical products, medical equipment, motor vehicles, etc.

The property of Ukrmedpostach is a state property and is attached to it by the right of commercial ownership. According to the Charter of Ukrmedpostach, in the case of transfer of the enterprise to the sphere of management of another management body, the enterprise retains the right of economic transfer to the property assigned to it. In accordance with the procedure established by law, Ukrmedpostach ensures registration and state registration of property rights to objects, the rights to which are subject to state registration.

Current address of Ukrmedpostach: 02098, Kyiv, str. Bereznyakivska, building 29. The total area of the complex of buildings of Ukrmedpostach is 5,060 m<sup>2</sup>.

### **Project goal**

Due to the numerous reconstruction processes, which took place on Ukrmedpostach, SAFEMed is looking for a short-term comprehensive service provider for the registration of the ownership right of an object of immovable property for MOH and the right of the full economic authority for the SE "Ukrmedpostach".

### **2. Description of services**

The Contractor is expected to propose a comprehensive approach to provision of the necessary support to Ukrmedpostach to solve existing real estate issue, which must include the following phases:

- 1) Entering the information about the State's ownership rights and the right of the full economic authority of the object (state registration) into the Unified Register of State-owned Objects.
- 2) Performing technical inventory of the object (including preparation of the technical passport, issuing technical passport).
- 3) Entering the data on the provided reconstruction of the object into the State Register of Construction Activities.
- 4) Solving the issue of address duplication for the mentioned real estate object with third parties.
- 5) Providing consulting services, drafting, and submitting the documents on behalf of MOH and Ukrmedpostach.

**Required involved bodies (including conducting all necessary contracts in the interest of the issue, as a turn-key project):** Bureau of Technical Inventory, construction participants, the State Property Fund of Ukraine, state registrar or notary.

### **Deliverables:**

Confirmed comprehensive implementation of the services to complete the described above Scope of Work shall be considered as the deliverable. Namely expected results of service provision are:

- 1) Necessary consulting services provided, documents drafted on behalf of MOH and Ukrmedpostach.
- 2) Technical passport on the full complex of Ukrmedpostach real estate is prepared, validated, and issued.
- 3) Legalization of the complex of buildings of Ukrmedpostach is done in compliance with the legislation of Ukraine, in particular problematic issues related to information on the duplication of data on the address of the real estate object with third parties is solved.

- Relevant data on Ukrmedpostach complex of buildings is entered into all necessary state registers.
- 4) Registration of ownership rights of MOH and in the case of Ukrmedpostach - the full economic authority - of the object of immovable property is done.

**Period of provision of services:** expected term of 3 months.

**Contract type:** it will be a fixed-price contract with the deliverable basis payment scheme in UAH without VAT after completion of each implementation stage.

**3. Qualification requirements**

To participate in this tender process, the bidder must comply with the following requirements:

- Legal Ukrainian registration (company or private entrepreneur).
- Experience of providing consulting services in the sphere of legalization of different types of real estate reconstruction, including the most complicated ones, inter alia solving problematic issues – no less than 5 years.
- Validity of the proposal for 90 calendar days.
- Acceptable payment terms (payment on delivery in UAH without VAT during 10 bank days after each implementation stage).

**4. Terms of payment and requirements for VAT exemption**

The SAFEMed project is entitled to tax benefits and is exempt from VAT on goods (works, services) purchased in the customs territory of Ukraine, so payment for services is made without VAT. Applicants who are VAT payers must be ready, in case of acceptance of the tender offer, to go through the procedure of exemption from value-added tax (see "Requirements for exemption from VAT" below).

<b>Payment terms</b>	Bank transfer without VAT. Payment during 10 business days from the date of invoice issue and provision of services. Payment after implementation of each stage.
<b>Requirements for exemption from VAT</b>	<p>The Safe, Affordable and Effective Medicines for Ukrainians (Safe and Affordable Medicines) - SAFEMed project is an international technical assistance project implemented in Ukraine with the financial support of the United States Agency for International Development (USAID), Agreement No. AID-121-C-17-00004, following the Agreement between the Government of Ukraine and the Government of the United States of America on humanitarian and technical and economic cooperation of May 7, 1992 (hereinafter - the "Agreement").</p> <p>The project purchases goods, works and services from the Tender Winner following the above Agreement and the Procedure for Attracting, Using and Monitoring International Technical Assistance, approved by the Resolution of the Cabinet of Ministers of Ukraine of February 15, 2002, N 153 (153-2002-п) "On creation of a unified system for attracting, using and monitoring international technical assistance". The cost of such goods, works and services is exempt from value-added tax.</p> <p>Procurement of goods, works and services is carried out at the expense of the international technical assistance project and corresponds to the category (type) of goods, works and services specified in the procurement plan.</p>

	<p>The winner will be provided with a package of documents for exemption from VAT, namely:</p> <ol style="list-style-type: none"><li>1. Copy of the registration card of the Project, within which the purchase of goods, works, services are provided, certified by the seal of the Project.</li><li>2. Copy of the procurement plan, certified by the seal of the Project.</li><li>3. Copy of the Agreement for the provision of services, certified by the signature and seal of the Project.</li></ol> <p>The SAFEMed Project Accountant can provide additional clarifications on the VAT exemption procedure upon additional request.</p>
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## 5. Submission of proposals

To participate in the tender, please submit your proposal in electronic form to the address: [ua-safemed-procure@safemedua.org](mailto:ua-safemed-procure@safemedua.org) until **January 20, 2023, by 6:00 pm local time**. The copies of the documents provided must be legible and of good quality. The participant is responsible for the accuracy of the information provided in a price offer.

All questions and clarifications related to this request for proposals should be sent to: [ua-safemed-procure@safemedua.org](mailto:ua-safemed-procure@safemedua.org)

## 6. Content of the proposal

Proposals should be submitted by two separate files with the following information:

1. Technical Proposal.
2. Cost Proposal.

***Proposals should be submitted in English or Ukrainian. Registration documentation does not require translation and should be submitted in the origin language.***

### 7.1. Technical Proposal

#### **7.1.1. Required copies of documents under the qualification requirements:**

- Registration documents of a legal entity.
- Compliance with qualification requirements (Appendix #1).

#### **7.1.2. Full contact information of the offeror:**

- Legal name, physical and legal addresses.
- VAT payer registration number, EDRPOU identification code.
- Contact person.

#### **7.1.3. Offeror's capacity and experience:**

- Information on successful implementation of similar projects.
- Offeror's portfolio with the following description:
  - ✓ experience of dealing with technical inventory of the object, including preparation of the technical passport, issuing technical passport;
  - ✓ experience of working with state owned entities in Ukraine, problematic objects;
  - ✓ experience in providing complex support of entering real estate data to the Unified Register of State-owned Objects, the State Register of Construction Activities;
  - ✓ experience of working with Bureau of Technical Inventory, construction participants, the State Property Fund of Ukraine, state registrar or notary.

- CV of the proposed team for project implementation.
- Project implementation plan with proposed phases and expected timeframes.
- Feedbacks from current/former clients (at least 3 contacts for references or reference letters from companies, institutions, etc.).

The following shall be significant additional advantage:

- work experience in relevant governmental bodies regarding real estate.

## **7.2. Cost Proposal**

Information on the total cost of services following the scope of work:

- Overall summary budget.
- Budget with detailed breakdown into stages of the project implementation including all expenses and other related costs that may arise during the performance of the contract.

Since the complex of service provision includes the need to conclude additional agreements and make official payments, such a breakdown should be clearly shown in the offer. Cost proposal will lay in the background of the contract. Please note, if any of the deliverable is not reached, there will be no payment according to the breakdown of the cost proposal (contract).

***Prices must be offered in UAH without VAT.***

## **8. Evaluation criteria**

Technical and Cost Proposals will be evaluated according to the following criteria:

<b>Evaluation criteria</b>	<b>Maximum possible points</b>
Compliance with qualification requirements	
<ul style="list-style-type: none"> <li>- Legal Ukrainian registration (company or private entrepreneur).</li> <li>- Experience of providing consulting services in the sphere of legalization of different types of real estate reconstruction, including the most complicated ones, inter alia solving problematic issues – no less than 5 years.</li> <li>- Validity of the proposal for 90 calendar days.</li> <li>- Acceptable payment terms (payment on delivery in UAH without VAT during 10 bank days after each implementation stage).</li> </ul>	<p>YES / NO</p> <p>If there is at least one "NO" answer, the tender offer will be rejected</p>
A. Ability to meet the scope of work (assessment of the offeror's portfolio and experience)	<b>50</b>
B. Assessment of the proposed project implementation plan	<b>20</b>
C. Cost of services Costing realism and best value principle	<b>30</b>
<b>Maximum Total Score</b>	<b>100</b>

***Any materials, data or work that are transferred under this project in the process of its implementation shall be considered confidential. The Contractor has no right to transfer any information to third parties without receipt of the preliminary approval by the persons authorized by the SAFEMed project.***

*When conducting tenders/competitions, the SAFEMed Project, implemented in Ukraine by MSH, works on the principle of “value for money”, so none of the criteria is preferable. All tender proposals will be considered and evaluated according to a set of criteria.*

*A request for a commercial offer does not in any way oblige SAFEMed to enter any contract. SAFEMed reserves the right to purchase any or all ordered services, change their number if necessary, or cancel them altogether. The intention to purchase a service/product is official only upon receipt of a written order from SAFEMed. SAFEMed will not reimburse the company for the preparation of the commercial offer.*

*SAFEMed Procurement staff is prohibited from making any requests or accepting commission offers related to the order placed; SAFEMed has a procedure for tracking such payments. Please do not offer or pay such commissions, as this may result in the rejection of your commercial offer. If any SAFEMed representative requests such payments, please notify [auditcommittee@msh.org](mailto:auditcommittee@msh.org)*