

## CALL FOR TENDER

Charity Fund "Posmishka UA" requests to provide a price quotation for the purchase of transport and logistics services for passenger transportation according to Lot(s)

**Date of the Request:** 20.05.2025  
**Responsible procurement specialist:** Boyarskiy Dima, +38 066 597 17 14, procurement@posmishka.org.ua  
**Procurement within the project:** "Strengthening Access and Service Provision for SRH and GBV Support among conflict-affected Women and Girls in Eastern and Southern Ukraine"  
**Subject of procurement:** Transport and logistics services  
**Settlement currency:** Payment for the service will be made in the national currency of Ukraine in a non-cash form.  
**Number of Annexes to the Request:** 1  
**Deadline for submitting a price quotation:** until 10.06.2025, 23:59 inclusive to the e-mail address tender\_n3@posmishka.org.ua with the subject line "Price quotation\_NAME OF SUPPLIER\_of transport and logistics services for passenger transportation".

### Requirements for the supplier:

#### The Supplier is allowed to participate if it:

- is a business entity registered in accordance with the legislation of Ukraine in the controlled territory;
- has KVEDs (Classifier of Economic Activities) corresponding to the subject of procurement. In case of participation of an individual, the Supplier shall provide a guarantee letter of registration of the individual entrepreneur (3rd group) with the relevant KVED prior to the conclusion of the contract;
- has a license for passenger transportation or a confirmation of readiness to get it (not applicable to cargo transportation);
- engage drivers with at least 36 months of driving experience;
- provides primary documents (contract, invoice, act, route sheet);
- is able to perform services in accordance with the requirements of the Lot(s);
- in case of winning, undertakes to comply with the policies and procedures of the Charity Fund Posmishka UA, if they do not contradict the law.

#### 1) Commercial offer that must:

- comply with the requirements set forth in the relevant Lot(s) of the solicitation;
- be final and include all costs associated with the provision of services, including fuel costs, vehicle depreciation, vehicle delivery, downtime, driver's remuneration, etc.

#### 2) Preparation of the commercial offer:

- the offer must be made in Ukrainian;
- must be signed by an authorized person and/or stamped (if any).

#### 3) Registration documents:

- a copy of the passport of the individual entrepreneur or the head of the legal entity (pages 1-6 and pages with information about the place of registration);
- an extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organizations;
- a copy of the extract or certificate from the register of single tax or VAT payers (only the current form);
- Charter or other constituent document of the legal entity (latest version);
- vehicle registration certificate;
- driver's licenses of the drivers who will carry out the transportation.

#### In case of official employment of drivers:

- \* an statement from the tax authority on their employment;
- \* an employment contract in force at the time of submission of the offer.

Price quotation shall be executed in accordance with the "Sample" and contain the following information:

- a license for domestic passenger transportation by cars or buses (in accordance with the subject of procurement), or documentary evidence of the intention to obtain it.

This requirement does not apply to cases of cargo transportation, for which obtaining the relevant license is not provided for by the current legislation of Ukraine.

- a document confirming the person's authority to sign documents (order, power of attorney, extract from the minutes, etc.);
- certificate of account opening or bank details.

#### 4) A certificate confirming that there are no grounds for disqualification from participation provided for in paragraphs 1 and 2 of Article 17 of the Law of Ukraine "On Public Procurement":

- has no criminal record for crimes committed in lucrative impulse;
- has not been found guilty of economic, anti-corruption offenses or actions related to human trafficking or child labor;
- has no tax debts or mandatory payments;
- is not a party to bankruptcy proceedings;
- does not have other circumstances that are grounds for refusal to participate in the procurement procedure.

#### 5) Additional documents for business entities providing logistics services (intermediaries):

- a valid cooperation agreement with licensed carriers;
- Constituent documents of such carriers;
- registration certificates for vehicles that will be involved in the provision of services;
- Driver's licenses of the drivers who will carry out the transportation;
- Other documents provided for in clause 3 of this section;
- the existence of previous cooperation agreements with carriers may be considered as proof of experience.

On equal terms, preference will be given to the supplier offering the following:

- 100% delay of payment;
- offers the best value for the price and quality of services;
- has a positive experience of work or cooperation with public organizations, charitable foundations and international humanitarian organizations, which is confirmed by a letter of recommendation;
- provide a commercial offer for the full Lot.

#### By submitting a price quotation, the Supplier agrees to:

- processing, use, dissemination and access to personal data provided for by the Law of Ukraine "On Public Procurement", as well as in accordance with the norms of the current legislation, personal data (including passport data, identification code, electronic identification data: telephone numbers, e-mail addresses or other necessary information provided for by law), information provided by the Supplier to ensure participation in the procurement procedure, civil and economic relations.
- Participation in first aid trainings and other trainings in accordance with the Fund's policies, which will be organized by Charity Fund Posmishka UA under the signed contract with the Service Provider.

#### Charity Fund Posmishka UA reserves the right to:

- request any additional or supporting data (from the Service Providers);
- accept or reject any price quotation in whole or in part;
- enter into negotiations with the selected Service Provider;
- assign contracts to more than one Supplier for the purpose of partial procurement.

The Supplier may submit a proposal for all Lots to the request in full or in part (for one of the lots/for a lot in part).

If a supplier submits a quotation, it represents and warrants that the supplier and all their subcontractors will protect individuals from sexual abuse and sexual exploitation, the term 'sexual exploitation' means any abuse or attempted abuse of a position of vulnerability, power or trust for the purpose of sexual exploitation, including but not limited to the acquisition of monetary, social or political gain from the sexual exploitation of others. Similarly, the term 'sexual abuse' means a physical act or threat of a sexual nature, whether by force or in an unequal or coercive environment.

Charity Fund Posmishka UA is committed to preventing, detecting and taking action against all cases of fraud and abuse.

A confidential anti-fraud and abuse hotline is available to all bidders, and suspicious and fraudulent activities should be reported to hotline@posmishka.org.ua or by phone: +380503211288 "hotline".



**Annex No. 1**

<b>Lot no:</b>		<b>1</b>
<b>The number of cars required:</b>		<b>1 (one)</b>
<b>The period of the contract:</b>		<b>June 2025 - June 2026.</b>
<b>No. p/p</b>	<b>Description.</b>	
<b>1</b>	Characteristics of the car:	<ul style="list-style-type: none"> <li>- preferably of a light colour;</li> <li>- year of manufacture from 2005,</li> <li>- 5 to 9 seats including the driver.</li> <li>- body type - except coupe</li> </ul>
<b>2</b>	Coverage of areas for field visits:	Mykolaiv, Mykolaiv region and across the unoccupied territory of Ukraine (for mobile teams and case managers) Delivery of the car to the central part of Mykolaiv, free delivery of the car to the place of departure.
<b>3</b>	Estimated traffic volume:	Up to 2339,7 km per month, free car delivery
<b>4</b>	Car engagement:	from Monday to Friday (Saturday, Sunday if necessary) the car must be 100% available during business hours, must return the project team at the end of the day to the point of departure.
<b>Head of the Charity Fund Posmishka UA</b>		 Veselkova V.V.