

INVITATION TO PARTICIPATE IN THE TENDER

The Charitable Organisation "Charitable Foundation "Posmishka UA" invites you to participate in the international tender and requests to submit a tender offer for the supply of goods according to the Lot (s)

The date of the tender announcement: 20.06.2025

Responsible procurement specialist: Olena Pavlyk, tel. +380660913830, procurement@posmishka.org.ua

Procurement within the project: **Life without barriers: Helping organisations, communities, people with disabilities and children in the affected regions of eastern and northern Ukraine**

Subject of procurement: Hygiene kits (10,000 pcs)

Settlement currency: Payment for the goods will be made in the national currency of Ukraine in a non-cash form.

Schedule or number of shipments: Hygiene kits should be delivered to 5 locations (Zaporizhzhia, Dnipro/Dnipropetrovska oblast, Sumy/Sumsk oblast, Kharkiv, Dobropillia) - 2000 pcs each, the delivery schedule is to be agreed upon additionally in August-September 2025.

Number of Annexes to the Invitation: 1

Deadline for submission of tender proposals: 30 (thirty) calendar days from the day following the day of the tender announcement, until 20.07.2025 inclusive, to the e-mail address tender_posmishka_n4@posmishka.org.ua with the subject line "TENDER_NAME OF SUPPLIER_NAME OF GOODS CATEGORY".

Requirements for the supplier:

1. The Supplier must be a business entity of Ukraine and other countries, except for those specified in clause 2 of the Resolution of the Cabinet of Ministers of Ukraine No. 1178 of 12 October 2022, which must be duly registered under the legislation of Ukraine in the territory controlled by the territory for at least 24 months prior to the date of submission of the proposal / have a representative office and bank account in Ukraine.
2. Must have experience in supplying similar products, as well as types of economic activity (KVED) corresponding to the subject of procurement.
3. **The Supplier shall provide the relevant quality certificates for the offered goods.**
 4. All goods offered must be available:
 - new, of high quality, not used or refurbished;
 - manufactured no earlier than 2024;
 - fully equipped in accordance with the manufacturer's technical documentation;
 - free from mechanical damage or defects;
 - in its original packaging.
 - Terms of delivery:
5. Delivery of the goods is accompanied by a full set of original documents, including:
 - supply agreement;
 - account;
 - an expenditure invoice;
 - other documents required by law or the requirements of the Request.
6. All costs associated with the supply shall be included in the offer price, in particular:
 - packing the kits in boxes, packaging and delivery of the kits to 5 locations;
 - all other related expenses of the Supplier.
7. In case of delivery of the goods of inadequate quality or those that do not meet the technical requirements, the Supplier shall be obliged to make a full replacement of the goods within 10 working days at its own expense.
8. The warranty period shall correspond to the period established by the manufacturer, but shall not be less than specified in the technical requirements for the Lot. Warranty service shall be carried out in the service centre located in the city of delivery, or delivery to the service centre of the Centre shall be provided by the Supplier at its own expense.

In order to participate in the procurement of hygiene kits, the participant must provide a sample of the kit to the address: 189 Sobornyi Ave, Zaporizhzhia (with subsequent return). In case of absence of a sample, the offer will not be considered.

- The commercial offer must include**
1. Full name of the product, including manufacturer, trademark, brand;
 2. Characteristics of the goods (quantity of goods in the package, weight, volume in ml, if necessary, etc.)
- executed in accordance with the "Sample" and contain the following information:**
3. Quality certificates for the products, if required by the Legislation of Ukraine. The goods must comply with international quality and safety standards;
 4. Price per unit of goods and total amount, according to the Appendix(es) to the Request for Proposals;
 5. Payment terms;
 6. Terms and conditions of delivery;
 7. Validity of the offer;
 8. The proposal must be in Ukrainian, signed and sealed;
 9. Additional documents :
- Registration documents (depending on the legal form of the participant):
 - For individuals / individual entrepreneurs / persons engaged in independent professional activities:**
 - A copy of the passport of a citizen of Ukraine (pages 1-6 and pages with information about the place of registration), or an ID-passport with an extract from the Unified State Demographic Register.
 - Extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations.
 - A copy of the extract from the register of single tax payers (for STS payers).
 - A copy of the VAT certificate and an extract from the VAT register (for VAT payers).
 - A certificate from the bank on bank details.
 - For legal entities:**
 - Extract from the Unified State Register.
 - Articles of Association or other constituent document (latest effective version).
 - A document confirming the authority of the signatory (order, power of attorney, extract from the minutes, etc.).
 - A copy of the VAT certificate or certificate of a VAT payer, an extract from the register of VAT payers (for VAT payers).
 - A copy of the extract from the register of single tax payers (for STS payers).
 - Bank details.
 - a certificate confirming that there are no grounds for refusal to participate in the procurement procedure, as defined by parts 1 and 2 of Article 17 of the Law of Ukraine № 922, in particular, criminal offences committed for selfish reasons, anti-competitive actions, corruption offences, offences related to the use of child labour or any form of human trafficking, absence of payment arrears

taxes and duties (mandatory payments);

- financial reporting documents to assess the financial capacity of the Participant:

- Tax returns for 2024 and for the 1st quarter of 2025;

- Balance sheet as at 31.12.2024 and 31.03.2025 (if available) and income statement for 2024 and for the 1st quarter of 2025 (if available);

- Turnover of funds in bank accounts for the last 12 months (from 01.06.2024 to 31.05.2025);

- A letter of guarantee to fulfil the obligations in accordance with the terms of the tender.

- a letter of guarantee stating that the goods are not produced in the territory of the Russian Federation and/or the Republic of Belarus and are not imported/exported to/from the territory of the Russian Federation and the Republic of Belarus;

- documents confirming experience:

- A reference list with a list of similar contracts/services implemented. The Tenderer shall provide a table with a list of at least 3 completed contracts for the last 12 months, which contains:

- * the name of the client;

- * a brief description of the events;

- * the amount of the contract;

- * the number and date of the agreement;

- * payment terms.

- At least two letters of recommendation from previous customers on the performance of similar contracts/services.

- * Letters of recommendation should include the name of the client, the period of performance, the scope/cost of services, payment terms and an assessment of cooperation.

- * Letters referring to the experience of third parties or partners will not be accepted and will be considered non-responsive.

Requirements for the Participant to have relevant experience, references and reference lists:

1) The Tenderer shall provide at least two letters of recommendation from its Clients who have been provided with a similar service or product within 12 months prior to the tender date;

2) The letter of recommendation should contain comprehensive information on the following: the name of the Recipient, the delivery period, the volume of delivery (in money or units), the payment terms on which the deliveries were made, the Recipient's general impression or assessment of the cooperation;

3) Only letters of recommendation issued for the Tenderer indicating it as a party to the obligations, letters of delegation or transfer of joint experience with a third party providing information that its supply experience may be considered as the Tenderer's experience will not be taken into account, will be considered erroneous and not meeting the qualification requirements of the tender;

4) Information on general experience - the reference list should be prepared in the format of a table containing the following information: full name of the client, volume of supply under the contract, reference to the contract (number, date), payment terms under which the supply was made;

5) Provide information on the performance of deliveries (at least for 5 contracts in the last 12 months).

All things being equal, preference will be given to the supplier offering the following:

- 100% deferred payment;

- delivery and unloading of the goods at the expense of the Supplier;

- deliver the goods within the time limits specified in the Lot(s) to the Invitation to Tender;

- will offer the best value for money;

- will provide a commercial offer for the entire Lot.

By submitting a commercial offer, the Supplier agrees to the processing, use, distribution 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, and other information.

If the aforementioned documents are not attached to the commercial offer, such offer may not be considered.

Charitable organisation "Charitable Foundation "Posmishka UA" reserves the right to:

- request any additional or supporting data (from the Suppliers);

- accept or reject any Commercial Offer in whole or in part;

- enter into negotiations with the selected Supplier.

Where a supplier submits a proposal, it represents and warrants that it and all of its subcontractors will protect individuals from sexual harassment 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 harassment" means a physical act or threat of a sexual nature, whether by force or in an unequal or coercive environment."

CO Charity Foundation "Posmishka UA" makes efforts to prevent, detect and take action against all cases of fraud and abuse.

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

Appendix No. 1

Lot no:		1		
Desired delivery date:		August-September 2025		
Delivery address:		5 locations: Zaporizhzhia, Dnipro/Dnipropetrovska oblast, Sumy/Sumska Kharkiv region, Dobropillya - 2000 pcs each, delivery schedule to be agreed additionally in the period from August to September 2025.		
№ n/p	Name	Features.	Unit of measurement	Quantity
1	Liquid hand soap	500 ml in a bottle	pcs	10000
2	Shampoo	500 ml in a bottle	pcs	10000
3	Toothpaste	75 ml	pcs	10000
4	Toothbrush	medium hardness, individually packaged	pcs	10000
5	Wet wipes for sensitive skin	68-72 pieces per package with valve	pcs	10000
6	Protective cream for the skin	100 ml	pcs	10000
7	Face and hand towel	Material: 100% cotton, Size: 40 x 70 cm	pcs	10000
8	Antibacterial hand gel	50 ml	pcs	10000
9	Disposable gloves	100 pcs/unit. Material - nitrile. Size M-L.	pcs	10000
10	Garbage bags	Size 35 litres, 50 pcs/pack, colour blue	pcs	10000
11	Washing powder	universal, packing - 1 kg	pcs	10000
12	Laundry soap	200 g, 72% classic solid in an individual packaging	pcs	10000
13	The sheet is disposable	Dimensions: 80 x 175 cm. Material: cotton Quantity: 10 pcs/unit	up	10000
14	Box for packing the set	Corrugated cardboard box, colour white with	pcs	10000
15	Information leaflet to the set	<u>Information leaflet in Euroflyer format, glossy coated paper, double-sided printing, 130 g/m². For the leaflet layout, please follow the link:</u> https://drive.google.com/file/d/13LkxcJjHablkk5bn7b3d_fBJFOLdy8m2/view?usp=sharing	pcs	10000
Head of the Charity Foundation "Posmishka UA" _____ VESELKOVA V.V.				

Name of the Supplier:

EDRPOU:

Bank details:

Offer validity period:

Delivery time of the goods:

Payment terms:

Delivery terms:

Date of the commercial offer:

[illegible]
$$\text{--}(\text{signature, seal})$$