

# Request for Proposal



Representation "Danish Refugee Council in Ukraine"  
17/52 Bohdan Khmelnytskyi Str., 01054 Kyiv Ukraine

13.01.2026

**Request for Proposal No.: RFP-UKR-2025-026**  
**Providing photography, videography and video editing services**

Dear Sir/Madam,

Representation "Danish Refugee Council in Ukraine" (DRC) with grant from various Donors for the implementation of the humanitarian aid operation entitled DRC Ukraine. Part of this operation is the **provision of photography, videography and video editing services**. Therefore, the DRC requests you to submit price bid for the supply of the services listed on the attached Annex A.1 Technical Bid.

## I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	13.01.2026
2	Pre-bid Meeting with bidders	20.01.2026 <b>12:00 PM UTC</b> <b>02:00 PM Kyiv time</b>  interested suppliers need to confirm participation in the Pre-bid Meeting via email: <a href="mailto:ukr-procurement@drc.ngo">ukr-procurement@drc.ngo</a> by 19.01.2026 CoB
3	Closing date for clarifications	22.01.2026 <b>10:00 AM UTC</b> <b>12:00 PM Kyiv time</b>
4	Date for publishing Q&A	23/24.01.2026
5	<b>Closing date and time for receipt of bids/proposals</b>	28.01.2026 <b>10:00 AM UTC</b> <b>12:00 PM Kyiv time</b>
6	Tender Opening Location	in the mode of videoconference
7	Tender Opening Date and time	28.01.2026 <b>02:00 PM UTC</b> <b>04:00 PM Kyiv time</b>
8	<b>Tender e-mail address</b>	<a href="mailto:tender.ukr@drc.ngo">tender.ukr@drc.ngo</a>

**PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE**

## II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This RFP is launched for the purpose of establishing a Framework Agreement with a **duration of 12 months** ((with possible extension for up to 12 months) for **provision of of photography, videography and video editing services** with details stipulated in the Technical Bid Form of the DRC, Annex A.1.
- This tender consists of **11 (eleven) LOTS**. Partial submission of bids per LOT **is disabled**.
- The estimated annual contractual turnover is **UAH 9,500,000.00** excluding VAT, respectively per LOTS:

No.	Name of LOTS	Estimated annual contractual turnover per LOTS, UAH excl. VAT
1	LOT 1 Photo services / Location 1 (Central region)	966,800.00
2	LOT 2 Photo services / Location 2 (Southeastern region)	966,800.00
3	LOT 3 Photo services / Location 3 (Eastern region)	966,800.00
4	LOT 4 Photo services / Location 4 (Southern region)	966,800.00
5	LOT 5 Photo services / Location 5 (Western region)	966,800.00
6	LOT 6 Video services / Location 1 (Central region)	666,800.00
7	LOT 7 Video services / Location 2 (Southeastern region)	666,800.00
8	LOT 8 Video services / Location 3 (Eastern region)	666,800.00
9	LOT 9 Video services / Location 4 (Southern region)	666,800.00
10	LOT 10 Video services / Location 5 (Western region)	666,800.00
11	LOT 11 Video editing services	1,332,000.00

- All bids received and accepted will be evaluated by the total amount **for each LOT separately**.
- A Framework Agreement **is not binding** DRC to place any Service Orders. DRC will place orders to the awarded supplier based on the agreement as per its requirement.
- DRC may choose to cancel the Agreement if deemed necessary.
- The prices for services **should be fixed** during the whole term of the Framework Agreement. DRC may terminate the Framework Agreement if the contractor cannot provide services under the terms of the Framework Agreement.
- Payment terms – **within 30 calendar days** from the date of service provision. **No advance payment** will be paid to the awarded contractor. The awarded contractor is expected to use its own resources to perform the agreed services and deliver related materials.
- This tender is concluded within the programs and projects of international technical assistance in Ukraine in accordance with the Procedure for attracting, using and monitoring international technical assistance approved by the Cabinet of Ministers of Ukraine №153 (153-2002-p) "On the establishment of a single system for attracting, using and monitoring international technical assistance" of February 15, 2002. The value of such goods, works and services financed under the registered card of the international technical assistance project and within the approved procurement plan is exempt from value added tax in accordance with Clause 197.11 of the Tax Code of Ukraine. The list of goods and services to be provided corresponds to the categories (types) of goods and services specified in the procurement plans and project cards for the international technical assistance project. Therefore, the prices indicated in the bids **should not include VAT**. Clarifications on the legal basis of VAT exemption indicated in Annex F.
- If DRC does not have a project registration card and procurement plan at the time of signing the Service Order to the Framework Agreement, the prices in the Service Order **will be inclusive of 20% VAT**.
- If a bidder is selected by the committee to be awarded a Framework Agreement, DRC will require an identification document that provides information about the supplier's key individuals (CEO and those with a controlling share of more than 50%). The document must include at a minimum the name, surname, gender, date of birth and actual place of residence of the relevant person(s).

## III. SELECTION AND AWARD CRITERIA

The criteria for awarding contracts resulting from this Tender is based on 'best value for money'. For the purpose of all tenders DRC defines best value for money as:

*Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e. reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).*

#### A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

No.	Annex #	Document	Instructions
1	A.1	Bid Form (Technical)	Complete all sections in full, sign, stamp and submit with Excel version
2	A.2	Bid Form (Financial)	Complete ALL sections in full, sign, stamp and submit <b>(financial bid should be sent only in a separate email/envelope)</b>
3	B	Tender and Contract Award Acknowledgement Certificate	Complete ALL sections in full, sign, stamp and submit
4	C	Supplier Profile and Registration Form	Complete ALL sections in full, sign, stamp and submit
5	D	DRC Supplier Code of Conduct	Sign, stamp and submit
6	E	DRC General Conditions of Contract	Sign, stamp and submit
7	F	Clarifications on the legal basis of VAT exemption in Ukraine	Sign, stamp and submit
8	G	Terms of Reference (ToR)	Sign, stamp and submit
9	H	CV form, the DRC' form (describing all the necessary information)	Complete all sections in full, sign, stamp and submit
10	I	Technical specifications for portfolio	Sign, stamp and submit
11	N/A	Registration documents and any official document that proves the bidder has the authorisation to work in Ukraine as a private entrepreneur or registered legal entity	Submit copies
12	N/A	Bidder's portfolio <b>(requirements are specified in Annex I. Technical specifications for portfolio)</b> Submission format: the portfolio can be provided in the form of: <ul style="list-style-type: none"> <li>• PDF file;</li> <li>• link to an online resource (Behance, Google Drive, personal website, etc.).</li> </ul>	Submit (Applicant's template will be acceptable)
13	N/A	Minimum of three relevant letters of recommendation or previous work records (contracts) from similar previous projects. <i>(Recommendation letters from INGO will be an advantage)</i>	Submit copies

### A.1 Bidder Formal Criteria

No.	DRC Requirements	Details
1	Completeness of the Bid	<ul style="list-style-type: none"> <li>Bidding Forms and other documentation requested under the Document Checklist (Section A) have been provided and are complete.</li> <li><b>Separate emails</b> shall be used for the “<b>Financial Bid</b>” and “<b>Technical Bid</b>”, and the Subject Heading of the email shall indicate which type the email contains</li> </ul>
2	Bid Validity	At least 60 calendar days after bidding closure date

For all bids that are found to be responsive to the administrative and qualification requirements, DRC will assign a weighted combined technical and financial score. The weighted score will determine the award of the contract.

### B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions to them. If a Bid does not technically comply with the RFP, it will be rejected.

For all bids deemed technically compliant, DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

The technical criteria for this RFP and their weighting in the technical evaluation are:

#### TECHNICAL CRITERIA FOR PHOTOGRAPHER (LOTs # 1 – 5):

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
1	<b>Qualifications and experience of the participant</b>	<b>25%</b>
1.1	<p>The bidder must have at least 3 years of proven experience as a photographer.  <b>To confirm, the bidder must provide the following:</b></p> <ul style="list-style-type: none"> <li>- Curriculum vitae (CV) – Annex H, indicating the number of years of professional experience in photography; experience in performing similar tasks (reportage, documentary photography); experience in cooperation with international, humanitarian or non-governmental organizations (if any).</li> </ul> <p>• 1 point – less than 1 year of relevant experience, no evidence of similar work;  • 4 points – 1–2 years of experience, limited or partially relevant experience;  • 5 points – at least 3 years, clearly proven relevant experience;  • 7 points – 3 years, including reportage filming, working with people, events and field conditions;  • 10 points – at least 3+ years, extensive relevant experience, including cooperation with international or humanitarian organizations.</p>	1-10 points
2	<b>Portfolio / Quality and compliance of the photo portfolio with the requirements of the ToR</b>	<b>50%</b>

2.1	<p>The participant's portfolio meets all the requirements specified in the technical specifications for portfolio:</p> <ul style="list-style-type: none"> <li>- technical quality of the photographs (sharpness, exposure, light);</li> <li>- composition and visual logic of the frame.</li> <li>- reportage nature of the shooting.</li> <li>- ability to convey the event, activity and context.</li> <li>- compliance of the portfolio with the requirements of the Terms of Reference (photo types, subject matter, format).</li> </ul> <p>• 1 point – the portfolio is provided, but the photos do not meet the requirements of the Terms of Reference and have low technical quality</p> <p>• 4 points – the portfolio partially meets the requirements, the technical quality is uneven</p> <p>• 5 points – the portfolio is of high quality, meets the requirements, demonstrates a relevant style and format</p> <p>• 7 points – a high-quality portfolio, clearly relevant to the reportage work, there are field photos and photos of people</p> <p>• 10 points – a portfolio of very high technical and content quality, fully meets the requirements of the Terms of Reference, includes photos of people, reporting, events, field conditions, various locations, and humanitarian context.</p>	1-10 points
<b>3</b>	<b>Technical compliance and availability of equipment</b>	<b>15%</b>
3.1	<p>Technical compliance and availability of equipment evaluated based on written confirmation in the proposal and CV:</p> <ul style="list-style-type: none"> <li>- availability of a professional camera;</li> <li>- availability of lenses necessary for the performance of tasks;</li> <li>- compliance of the declared equipment with the requirements of the ToR.</li> </ul> <p>• 1 point – equipment is missing or does not meet the requirements;</p> <p>• 4 points – equipment is available, but far from a complete list, may not cover the needs;</p> <p>• 5 points – basic professional equipment available (camera + 1 lens);</p> <p>• 7 points – complete set for work: camera(s), several lenses, lighting, laptop;</p> <p>• 10 points – high-level professional equipment, fully adapted to reporting, indoor/outdoor conditions, with technical characteristics above the minimum requirements.</p>	1-10 points
<b>4</b>	<b>References</b>	<b>10%</b>
4.1	<p>At least three relevant and positive reference letters or records of performance (e.g., contracts) from similar past projects. (References from INGOs will be considered an advantage.)</p> <p>• 1 point – recommendations provided but not relevant;</p> <p>• 4 points – fewer than 3 recommendations provided, or 3 recommendations with limited information or not fully relevant;</p> <p>• 5 points – 3 quality recommendations provided with details supporting relevant experience;</p> <p>• 7 points – 3+ quality recommendations provided with details supporting relevant experience, including humanitarian sector;</p> <p>• 10 points – 3+ recommendations provided with high level of detail, positive feedback, evidence of similar work for humanitarian or international organizations.</p>	1-10 points

# TECHNICAL CRITERIA FOR VIDEOGRAPHER (LOTS # 6 – 10):

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
<b>1</b>	<b>Qualifications and experience of the participant</b>	<b>25%</b>
1.1	<p>The bidder must have at least 3 years of proven experience as a videographer. To prove this, the bidder must provide the following:</p> <ul style="list-style-type: none"> <li>- CV – Annex H, indicating the number of years of professional experience in videography; experience in performing similar tasks (reportage, documentary videography);</li> <li>experience in cooperation with international, humanitarian or non-governmental organizations (if any); experience in working in conditions similar to the subject of procurement.</li> </ul> <ul style="list-style-type: none"> <li>• 1 point – low technical quality, no composition, weak sound work;</li> <li>• 4 points – basic quality, limited compliance with the requirements of the Terms of Reference;</li> <li>• 5 points – satisfactory quality, availability of simple reportage examples;</li> <li>• 7 points – good technical quality, confident reportage and interview work;</li> <li>• 10 points – high technical and artistic quality, full compliance with the Terms of Reference, strong reportage and plot structure, sense of context, professional sound.</li> </ul>	1-10 points
<b>2</b>	<b>Portfolio / Quality and compliance of the video portfolio with the requirements of the ToR</b>	<b>50%</b>
2.1	<p>The participant's portfolio meets all the requirements specified in the technical specifications.</p> <p>Evaluated solely on the basis of submitted video samples:</p> <ul style="list-style-type: none"> <li>- technical quality of the video (frame, lighting, stabilization);</li> <li>- quality of sound recording during filming;</li> <li>- logic of video material structure;</li> <li>- presence of examples of interviews, reportage, and field filming;</li> <li>- compliance of the portfolio with the requirements of the Terms of Reference (formats, duration, subject matter)).</li> </ul> <ul style="list-style-type: none"> <li>• 1 point – Portfolio is missing or only one piece of work is provided without a description. Works are incomplete or uninformative;</li> <li>• 4 points – the portfolio contains 2-4 works, but all are in the same format (for example, only social media or only postcards);</li> <li>• 5 points – the portfolio contains 5-10 works, with basic diversity present;</li> <li>• 7 points – the portfolio contains more than 10 works, with a variety of styles;</li> <li>• 10 points – the portfolio contains more than 10 works, half of which were done for NGOs. The examples show a variety of styles.</li> </ul>	1-10 points
<b>3</b>	<b>Technical compliance and availability of equipment</b>	<b>15%</b>
3.1	<p>Technical compliance and availability of equipment is assessed on the basis of written confirmation in the proposal:</p> <ul style="list-style-type: none"> <li>- availability of a professional video camera with a resolution of at least Full HD;</li> <li>- availability of external microphones;</li> </ul>	1-10 points

	<ul style="list-style-type: none"> <li>- availability of a stabilizer and basic lighting;</li> <li>- compliance of the equipment with the requirements of the Terms of Reference.</li> </ul> <ul style="list-style-type: none"> <li>• 1 point – minimal equipment, weak technical base;</li> <li>• 4 points – basic equipment, may partially meet the requirements;</li> <li>• 5 points – sufficient technical base to perform the task;</li> <li>• 7 points – a full set of professional equipment, including sound and stabilization;</li> <li>• 10 points – highly professional equipment that exceeds the basic requirements, readiness to work in different conditions, availability of backup equipment.</li> </ul>	
<b>4</b>	<b>References</b>	<b>10%</b>
4.1	<p>At least three relevant and positive reference letters or records of performance (e.g., contracts) from similar past projects. (References from INGOs will be considered an advantage)</p> <ul style="list-style-type: none"> <li>• 1 point – recommendations provided but not relevant;</li> <li>• 4 points – fewer than 3 recommendations provided, or 3 recommendations with limited information or not fully relevant;</li> <li>• 5 points – 3 quality recommendations provided with details supporting relevant experience;</li> <li>• 7 points – 3+ quality recommendations provided with details supporting relevant experience, including humanitarian sector;</li> <li>• 10 points – 3+ recommendations provided with high level of detail, positive feedback, evidence of similar work for humanitarian or international organizations.</li> </ul>	1-10 points

#### TECHNICAL CRITERIA FOR VIDEO EDITOR (LOT # 11):

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
<b>1</b>	<b>Qualifications and experience of the participant</b>	<b>25%</b>
1.1	<p>The bidder must have at least 3 years of proven experience as a videographer To confirm, the bidder must provide the following: CV – Annex H, indicating the number of years of professional experience in video editing; experience in editing similar materials (documentary, informational, humanitarian videos); experience in cooperation with international, humanitarian or non-governmental organizations (if any); experience working with different formats and video lengths.</p> <ul style="list-style-type: none"> <li>• 1 point – minimal experience, no relevant work examples;</li> <li>• 4 points – up to 3 years of experience; examples available, but limited or irrelevant;</li> <li>• 5 points – 3–5 years; relevant examples, standard level of performance;</li> <li>• 7 points – 5+ years; high level, visible experience in similar topics and formats;</li> <li>• 10 points – significant experience, including the humanitarian sector / INGOs; complex and diverse projects;</li> </ul>	1-10 points

<b>2</b>	<b>Portfolio / Quality and compliance of the video editing portfolio with the requirements of the ToR</b>	<b>40%</b>
2.1	<p>Evaluated based on the video samples provided:</p> <ul style="list-style-type: none"> <li>• editing logic and rhythm.</li> <li>• quality of color correction.</li> <li>• quality of sound work.</li> <li>• using titles, subtitles, graphics.</li> <li>• portfolio compliance with the requirements of the Terms of Reference (formats, duration, type of content).</li> </ul> <p>• 1 point – low-quality work; no compliance with the Terms of Reference;  • 4 points – basic technical level; partial compliance with the Terms of Reference;  • 5 points – good quality, stable level of performance, relevance of the format;  • 7 points – high quality, professionalism, unified style, strong compliance with the Terms of Reference;  • 10 points – excellent level, creativity, high technicality, full relevance, professional humanitarian projects.</p>	1-10 points
<b>3</b>	<b>Software Proficiency / Technical Compliance and Software</b>	<b>15%</b>
3.1	<p>Evaluated based on information in the proposal regarding technical capabilities and software:</p> <ul style="list-style-type: none"> <li>• Proficiency in professional software (Adobe Premiere Pro, DaVinci Resolve, Final Cut Pro or equivalent);</li> <li>• Ability to work with materials in Full HD and/or 4K formats.</li> </ul> <p>To confirm, the participant must provide the following:</p> <ul style="list-style-type: none"> <li>- CV – Annex H, indicating experience with relevant programs (mandatory);</li> <li>- reference to a portfolio with examples of completed work (mandatory);</li> <li>- certificates of completion of relevant training courses (if available);</li> </ul> <p>• 1 point – minimum technical level and software;  • 4 points – basic programs; limited technical capabilities;  • 5 points – professional programs; solid skills; basic resources for complex editing;  • 7 points – complete technical set; modern software; high performance potential;  • 10 points – professional technical arsenal, use of multiple platforms, flexibility in formats.</p>	1-10 points
<b>4</b>	<b>References</b>	<b>10%</b>
4.1	<p>At least three relevant and positive reference letters or records of performance (e.g., contracts) from similar past projects.  <i>(References from INGOs will be considered an advantage)</i></p> <p>• 1 point – recommendations provided but not relevant;  • 4 points – fewer than 3 recommendations provided, or 3 recommendations with limited information or not fully relevant;</p>	1-10 points



	<ul style="list-style-type: none"> <li>• 5 points – 3 quality recommendations provided with details supporting relevant experience;</li> <li>• 7 points – 3+ quality recommendations provided with details supporting relevant experience, including humanitarian sector;</li> <li>• 10 points – 3+ recommendations provided with high level of detail, positive feedback, evidence of similar work for humanitarian or international organizations.</li> </ul>	
<b>5</b>	<b>Lead time/run time</b>	<b>10%</b>
5.1	<p>The participant should perform the services within the established lead time, which correspond to the expected deadlines specified in the Technical Terms of Reference and Technical Bid form, Annex A.1.</p> <ul style="list-style-type: none"> <li>- Estimated Completion Time (working days).</li> </ul> <ul style="list-style-type: none"> <li>• 1 point – the participant did not provide information on the lead time or the proposed deadlines significantly exceed those specified in the Technical Bid form;</li> <li>• 4 points – the lead time for the performance of individual services corresponds to Technical Bid form, but there are shortcomings in the organization of work or lack of flexibility;</li> <li>• 5 points – the stated lead time correspond to Technical Bid form, the participant demonstrates good organization and efficiency;</li> <li>• 7-10 points – the participant proposed significantly shorter lead time for the performance of work than specified in the Technical Bid form.</li> </ul>	1-10 points

A technically compliant proposal will a proposal that scores at least 5 points in the factor analysis based on the set of technical indicators.

Please note that bids shall respond to all criteria, or their bid may be disqualified.

### C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation according to Annex A.2 Financial Bid. Bids that are deemed technically non-compliant will not be financially evaluated.

## IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

## V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

All responsive Bids shall be written on the **DRC Technical Bid Form and Financial Bid Form (Annex A.1, Annex A.2)**.

Beyond the DRC Bid Form, the following documents shall be contained with the bid:

- Annex A.1 Bid Form (Technical)
- Annex A.2 Bid Form (Financial)
- Annex B. Tender and Contract Award Acknowledgement Certificate – **should be submitted in a separate letter / message**
- Annex C Supplier Profile and Registration Form
- Annex D DRC Supplier Code of Conduct
- Annex E DRC General Conditions of Contract
- Annex F Clarifications on the legal basis of VAT exemption in Ukraine
- Annex G Terms of reference (ToR)
- Annex H CV form
- Annex I Technical specifications for portfolio
- Copy of Business registration documents and Tax Registration
- Bidder's portfolio
- Recommendation letters

Bids not submitted on Annex A.1 and A.2 or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email, or courier by so is at the bidder's risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

**A. Hard Copy:**

Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':

- The Financial Bid shall only contain the financial bid form, Annex A.2.
- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation but excluding any pricing information.

Each part shall be placed in a **sealed** envelope, marked as follows:

RFP No.: **RFP-UKR-2025-026**  
**TECHNICAL BID**  
Bidder Name:

RFP No.: **RFP-UKR-2025-026**  
**FINANCIAL BID**  
Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed, and delivered to:

RFP No.: **RFP-UKR-2025-026**

17/52 Bohdana Khmelnytskoho  
street, 01054 Kyiv Ukraine

**B. Email submission**

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

[tender.ukr@drc.ngo](mailto:tender.ukr@drc.ngo)

When Bids are emailed, the following conditions shall be complied with:

- **The RFP number “RFP-UKR-2025-026” shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the ‘Financial Bid’ and ‘Technical Bid’, and the Subject Heading of the email shall indicate which type the email contains**
  - The financial bid shall only contain the financial bid form, Annex A 2.
  - The technical bid shall contain all other documents required by the tender but excluding all pricing information.
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file.
- Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.

*Failure to comply with the above may disqualify the Bid.*

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

**Bids can be submitted in one of two ways: Hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.**

**VI. SUBMISSION OF SAMPLES**

N/A

**VII. COMPLETION OF BID FORM**

**A. Prices Quoted**

Any discount offered shall be included in the Bid price.

**B. Currency**

The currency of the Bid shall be in UAH, EUR or USD. No other currencies are acceptable.

If the supplier submits the financial proposal in UAH, the contract in UAH will be concluded with the Representation "Danish Refugee Council in Ukraine". In this case, the services will be provided under an international technical assistance project and will be exempt from VAT according to the project's registration card. The project card will be provided to the winner upon signing the contract. Clarifications on the legal basis for VAT exemption are detailed in Annex F.

If the supplier submits the financial proposal in USD or UER, there are two options for a contract conclusion:

1) A contract in USD or EUR will be concluded with the Representation "Danish Refugee Council in Ukraine" and all payments will be conducted in UAH according to the exchange rate of UAH to USD or EUR set by the National Bank of Ukraine (NBU) on the date of signing by the DRC Ukraine and the supplier of the Certificate of service completion. In this case, the services will be provided under an international technical assistance project and will be exempt from VAT according to the project's registration card. The project card will be provided to the winner upon signing the contract. Clarifications on the legal basis for VAT exemption are detailed in Annex F.

2) A contract in USD or EUR will be concluded with DRC HQ (Denmark) and payments will be proceeded in USD or EUR. In this case, the supplier registered in other country is responsible for determining its tax liabilities and for paying any taxes and/or duties in accordance with local laws. DRC will not reimburse the supplier for any taxes, duties, or other contributions payable by the supplier.

**C. Language**

The Bid Form, and all correspondence and documents related to this RFP shall be in Ukrainian or English-Ukrainian both.

**D. Packaging**

N/A

**E. Origin**

N/A

**F. Presentation**

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialised by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

**G. Split Awards**

DRC reserves the right to split awards.

**H. Validity Period**

Bids shall be valid for at least the minimum number of days specified in the RFP from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

**VIII. ACCEPTANCE**

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

**IX. AWARD OF CONTRACTS**

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC RFPs.

#### **X. CONFIDENTIALITY**

This RFP or any part hereof, and all copies hereof shall be returned to DRC upon request. This RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

#### **XI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT**

Bidders and their employees, officers, advisers, agent, or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

#### **XII. IMPROPER ASSISTANCE**

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentiality obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

#### **XIII. CORRUPT PRACTICES**

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration, or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via <https://pro.drc.ngo/where-we-work/>, or via DRC's Code of Conduct Reporting Mechanism: <https://pro.drc.ngo/code-of-conduct/>. Reports of suspected corruption can also be reported directly to DRC HQ at [c.o.conduct@drc.ngo](mailto:c.o.conduct@drc.ngo).

#### **XIV. CONFLICT OF INTEREST**

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

#### **XV. WITHDRAWAL/MODIFICATION OF BIDS**

Requests to withdraw a Bid after the Bid Closure Time shall not be honoured.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

#### **XVI. LATE BIDS**

All Bids received after the RFP closure will be rejected.

#### **XVII. OPENING OF THE RFP**

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder 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 DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

**Interested suppliers need to confirm participation via email:**

[ukr-procurement@drc.ngo](mailto:ukr-procurement@drc.ngo) , before **23.01.2026** CoB

#### **XVIII. CONDITIONS OF CONTRACT**

All Bidders shall acknowledge that the DRC General Conditions of Contract, or the Special Conditions of Contract, as applicable, are acceptable.

#### **XIX. CANCELLATION OF THE RFP**

In the event of an RFP cancellation, Bidders will be notified by DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The RFP may be cancelled in the following situations:

- Where no qualitative or financially worthwhile Bid has been received or there has been no response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render normal performance of the project impossible.
- All technically compliant Bids exceed the financial resources available; or
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

#### **XX. QUERIES ABOUT THIS RFP**

For queries on this RFP, please contact the bidding questions line via e-mail:

[ukr-procurement@drc.ngo](mailto:ukr-procurement@drc.ngo), Mariia Malakhova

All questions regarding this RFP shall be submitted in writing to the above. On the subject line, please indicate the RFP number. **Bids shall not be sent to the above email.**

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: [DRC website](https://pro.drc.ngo/resources/tenders/?utm_medium=paidsearch&utm_source=google_grants&utm_campaign=&utm_term=&utm_content=&gad_source=1&gclid=EAlalQobChMI3qir4di3hQMV5adoCR0sWw-fEAYASAAEgK4CfD_BwE)

[https://pro.drc.ngo/resources/tenders/?utm\\_medium=paidsearch&utm\\_source=google\\_grants&utm\\_campaign=&utm\\_term=&utm\\_content=&gad\\_source=1&gclid=EAlalQobChMI3qir4di3hQMV5adoCR0sWw-fEAYASAAEgK4CfD\\_BwE](https://pro.drc.ngo/resources/tenders/?utm_medium=paidsearch&utm_source=google_grants&utm_campaign=&utm_term=&utm_content=&gad_source=1&gclid=EAlalQobChMI3qir4di3hQMV5adoCR0sWw-fEAYASAAEgK4CfD_BwE)

#### **XXI. RFP DOCUMENTS**

This RFP document contains the following:

1. Annex A.1 Bid Form (Technical)
2. Annex A.2 Bid Form (Financial)
3. Annex B Tender and Contract Award Acknowledgement Certificate
4. Annex C Supplier Profile and Registration Form
5. Annex D DRC Supplier Code of Conduct
6. Annex E DRC General Conditions of Contract
7. Annex F Clarifications on the legal basis of VAT exemption in Ukraine
8. Annex G Terms of Reference (ToR)
9. Annex H CV form
10. Annex I Technical specifications for portfolio

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

This document for the Request for Proposal for participation in the tender is written in English and Ukrainian. In case of discrepancies in content between its Ukrainian and English versions, the English version shall prevail.

Yours sincerely,  
Representation "Danish Refugee Council in Ukraine"

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