

Tender Instructions

For procuring Rehabilitation Equipment through Open National Tender

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Program Title : Risposta integrata su protezione, salute e emergenza per le comunità a rischio nelle regioni di Dnipropetrovska e Kharkivska

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Soleterre Foundation ETS is holding a tender for the rental of N.2 vehicles in the city of Kharkiv and N.1 in the city of Dnipro.

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A. Supplies to be provided:

For the list of all the services, please refer to Annex D Technical Offer

Soleterre will purchase the services from a single supplier, which the Foundation will select based on the results of this tender selection.

B. Responsibility of the bidder:

- By submitting a bid, bidders accept without restriction to all the general and specific conditions outlined in these specifications as being the only basis for this service contract procedure, irrespective of their own conditions, which they hereby waive.
- Bidders shall carefully examine and comply with all the instructions, forms, clauses and specifications mentioned in this participation file. Failure to submit a bid containing all the information and documents requested by the specified closing date may result in the bid's rejection.
- The supplier will be responsible for matters related to the importation process that including customs clearance, and transportation of equipment to the final destination.
- Bidders are required to declare that they are not in one of the situations of exclusion described in section "Exclusion criteria" by signing the Soleterre Annex "Good Business Practices and Ethical Standard, also including the declaration on their honour that should be stamped and signed.

C. Exclusion criteria:

A contractor will be excluded from participation in procurement and grant procedures in the following cases:

a) being in a situation of bankruptcy, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations; (does not apply to the purchase of supplies on particularly advantageous terms either from a supplier that is definitively winding up its business activities or from liquidators of an insolvency procedure, an arrangement with creditors, or a similar procedure under EU or national law).

b) being in breach of its obligations relating to payment of taxes/social security contributions in accordance with the applicable law;

c) being found guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:

- i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
- ii) entering into agreement with other economic operators with the aim of distorting competition;
- iii) violating intellectual property rights;
- iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;
- v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
- vi) breach of obligations relating to the payment of taxes or social security contributions in accordance with the applicable law

d) being found guilty of any of the following, as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract:

- i) fraud, corruption, conduct related to a criminal organisation
- ii) involvement in money laundering or terrorist financing, terrorist-related offences or offences linked to terrorist activities
- iii) child labour or other forms of trafficking in human beings

e) having shown significant deficiencies in complying with main obligations in the performance of a contract financed by the EU or by AICS, which has led to the early termination of a legal commitment or to the application of liquidated damages or other contractual penalties or which has been discovered following checks and audits or investigations by an authorising officer, OLAF or the Court of Auditors;

f) creation of an entity to circumvent tax, social or other legal obligations (empty shell company)

D. Specific Requirements for offer validity and delivery time:

a. Offer validity:

The tender proposal shall be valid for a minimum of 30 days from the date of bids opening.

b. Delivery time:

All services should be available not latest than November 20, 2025. If supplier considers to not be able to deliver certain items by the due date, to include their comments in their offer and exclude such items in the financial offer.

E. Special conditions for signature of the contract with selected bidders:

a. Prices, commercial and quality conditions

1. The price of services (including delivery to final destination and any other foreseen occurred costs), commercial conditions and technical specifications shall be the ones set out in the Technical and Financial offer of the Tender. These conditions are not subject to alteration for any reason whatsoever.
2. The offered prices must be DDP (Delivery Duty Paid) and must be inclusive of any other costs (transportation, insurance, custom clearance) to the final destination
3. All financial offers must be submitted in the national currency – hryvnia

b. Payment

Payments will be made through electronic bank transfer on behalf of contractor as follows:

- Regular payment 100% of the monthly rental agreement, after delivery for the current month, following signed act of acceptance of the items within 30 (thirty) days.

Soleterre reserve the right to withhold the payments in respect of services provided which are defective, rejected or otherwise not in accordance with the requirements of the contract and the tender.

c. Penalty

Penalty Clause: Soleterre will deduct 0.5 % per day for delay delivery of services and maximum penalty will be up to 10 % of the work order value (PO Value/contract value) from the invoice when the successful bidder does not provide the service within the time stipulated in the work orders/contract.

F. Timetable

	DATE	TIME*
Deadline for bidders for submitting queries and questions to Soleterre	12/11/2025	18:00
Deadline for submission of tenders	14/11/2025	18:00
Open Tender opening session	17/11/2025	14:00

* All times are in the time zone of Ukraine

G. Instructions for submitting the tender:

- 1) Bids are required to be submitted to Soleterre no later than the date indicated in the Timetable
- 2) Language: bids must be submitted in English language. If bidders submitted English and Ukrainian, the English is valid.
- 3) Submission must be by hand/post/other transport service to the following address:

Soleterre office:

Office 249, 30/39, Schekavytska Street, Kyiv, 040071, Ukraine

- 4) The envelope for submission must be:

Anonyme (no indication of the company name)

- **Sealed with the following indication: "Tender number AICS011125 for Procuring Vehicles rental"**

If the envelope is not sealed nor labelled as required, the Bidder shall assume the responsibility for the misplacement opening of Bid due to improper sealing and labelling by the Bidder, or to be excluded from the bid if the envelope is not sealed

- 5) **In case of separate lots, offers for every lot are submitted in separate envelopes, except than for the administrative documentation required, that may be a single administrative envelope covering all lots submitted.**
- 6) **For every offer: Every offer is submitted in three separate envelopes:**
 - **one containing the administrative documentation (envelope scribed as: Tender AICS011125, LOT XXXX, ADMINISTRATIVE DOCUMENTATION)**
 - **the second containing the technical proposal (envelope scribed as: Tender AICS011125, LOT XXXX, TECHNICAL OFFER)**
 - **the third one containing the financial offer (envelope scribed as: Tender AICS011125, LOT XXXX, FINANCIAL OFFER)**
- 7) The offer includes the evidence of acceptance of the other important conditions specified in the tender notice (contractual conditions and situations of non-exclusion from the bid), especially concerning deadlines, eventual bank guarantees and penalties for delay in the required service of good in the bid
- 8) It is exclusive responsibility of the bidder to ensure that the sealed envelope/package containing the bid reaches Soleterre delivery address before the bid submission end date.
- 9) Envelopes received after the bid submission end date will not be accepted.
- 10) Bids that are incomplete or ineligible will not be accepted.
- 11) Bids may not be modified or withdrawn after submission
- 12) For queries or questions related to this tender :
 - please contact the Soleterre email address: nationalrehabtender@soleterre.org Until 3 days before the date of bid submission.
 - Soleterre can on its own initiative or in response to a potential tenderer's request, provides additional information on the tender Instructions. The information will be communicated in writing and simultaneously to all other potential tenderers
 - In the last 3 days before the date of bid submission eventual queries or questions will be not replied anymore.

H. Content of the Tender Proposal :

Failure to fulfil the below requirements will constitute an irregularity and may result in rejection of the tender. All tenders submitted must comply with the requirements in the tender Instructions and comprise:

Envelope Administrative documentation	<ol style="list-style-type: none"> 1. Tender form for a service contract (annex 1-8) with stamp and signature 2. “Soleterre Good Business and Ethical Standards” and “Declaration on honour” stamped and signed 3. Tender Instructions duly stamped and signed in every page for acceptance of all the conditions indicated in the tender 4. Registration certificate of the company with indication of their present Legal Status and ownership structure 5. Manufacturing or Selling License to sell specific items (ex. Medical items) 6. Power of Attorney authorising the representative to sign the contract 7. Copy of Tax registration and Sale Tax Clearance Certificate for the last year (or similar official declaration attesting that all due taxes are paid, issued by the competent authority of the State) 8. Production of a recent extract from the criminal record or, failing this, an equivalent document issued by a judicial or administrative authority in the country of establishment, showing that the company is not condemned to creation an entity with a view to evading tax, social security or other legal obligations. Particular attention should be paid to cases where the information cannot be obtained due to a confidentiality clause or where the information reveals the application of specific tax clearances. 9. Customer Reference List Annex 1-8 (evidence of past experience in providing similar goods/services/works to the ones related to the present bid and relevant Customers References
Envelope Technical Offer	<ol style="list-style-type: none"> 1. The bidder is requested to use the Soleterre format for submitting their offer. Every page of the offer must be printed and signed. 2. The Annex for Technical Offer must be accompanied by the documents attesting the technical specifications and quality of the offered services.
Envelope Financial Offer	<ol style="list-style-type: none"> 1. The bidder is requested to use the Soleterre format for submitting their offer. Every page of the offer must be printed and signed 2. Refer to specific conditions for prices indicated in section “E. Special conditions for signature of the contract with selected bidders: 1.Prices, commercial and quality conditions”

I. Alteration or withdrawal of Tender Proposal :

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to the Timetable.

No tender may be altered after this deadline.

Withdrawals must be unconditional and will end all participation in the tender procedure.

J. Cost for preparing the Tender Proposal :

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

K. Ownership of Tender Proposals

Soleterre retains ownership of all tenders received under this tender procedure, due to the obligation towards AICSto show the transparent and complete process. Consequently, tenderers have no right to have their tenders returned to them.

L. Opening and Evaluation of tender proposal :

a. Opening:

- The tenders will be opened in public session 17/11/2025 at 14:00 at Soleterre offices - Office 249, 30/39, Schekavytska Street, Kyiv, 04071, Ukraine and online by the appointed committee.
- The committee will draw up minutes of the meeting, which will be available on request.
- After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded
- Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in the immediate rejection of their tenders
- All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the contracting authority. The eventual associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated

b. Criteria and scores :

The submitted tender proposals will be evaluated based on the 'Best Value for Money' principle.

Criteria and scores will be the following:

Global evaluation	minimum yearly turnover - 300 000 Euro
	Legal establishment for a minimum of 3 years
	Minimum 3 years of specific experience in supplying similar type of goods

Price – 30%

Quality of services (from technical offer) - 30%

Delivery scheduled deadline - 25%

References in supply of similar Items in the last 3 years - 15%

Fix other criteria and scores - N/A

c. Steps for evaluation

- The evaluation of bids shall be conducted in three sequential stages:

Stage 1: Preliminary Administrative Screening / Envelope Administrative documentation:

- Compliance of the information submitted with the requirements of the Tender Instructions
- Only bids that meet the eligibility criteria will be accepted for further evaluation. In case of some missing document, Soleterre reserves the right to contact the bidder to get the missing information in case the bidder has interesting ratio after evaluation of the technical and financial offer.

Stage 2: Technical Evaluation / envelope Technical Offer

- Bids that pass the preliminary administrative screening will be are subject to the technical evaluation, based on the technical evaluation criteria required in the Tender Instructions
- Only those bidders whose Technical Bids are found to be acceptable after technical and administrative screening will be evaluated for the Financial Offer.
- In person visit to inspect the vehicles presented in the technical offer
- The envelopes for financial offer of tenderers not found technically qualified shall not be opened.

Stage 3: Financial Evaluation / envelope Financial Offer

- Offers that have reached this stage are subjected to financial evaluation which assesses the price (cost) and any related commercial terms.
- It is not necessary that the evaluation will be based solely on the stated item price. Commercial terms such as fast

delivery, warranty and after-sales conditions, other offered services will also be considered in the evaluation process.

d. Negotiations:

Soleterre reserves the right to negotiate further with any or all of the bidders;

- in the event that only one compliant bid has been received and the price is not deemed competitive;
- bids price and specification are exactly the same and it is not possible to identify a winner;
- offers received barely meet the minimum threshold;
- or any other reasons according to Soleterre interest in the respect of the rules fixed by the National Procurement Code in Ukraine.

e. Notification of tender result

Soleterre will inform all bidders individually of the award decision. The eventual tender guarantee of the unsuccessful bidders will be released once the contract is signed.

M. Cancellation of the tender procedure

Soleterre reserves the right to relaunch the tender if necessary. In the event of the cancellation of a call for tender procedure, bidders shall be promptly informed by Soleterre.

If the call for the tender procedure is cancelled before any of the external envelopes have been opened, the sealed envelopes shall be returned to tenderers unopened.

A cancellation may occur when:

- The tendering procedure has been unsuccessful, i.e. Soleterre has received no valid or financially viable bids, or no bids at all;
- The project's economic or technical parameters have been fundamentally modified;
- Exceptional circumstances or force majeure makes the normal execution of the project impossible;
- All technically compliant bids exceed the available budget;
- Irregularities have occurred in the procedure, especially if these have prevented fair competition.
- In no circumstances shall Soleterre be liable for damages of any kind (in particular damages for loss of profits) in the event of the cancellation of a call for tenders, even if Soleterre has been warned of the possibility of damages.
- The Call for restricted tender does not commit Soleterre to implementing the announced programme or project.

N. Appeals and Whistleblowing

Tenderers believing that they have been harmed by an error or irregularity during the award process may report it under Soleterre whistleblowing link:

<https://soleterreonlus.whistlelink.com/>

Reports are centralised at the foundation's Italy headquarters, where they will be treated by the Ethical Officer. The entire process will be handled respecting the confidentiality, preserving the anonymity of the whistle-blower and protection of the individuals and their data.

O. Annexes for Tender Proposal submission

Annex A	Tender form for a service Contract
Annex B	Soleterre Good Business practices and Ethical Standards + Declaration on Honour
Annex C	Customer Reference List
Annex D	Technical Offer
Annex E	Financial Offer

