

**Cover letter**

**For the tender participation file**

*Shelter kits & heating appliances, International call for tender distributions in response to the basic needs of conflicts affected and vulnerable people in Ukraine.*

*In Ukraine, December 2023*

Tender reference: **UKR/COO/23/AO/007**\_ *Shelter kits & heating appliances*

Object : Conditions for participation in the tender

Dear tenderer,

You had withdrawn a documentation for participation in the tender referenced above for the market award of *Shelter kits & heating appliances* in **Kyiv, Ukraine 2023**. To register your application, you must imperatively submit the documentation before **16th January of 2024, 12:00 pm**, to the following address:

*PREMIERE URGENCE INTERNATIONALE*

*Shevchenkivskui district*

*50, Sichovyh Striltsiv str,*

*Kyiv, Ukraine*

The documents will be submitted in **SEALED and ANONYMOUS** envelopes. The only mentions allowed on the envelopes are the reference to the tender and the number of lot/s concerned.

The documents in electronic version (scanned) can only be sent to:

* [tender@premiere-urgence-ukr.org](mailto:tender@premiere-urgence-ukr.org)

The applications have to include the following documents, duly completed, stamped and signed:

* The tender participation file;
* Annex A: Submission form;
* Annex B: Model of financial offer or equivalent proposed by the bidder;
* Annex C: Model of bid guarantie;
* Annex D: Model of financial identification;
* Annex E: Production capacity (optionnal);
* Annex F: Competitive criterias (optionnal);
* Annex G: List of additionnal documents (optionnal).

The additionnal documents to be listed in the Annex G must imperatively includes:

* Legal authorization for commercial activities in the country, delivered by the relevant ministry
* Certificate of tax situation of previous year;
* Copy of identity card of legal representative.

**IMPORTANT : Before completing the tender participation file and collecting the requested documents, the candidate must ensure it will not match the criterias of ineligibility and exclusion, otherwise he will be eliminated.**

If, after reading this letter, you decide not to participate to the tender, we would be grateful if you inform us about it in writing, explaining your reasons.

Regards,

Logistics Coordinator PUI, Ukraine 2023