

# Request for Proposal



Representation "Danish Refugee Council in Ukraine"  
17/52 Bohdana Khmelnytskoho street, 01054 Kyiv Ukraine

13.05.2026

**EXTENDED UNTIL JUNE 08, 2026**

## Request for Proposal No.: RFP-UKR-2026-016 Short-Range Drone Awareness & Countermeasures Training

Dear Sir/Madam:

The Danish Refugee Council (DRC) has received a grant from various donors for the implementation of the humanitarian aid operation entitled Ukraine. Part of this operation is the provision of Short-Range Drone Awareness & Countermeasures Training Services. Therefore, the DRC requests you to submit price bid for the supply of the services listed in the attached Annex A.1 Terms of Reference.

### I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	13.05.2026
2	Pre-bid Meeting with bidders	20.05.2026  12:00 PM UTC 03:00 PM UTC+3 (Kyiv time)  interested suppliers need to confirm participation via email: <a href="mailto:ukr-procurement@drc.ngo">ukr-procurement@drc.ngo</a> by 19.05.2026 CoB
3	Closing date for clarifications	21.05.2026 COB
4	<b>Closing date and time for receipt of bids/proposals</b>	<b>08.06.2026 EXTENDED</b>  <b>09:00 AM UTC</b> <b>12:00 PM UTC+3 (Kyiv time)</b>
5	Tender Opening Location	For the on-site bid opening: will be done on the specified DRC address above. For the online bid opening: link to be provided for the suppliers who present interest to attend for the bid opening. Details can be checked in Section XVII.
6	Tender Opening Date and time	08.06.2026 EXTENDED  12:00 PM UTC 03:00 PM UTC+3 (Kyiv time)
7	E-mail address for electronic bid submissions	<a href="mailto:tender.ukr@drc.ngo">tender.ukr@drc.ngo</a>
	Postal address for hard copy bid submissions	17/52 Bohdana Khmelnytskoho Street, Kyiv, Ukraine, 01054

**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 24-month Framework Agreement (Purchase Agreement) for the provision of Short-Range Drone Awareness & Countermeasures Training Services. The detailed scope of services is outlined in Annex A.1 - Terms of Reference.
- The estimated maximum participants of these services under this Purchase Agreement are approximately 150 DRC employees. The actual order volume depends on the needs of the DRC.
- A Framework agreement is not binding DRC to place any Purchase Orders/ Service Contracts. DRC will place orders to the awarded supplier based on the agreement as per its requirement.
- DRC may choose to cancel the contract if deemed necessary.
- DRC may choose to split the contract award to more than one supplier.
- The prices for services should be fixed during the whole term of the Purchase Agreement.
- No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed services.
- This tender is conducted within the framework of the international technical assistance project in Ukraine in accordance with the specified procedure for attracting, using and monitoring international technical assistance, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 153 (153-2002-p) “On the creation of a unified system for attracting, using and monitoring international technical assistance” of February 15, 2002, the cost of such goods, works and services is exempt from value added tax (VAT) and paragraph 197.11 of the Tax Code of Ukraine, transactions are exempt from taxation. The list of goods and services to be supplied corresponds to the category (type) of goods and services specified in the procurement plans and cards of the international technical assistance project. Therefore, the prices indicated in the proposal should not include VAT.
- If DRC does not have a project registration card and procurement plan at the time of signing the Purchase Order/ Service Contract, the prices are inclusive of 20% VAT.
- If a bidder is selected by the committee to be awarded a Contract, DRC will require an identification document that provides information about the supplier’s key individuals (those with a controlling interest of more than 50%, and the highest management position). The document must include at a minimum the name, surname, gender, and date of birth of the relevant person(s).
- The validity of the bidder’s price bid should be minimum 90 calendar days from the date of the RFP closure.

**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.

#	Annex #	Document	Instructions
1	A.1	Terms of Reference	Sign, stamp and submit
2	A.2	Bid Form (Financial)	Complete ALL sections in full, sign, stamp and submit <b>Note: Financial Bid should be sent in a separate email/envelope</b>
3	B	Tender and Contract Award Acknowledgement Certificate	Complete all the sections, sign, stamp and submit

4	C	Supplier Profile and Registration Form	Complete ALL sections in full <u>in English or both in English and Ukrainian</u> , sign, stamp and submit
5	D	Supplier Code of Conduct	Sign, stamp and submit
6	E	General Conditions of Contract	Sign, stamp and submit
7	F	Clarifications on the legal basis of VAT exemption in Ukraine	Sign, stamp and submit (for legal entities registered in Ukraine)
8	G	<p><u>Technical proposal</u> With a description of:</p> <ol style="list-style-type: none"> <li>Bidder’s methodology and approach to conducting the Short-Range Drone Awareness and Countermeasures Training</li> <li>Agenda (training programme) for one-day format and two-day format</li> <li>Number of participants per group</li> <li>Training materials, tools, and equipment for the Short-Range Drone Awareness and Countermeasures Training</li> <li>Training site (*photos should be provided as part of the bid)</li> <li>Proposed accommodation (for two-day format with residential option)</li> <li>Proposed meals and refreshments</li> <li>Bidder’s health and safety policies and procedures</li> <li>Proposed team composition of instructors and overall Bidder’s ability to conduct the Short-Range Drone Awareness and Countermeasures Training in Ukrainian and English</li> </ol> <p>Along with training materials (if any), training programme presentations (if any)</p>	<p>Complete ALL sections in full, sign, stamp and submit / Bidders` template is acceptable</p> <p>Submit copies of training materials and/or programme presentations (if any)</p>
9	H	<p><u>CV of Proposed Key Personnel which includes:</u></p> <ol style="list-style-type: none"> <li>Role in the Short-Range Drone Awareness &amp; Countermeasures Training</li> <li>Education/Qualifications/Certifications</li> <li>Employment Record (Proven successful experience of the trainer(s) (minimum requirements: 2 or 3 years of relevant experience, depends on the role in training delivery)</li> <li>English and Ukrainian languages proficiency</li> </ol> <p><u>Along with:</u> <u>For Lead instructor and Deputy Lead Instructor</u></p> <ol style="list-style-type: none"> <li>Up-to-date, valid diploma or certificate from a recognized UAV (drone) operator training school, including any training provider officially registered in Ukraine or operating on the Ukrainian market and delivering structured UAV operator training programs in line with national</li> </ol>	<p>Complete ALL sections in full, sign, stamp and submit / Bidders` template is acceptable</p> <p>Submit copies of diplomas and Certificates in line with the scope of the training</p>

		<p>regulations and widely accepted industry practices.</p> <ol style="list-style-type: none"> <li>2. Up-to-date, valid certificate confirming practical application of UAVs in operational or field environments, such as completion certificates from recognized practical UAV training programs (e.g., tactical/field UAV courses, or ISR (Intelligence, surveillance, and reconnaissance) drone operation training, or equivalent programs delivered by training providers operating in Ukraine), or documented proof of field deployment and operational use issued by an employer, military unit, or humanitarian organization.</li> <li>3. Copy of diploma (Bachelor Degree) in a relevant field, such as aviation, engineering, military studies, or security studies,</li> <li>4. Copy of diploma (Bachelor Degree) specifically related to drone operations or air defence forces <u>(if any)</u></li> </ol> <p><u>For EORE instructor:</u></p> <ol style="list-style-type: none"> <li>1. Up-to-date certified EORE (Explosive Ordnance Risk Education) instructor qualification, delivered by a recognized mine action training organization, training centre, or accredited operational operator</li> </ol>	
10	N/A	<p><u>Registration documents</u></p> <ol style="list-style-type: none"> <li>1. Copy of Business registration documents.</li> <li>2. Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.</li> </ol>	Submit a copy of registration in the country
11	N/A	<p><u>Bidder's Portfolio</u> With a description of:</p> <ul style="list-style-type: none"> <li>- experience of at least the last 3 years (prior to bid opening date) in delivering personal security, operational safety, or risk management training sessions, indicating the name of the clients (enterprises, institutions, and organisations), type of training sessions, year of service provision</li> <li>- experience of at least the last 3 years (prior to bid opening date) in providing Short-Range Drone Awareness and Countermeasures training, or similar training related to drone risk situational awareness and emergency response., indicating the name of the clients (enterprises, institutions, and organisations), type of training sessions, year of service provision</li> </ul>	Bidders` template is acceptable

		- other information, which Bidder may consider to deliver as relevant to this tender	
12	N/A	<u>Valid permits (or official authorization letters) for the use of pyrotechnic materials at the designated training location, issued by competent authority of Ukraine or official letters from bidders confirming that they will obtain abovementioned permit (or official authorization letter) for the use of pyrotechnic materials at the designated training location, issued by competent authority of Ukraine, before the Purchase Agreement is signed may be considered acceptable at the tender stage</u>	Submit a copy
13	N/A	<u>Valid permits (or official authorization letters) for drone operations (including take-off, flight, and landing) at the designated training location, issued by competent authority of Ukraine duly authorized to grant permission for the lawful use of drones for training purposes Or official letters from bidders confirming that they will obtain abovementioned permit (or official authorization letter) for drone operations (including take-off, flight, and landing) at the designated training location, issued by competent authority of Ukraine duly authorized to grant permission for the lawful use of drones for training purposes, before the Purchase Agreement is signed may be considered acceptable at the tender stage</u>	Submit a copy
14	N/A	Statement of satisfactory performance: a minimum of three reference letters from previous clients, including referees' contact information, who have previously engaged the bidder for delivering personal security, operational safety, or risk management training sessions, attesting to satisfactory performance	Submit copies
15	N/A	Financial and Professional capability record with financial annual turnover reports for at least the last three years of a minimum of EUR 50,000.00	Submit copies of Financial Report (Form 2 for suppliers <u>registered in Ukraine</u> ) for the last three years / any other Financial Report from the country of registration of the <u>non-resident's</u> bidder for the last three years  <b>Criteria for Bidders:</b> Bidder must have the financial capacity - average annual turnover for the previous three (3) years of a minimum of EUR 50,000.00 (calculated as the total net income for the three years divided by three)

## 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 with 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 #	Technical criteria	Points	Weighting in technical evaluation
1	<b>Bidder's Methodology, Approach and Capacity to conduct Short-Range Drone Awareness &amp; Countermeasures Training</b>	1-10	40%
1.1	The Bidder's methodology and approach to conduct Short-Range Drone Awareness and Countermeasures Training use appropriate theoretical and practical methods, including training duration and a well-structured agenda (training programme) in line with ToR. The training programme integrates theory and practical exercises in a logical sequence and covers all topics requested in the ToR, ensuring that participants acquire the necessary knowledge and skills required to respond effectively to potential drone threats.  <i>Confirmation will be: Technical Proposal (Annex G); training materials (if any), training programme presentations (if any)</i>	1-10	20%
1.2	Availability and adequacy of necessary equipment, tools, materials, and safety resources for Short-Range Drone Awareness and Countermeasures Training, including specialized equipment or resources to be utilized (e.g. drones for demonstration, frequency detectors, simulation tools, Drone detection equipment); availability of suitable premises for theoretical and practical sessions, and distance between them, Outdoor or semi-controlled areas suitable for conducting practical exercises, simulations, as well as proposed accommodation (for two-day training format); the overall suitability of the venue for training delivery with the requirements of the Terms of Reference. Meals and Refreshments, and compliance of all the above with the requirements of the ToR.  <i>Confirmation will be: Technical Proposal (Annex G)</i>	1-10	10%
1.3	Bidder's health and safety policies and procedures align with industry standards and DRC requirements (according to ToR), as well as their ability to ensure the safe delivery of the training programme  <i>Confirmation will be: Technical Proposal (Annex G), Bidder's health and safety policies and procedures</i>	1-10	10%

<b>2</b>	<b>Bidder's reputation and experience on the market</b>	1-10	<b>25%</b>
2.1	<p>Bidder experience of at least the last 3 years (prior to bid opening date) in delivering personal security, operational safety, or risk management training sessions.</p> <p>Provision of personal security, operational safety, or risk management training sessions for non-governmental/humanitarian organisations <i>will an advantage</i></p> <p><u>Confirmation will be:</u> Bidder's Portfolio, Bidder's registration documents, Letters of Reference</p>	1-10	10%
2.2	<p>Bidder demonstrates experience of at least the last 2 years (prior to bid opening date) in providing Short-Range Drone Awareness and Countermeasures training, or similar training related to drone risk situational awareness and emergency response.</p> <p>Provision of abovementioned services to humanitarian sector will be an advantage</p> <p><u>Confirmation will be:</u> Bidder's Portfolio, Letters of Reference, copies of previous contracts of conducting similar trainings )</p>	1-10	15%
<b>3</b>	<b>Team Composition and Trainers Experience</b>	1-10	<b>35%</b>
3.1	<p>Suitability and adequacy of the proposed instructor team composition for the delivery of Short-Range Drone Awareness and Countermeasures Trainings, including, at a minimum, the following roles:</p> <ul style="list-style-type: none"> <li>• Lead Instructor – main responsible for drone awareness</li> <li>• Deputy Lead Instructor – second responsible for drone awareness training</li> <li>• EORE Instructor</li> </ul> <p><u>Confirmation will be:</u> Technical Proposal (Annex G, including the proposed team composition), CVs of proposed instructors (Annex H or Bidder's template with relevant information)</p>	1-10	10%
3.2	<p><u>Lead instructor and Deputy Lead Instructors demonstrate:</u></p> <ul style="list-style-type: none"> <li>• Up-to-date, valid diploma or certificate from a recognized UAV (drone) operator training school, including any training provider officially registered in Ukraine or operating on the Ukrainian market and delivering structured UAV operator training programs in line with national regulations and widely accepted industry practices.</li> <li>• Up-to-date, valid certificate confirming practical application of UAVs in operational or field environments, such as completion certificates from recognized practical UAV training programs (e.g., tactical/field UAV courses, or ISR (Intelligence, surveillance, and reconnaissance) drone operation training, or equivalent programs delivered by</li> </ul>	1-10	15%

	<p>training providers operating in Ukraine), or documented proof of field deployment and operational use issued by an employer, military unit, or humanitarian organization.</p> <ul style="list-style-type: none"> <li>• Minimum of two years of relevant operational experience, preferably in high-risk or conflict-affected settings (will be an advantage), including proven practical experience in drone operations (mission planning, flight execution, and post-mission analysis) and in operating or advising on risk mitigation in high-threat or drone-affected environments.</li> <li>• Higher education (Bachelor Degree) in a relevant field, such as aviation, engineering, military studies, or security studies, specifically related to drone operations or air defense forces will be advantages.</li> <li>• Fluency in English and Ukrainian (not less than B2)</li> </ul> <p><u>Will be an advantage:</u></p> <ul style="list-style-type: none"> <li>• Minimum of two years of relevant operational experience in high-risk or conflict-affected settings</li> <li>• Higher education (Bachelor's degree) in a relevant field related to drone operations or air defence forces</li> </ul> <p><i>Confirmation will be: Lead and Deputy Instructors' CVs (Annex H or Bidder's template with relevant information), copies of abovementioned diplomas and certificates</i></p>		
3.3	<p><u>EORE instructor demonstrates:</u></p> <ul style="list-style-type: none"> <li>• Up-to-date certified EORE (Explosive Ordnance Risk Education) instructor qualification, delivered by a recognized mine action training organization, training centre, or accredited operational operator.</li> <li>• Proven experience of at least 3 years delivering EORE training sessions in humanitarian, conflict, or post-conflict settings, including the use of drone detection equipment.</li> <li>• Fluency in English and Ukrainian (not less than B2)</li> </ul> <p><i>Confirmation will be: CV (Annex H or Bidder's template with relevant information), copy of abovementioned certificate</i></p>	1-10	10%

Please note that bids shall respond to all criteria, or their bid may be disqualified. A technically compliant proposal will be a proposal that scores at least 5.0 points in the factor analysis per each criteria based on the set of technical indicators.

### C. Financial Evaluation

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

Note: After the award, DRC reserves the right to conduct a site visit and reject the supplier if the training premises, HEAT equipment, or site arrangements do not match the Supplier's tendered proposal. The visit will verify:

- Compliance with the training classroom, practical exercise areas, distance between theoretical and practical areas, accommodation (for two-day format), and overall suitability of the venue for **Short-Range Drone Awareness & Countermeasures Training** delivery according to the Terms of Reference (ToR).

- Availability and compliance of proposed equipment, tools, materials, and safety resources for **Short-Range Drone Awareness & Countermeasures Training** exercises.
- Practical effectiveness of safety measures, including first aid equipment, in line with the Bidder's declared policies and ToR requirements.
- Practical ability of Lead, Deputy Lead Instructors and EORE Instructor to deliver **Short-Range Drone Awareness & Countermeasures Training** fluently in English and Ukrainian (minimum B2), demonstrating strong expertise, instructional, and facilitation skills for scenario-based and practical training.

#### **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 **Technical Proposal Annex G (Bidder's template containing all the information required in Annex G is permitted), Annex H. CV of Proposed Key Personnel (Bidder's template containing all the information required in Annex H is permitted), and Financial Bid Form (Annex A.2).**

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

- Annex A.1 Terms of Reference
- Annex A.2 Bid Form (Financial)
- Annex B. Tender and Contract Award Acknowledgement Certificate
- Annex C. Supplier Profile and Registration Form
- Annex D. Supplier Code of Conduct
- Annex E. General Conditions of Contract
- Annex F. Clarifications on the legal basis of VAT exemption in Ukraine
- Annex G. Technical Proposal
- Annex H. CV of Proposed Key Personnel along with required certificates and diplomas
- Registration documents, as outlined in the section A
- Bidder's Portfolio, as outlined in the section A
- Valid permit for the the use of pyrotechnic materials at the designated training location, issued by competent authority of Ukraine, as outlined in section A
- Valid permit for drone operations (including take-off, flight, and landing) at the designated training location, issued by competent authority of Ukraine duly authorized to grant permission for the lawful use of drones for training purposes, as outlined in section A
- Statement of satisfactory performance: Reference letters from a minimum of three organizations or clients who have engaged the bidder for HEAT training services previously, attesting to satisfactory performance
- Financial and Professional capability record with financial annual turnover reports for at least last three years

Bids not submitted on Annex 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 Bidders 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 (option 1):**

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 Annex G (Bidder's template containing all the information required in Annex G is permitted), Annex H (Bidder's template containing all the information required in Annex H is permitted), and 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-2026-016**  
**TECHNICAL BID**  
Bidder Name:

RFP No.: **RFP-UKR-2026-016**  
**FINANCIAL BID**  
Bidder Name:

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

RFP No.: **RFP-UKR-2026-016**  
  
17/52 Bohdana Khmelnytskoho  
street, 01054 Kyiv Ukraine

**B. Email submission (option 2)**

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 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 Annex G, Annex H (Bidder's templates containing all the information required in Annexes G, H is permitted), and 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. Documents in MS Word or excel formats, will result in the bid being disqualified.
- 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 EUR. No other currencies are acceptable.

There are two options for a contract conclusion:

1) a contract in EUR will be concluded with the REPRESENTATION OF DANISH REFUGEE COUNCIL IN UKRAINE and all payments will be conducted in UAH according to the exchange rate of UAH to EUR set by the National Bank of Ukraine (NBU) on the date of Service Order. 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 EUR will be concluded with DRC HQ (Denmark) and payments will be proceeded in 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 English or both in English – Ukrainian.

**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**

N/A for this tender.

**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 confidentially 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 confidentially 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. If the selected Bidder withdraws its Bid, DRC shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, DRC shall withhold such Bid security until the issue has been resolved.

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.

The bidders who want to attend the tender opening should be present at the DRC address stated above on the bid opening date and time.

The bidders who want to attend the online tender opening must email [ukr-procurement@drc.ngo](mailto:ukr-procurement@drc.ngo) and present their interest in attending it not later COB the day before the tender opening. DRC will provide a link to those bidders before the tender opening ceremony. The bidders who did not bid cannot attend the tender opening ceremony.

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.

#### **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), Lina Chaplynska.

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 Terms of Reference
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. Supplier Code of Conduct
6. Annex E. General Conditions of Contract
7. Annex F. Clarifications on the legal basis of VAT exemption in Ukraine
8. Annex G. Technical Proposal
9. Annex H. CV of Proposed Key Personnel

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.

Yours sincerely,  
Representation "Danish Refugee Council in Ukraine"