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**TENDER**

**PARTICIPATION FILE**

**For awarding a contract of**

**Shelter kits & heating appliance**

UKR/COO/23/AO/007

Shelter kits & heating appliance distributions in response to the basic needs of conflicts affected and vulnerable people in Ukraine.

**December 2023**

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**FOREWORD**

This Tender participation file, containing the annexes, constitutes the central document to fill under the tender procedure as defined in the Procurement procedures guidelines of Première Urgence Internationale.

Here are specified details of the procedure to follow, principles to be respected, information and documents to provide.

For any further information, please follow the procedure described in the paragraph 2.7.

1. **PRESENTATION OF PREMIERE URGENCE INTERNATIONALE**

The aim of Première Urgence Internationale (PUI) is to provide a comprehensive response to all the basic needs of populations affected by humanitarian crisis, from emergency until recovery of autonomy. PUI's strategy is based on an integrated approach when defining projects with various medical and non-medical expertise. PUI’s action is developed in partnership with the local communities, the authorities and the civil society.

**Première Urgence Internationale in Ukraine has been operational since 2015 in the Donetsk region, on both sides of the contact line. Faced with a humanitarian situation that has resulted in multi-sectoral needs for the populations, Première Urgence Internationale has developed an integrated approach combining health, mental health, access to water, hygiene and sanitation in health infrastructures. Thus, Première Urgence Internationale has directly supported beneficiaries (free access to medicines) and the health and social system of this region (provision of medical equipment).**

**Since February 24th, in the context of an unprecedented humanitarian crisis in Ukraine, Première Urgence Internationale has been responding to the most urgent needs of the civilian population. Première Urgence Internationale has deployed its teams in the regions of Lviv, Dnipro, Poltava, Kharkiv and Donetsk, in order to support internally displaced persons living in reception centers with free health, mental health and protection consultations, and local Ukrainian organizations and structures with in-kind donations.**

To get more information on PUI missions worldwide missions, visit our website at:

[https://www.premiere-urgence.org](https://www.premiere-urgence.org/)

https://www.premiere-urgence.org

1. **PROCEDURE TO BE FOLLOWED**

By submitting his offer, the Tenderer accepts, without restriction, all the general and specific conditions that govern the award of this contract, as the sole basis of this tender procedure, whatever his own conditions of sale which he hereby waives.

The Tenderer acknowledges that he had reviewed carefully all the instructions, contractual provisions and specifications contained in this tender participation file and he comply with them.

The Tenderers are demanded to respect all the procedures described below. The offers that do not respect the required terms and forms will be automatically rejected.

* 1. **Participation**

The participation in this tender is open to all the natural or legal persons who respect the ethical criteria described in the Special Conditions below.

* 1. **Calendar**

|  |  |  |
| --- | --- | --- |
| **Step** | **Date** | **Time** |
| Call for applications (publication of tender announcement) | 03rd January 2024 | 12h |
| Beginning of withdrawal of the tender participation file | 03rd January 2024 | 12h |
| Deadline for requesting an information | 19th January 2024 | 12h |
| **Deadline for submitting offers** | **24th January 2024** | **12h** |
| Public offers opening session | 25th January 2024 | 10h |
| Contract award (except if unsuccessful procedure) | 29th January 2024 | 12h |
| Contract signature | 31st January 2024 | 12h |

The proposed previsional calendar may be subject to changes. If this is the case, PUI will notify candidates as soon as possible.

* 1. **Language and currency**

The offers, the correspondence and the documents related to the offers exchanged between the Tenderer and PUI, the contracting authority, must be written in the language of the procedure, in **English.**

The enclosed documents and the printed leaflets provided by the Tenderer may be written in another language but for all that they have to be accompanied by the accurate translation into the language of the procedure. For the purposes of the interpretation of the offer, the language of the procedure will prevail.

The offers must be denominated in **US Dollars (For Ukrainian Companies payment will have to take place in Ukrainian Hryvnia according exchange rate of National Bank).** The VAT and other taxes will be specified if necessary, depending on the country, the current legislation and the rules of the donor concerned.

* 1. **Quality**

The bidder is required to provide **samples for Lots 1 and 2.** As for **Lot 3, technical catalogs** must be provided for the committee to assess. Failure to provide samples will result in the rejection of the bid, rendering it non-evaluable.

Furthermore, the goods, works and/or services will comply with all the corresponding legal requirements in force in the country.

* 1. **Presentation of lots**

This offer includes **3 lots** items.

* Each line of item must be clearly identified:
* *The name of the item ;*
* *The quantity ;*
* *The unit price ;*
* *The total price.*
* The items must be also specify:
* *The weight; volume*
* *The technical specifications.*
* **The price of transport** must be detailed on a separated line according to each lot’s distribution plan of items (Lviv, Dnipro, Kharkiv in Ukraine), included and detailed in the price of the offer.
* **The kitting service is required in the offer and must be priced accordingly.** It must be detailed on a separated line according to the distribution plan of items and included in the price of the financial offer.

**Details of lots:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Lot 1\_Shelter kits\_BHA | | | | | | | |
| N° of Item | Items | | Technical specifications | Unit | Quantity  Total requested | Quantity to Dnipro | Quantity to Lviv | Quantity to Kharkiv | Quantity per Kit |
| 1 | Reinforced bag 60×50×40 cm. | | 60×50×40 cm. Heavy-duty carrier bag, preferable made of thick splash-proof cotton  No preferred colors | pc | 1180 | 400 | 400 | 400 | 1 |
| 2 | Blanket - 140×200 cm | | Woven, dry-raised on both sides  Material: minimum 30 % wool virgin material- up to 70% other  virgin fibers (cotton or cotton/synthetic mix)  No preferred colors  Min 500 g/m2 | pc | 2360 | 800 | 760 | 800 | 2 |
| 3 | Bedlinen - Sheets:145×210 cm | | Sheets:145×210 cm  free from Volatile Organic  Components (VOC)  No preferred colors | pc | 2360 | 800 | 760 | 800 | 2 |
| 4 | Set of Towels 50×90cm | | Material: minimum of 50% cotton, up to 50 % other fibers. Weight: minimum 400 g/m²  Suitable for human use and free from Volatile Organic Components (VOC), not irritating to skin or have a bad smell  No preferred colors | pc | 1180 | 400 | 380 | 400 | 1 |
| 5 | Set of Towels 70 ×140 cm | | Material: minimum of 50% cotton, up to 50 % other fibers. Weight: minimum 400 g/m²  Suitable for human use and free from Volatile Organic Components (VOC), not irritating to skin or have a bad smell.  No preferred colors | pc | 1180 | 400 | 380 | 400 | 1 |
| 6 | **Basin plastic of 20 L capacity** | | Basin plastic of 20 L capacity  No preferred colors | pc | 1180 | 400 | 380 | 400 | 1 |
|  | | Kitting option :   * Total of Kits: 1 180 units * Transport:   + 400 kits to be delivered to Kharkiv, Ukraine   + 400 kits to be delivered to Dnipro, Ukraine   + 380 kits to be delivered to Lviv, Ukraine | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lot n°2\_Kitchen Shelter kits\_BHA | | | | | | | | | | | | | | | | |
| N° of Item | | Items | | Technical specifications | | Unit | | Qty  Total requested | | Qty/ to Lviv | | Qty/ to Dnipro | | Qty/ to Kharkiv | | Qty/ per Kit (option) |
| 1 | | Cup - Stainless steel | | Inner volume: minimum 0.3 litres.  Thickness: minimum 0.5 mm in the center of the bottom; and minimum 0.4 mm at 20 mm from the  top of the wall. | | pc | | 5900 | | 1900 | | 2000 | | 2000 | | 5 |
| 2 | | **Fork - Stainless steel** | | Length: minimum 17 cm.  Thickness: minimum 1.5 mm at the back of the tines. | | pc | | 5900 | | 1900 | | 2000 | | 2000 | | 5 |
| 3 | | **Kitchen Knife** | | Length: minimum 15 cm.  Thickness: Blade minimum 1.5 mm, measured at the middle of the blade. | | pc | | 2360 | | 760 | | 800 | | 800 | | 2 |
| 4 | | Table knife - Stainless steel | | Length: minimum 17 cm.  Thickness: Back of the blade: minimum 1 mm, measured at the middle of the blade. | | pc | | 5900 | | 1900 | | 2000 | | 2000 | | 5 |
| 5 | | Table spoon - Stainless steel | | Volume: minimum 10 ml.  Length: minimum 17 cm. | | pc | | 5900 | | 1900 | | 2000 | | 2000 | | 5 |
| 6 | | Steel bowl - Stainless steel Diameter 14cm | | Inner volume: minimum 1 litre.  Thickness: minimum 0.5 mm in the center of the bottom.  Height: 5-7 cm. | | pc | | 5900 | | 1900 | | 2000 | | 2000 | | 5 |
| 7 | | **Steel plates** | | Inner volume: minimum 0.75 litres.  Thickness: minimum 0.5 mm in the center of the bottom.  Diameter: 24-25 cm | | pc | | 5900 | | 1900 | | 2000 | | 2000 | | 5 |
| 8 | | Cooking pot big 5-7 l / stainless steel or aluminium cooking pot | | Internal diameter: minimum 22 cm, maximum 24.5 cm.  Thickness: minimum 0.8 mm in the center of the bottom; and minimum 0.6 mm at  20 mm from the top of the wall | | pack | | 1180 | | 380 | | 400 | | 400 | | 1 |
| 9 | | Kettle / Stainless steel | | Volume 2L  Suitable for use on gas electic cooktops | | pc | | 1180 | | 380 | | 400 | | 400 | | 1 |
| 10 | | Frying pan 23-25 sm - Stainless Steel | | Internal diameter: adapted to serve as a lid for the 7-litre cooking pot. | | pc | | 1180 | | 380 | | 400 | | 400 | | 1 |
| 11 | | Ladle - Stainless steel | | Volume: minimum 100 ml.  Length: minimum 30 cm.  Thickness: minimum 1 mm in the center of the scoop | | pc | | 1180 | | 380 | | 400 | | 400 | | 1 |
| 12 | | Cooking spoon - Stainless steel | | Volume: minimum 35 ml.  Length: minimum 30 cm.  Thickness: minimum 1 mm in the center of the scoop | | pc | | 1180 | | 380 | | 400 | | 400 | | 1 |
| 13 | | Scouring pad  . | | Material: stainless steel wire scouring pad.  Weight: minimum 20 g. | | pc | | 1180 | | 380 | | 400 | | 400 | | 1 |
| 14 | Hermetic bag to carry the kit. | | Light, hermetic, and easy to transport.  No preferred colors. | | pc | | 1180 | | 380 | | 400 | | 400 | | 1 | |
| Kitting option :   * Total of Kits: 1180 units * Transport:   + 400 kits to be delivered to Kharkiv, Ukraine   + 400 kits to be delivered to Dnipro, Ukraine   + 380 kits to be delivered to Lviv, Ukraine | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lot n°3\_Heating appliance | | | | | | | | |
| *N° of Item* | *Items* | *Technical specifications* | *Unit* | *Total qty* | *Qty Lviv* | *Qty Dnipro* | *Qty Kharkiv* | *Quantity per Kit* |
| 1 | Gas Stove Set with full gas cylinder | Power: 2.5W - Including quality certificate for safety - 8l propane cylinder -  Gas consumption: 150 g/hour - Including stove for food preparation (see picture) - Thickness of cylinder: min 2 mm" | pc | 145 | 0 | 45 | 100 | No kits |
| 2 | Boiler 80 liter | BOMB, L 80  Tena type - Dry  Tank shape - Narrow  Power, W - 1500  Heating temperature 65 ± 5 °C  Tank operating pressure - 8 bar  Protection class - IP 24  Weight, kg 24.5  Height, mm 1184  Width, mm 380  Depth, mm 400" | pc | 103 | 0 | 58 | 45 | No kits |
| 3 | Infrared heater (on casters) | Material: Metal;  Power consumption: 0.7 kW;  Working surface temperature: 80±5 t°C;  Heated area: 14-20 m2;  Weight: ~15 kg;  Presence of thermostat: no;  Supply voltage: 220 V;" | pc | 415 | 150 | 65 | 200 | No kits |
| Kitting option: No kitting   * Transport:   + 45 units of Gas Stove Set ; 58 units of Boilers ; 65 units of infrared heater to be delivered to Dnipro, Ukraine   + 100 units of Gas Stove Set ; 45 units of Boilers ; 200 units of infrared heater to be delivered to Kharkiv, Ukraine   + 150 units of infrared heater to be delivered to Lviv, Ukraine | | | | | | | | |

Première Urgence Internationale reserves the right to refuse an offer if the packaging system is considered inadequate, not practical or too fragile.

* 1. **Submission of bids**

The offers must be received before the deadline specified above and in the Cover letter for tender participation file. Each offer received after the deadline will be rejected. The duly completed offers must be sent to the following address or by email:

|  |  |
| --- | --- |
| *PREMIERE URGENCE INTERNATIONALE*  *Shevchenkivskui district*  *50, Sichovyh Striltsiv str,*  *Kyiv, Ukraine* | [*tender@premiere-urgence-ukr.org*](mailto:tender@premiere-urgence-ukr.org) |

Each Tender participation file, including all the annexes and accompanying documents must be submitted in a **sealed and anonymous envelope or by email** withmentioning only the following tender reference in object **: UKR/COO/23/AO/007**

Every offer having other mentions on the envelope may be rejected.

Tenderers will provide catalogues and all the certificates required to identify the items mentioned in their offer. The bidder is required to provide samples for Lots 1 and 2. As for Lot 3, technical catalogs must be provided for the committee to assess. Failure to provide samples will result in the rejection of the bid, rendering it non-evaluable.

PUI will not be obliged to reimburse the potential costs of delivery of the sample and will return them to the Tenderers if requested.

* 1. **Request for additional information’s**

The Tenderers may send their questions in writing no later than **5 days** before the deadline of submission of the offers, specifying the reference of the Tender at the above address or by email to:

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

If PUI, on its own initiative or in response to the request of a Tenderer, provides additional information about the tender procedure, it will also communicate this information in writing and simultaneously to all other potential Tenderers.

Any other attempt to communicate with PUI staff may lead to the elimination of concerned Tenderers.

* 1. **Offers opening session**

The Offers opening session is intended to check if the offers are complete, the tender guarantees provided, the documents duly signed and the submissions, in general, done properly.

The offers will be open in public session on **25th January 2024** by the Selection committee and any observers. The checklist of opening the offers will be available upon request.

During the offers opening session, only the general information (reference of the tender, name of Tenderer, concerned lot) will be shared publicly.

At the end of this session, the offers will be declared:

* ***Receivable****:* the offer will be evaluated by the Selection committee. (Note: The Selection committee may request from the Tenderer additional information or documents within a limited time. These additional information or documents will allow a more precise evaluation but not aim at correcting form errors or significant deficiencies that may have an impact on carrying out of the award of the contract or distort the competition ;
* ***Rejected****:* the offer is rejected.

After the offers opening session, no information on the process will be communicated, until the award of the contract.

Any attempt of a Tenderer to influence the Selection committee in the tender selection process or to obtain information about its progress will lead to the immediate rejection of his offer.

* 1. **Evaluation of offers**

Evaluation criteria

|  |  |
| --- | --- |
| **Main criteria** | **Importance / coefficient** |
| Quality of items (certificate, catalogue) | 5 |
| Price  *Total price of the lot* | 5 |
| Delivery time, place, and modalities (in accordance with the need.) | 5 |

|  |  |
| --- | --- |
| **Secondary criteria (optional)** | **Importance / coefficient** |
| Recommendations from previous customers  *Number and quality of the recommendations* | 2 |
| Eco-friendly certifications/ Environmental policy of the company | 1 |

The criteria taken into account for the evaluation of offers by the Selection committee are divided into three types: administrative, technical and general. Each criterion will be considered and may lead to comparisons between the different offers.

The main criteria are the one that will be the most important in the evaluation of the offer. A score or a coefficient may be assigned to these criteria

Note: Evaluation criteria have to be included in the evaluation grids.

Offers evaluation session

The evaluation of offers will be carried out in private, behind closed doors by a Selection committee composed with representatives of PUI, representative of the donor and other external stakeholders.

During this session, the offers will be evaluated technically, administratively, financially and operationally according to specific criteria. The selected offer will comply with the criteria defined by PUI and will be the most advantageous for PUI.

Several Tenderers may be selected and sorted by rank.

If after the offers evaluation session, no offer is accepted, due to technical, administrative, financial or operational reasons, the Selection committee can revise its needs and contact all the Tenderers asking them for a revised offer under specific conditions. These revised offers will be evaluated by the Selection committee as a part of a complementary evaluation session.

This additional evaluation will be in accordance with the principles of transparency and free competition in force within PUI guidelines.

* 1. **Awarding the contract**

The contract will be awarded only subject to obtaining funds from the donor for the above mentioned project. If not, PUI will not be responsible for reimbursement to Tenderers for costs of participation in this tender.

At the end of the offers evaluation session, the contract will be awarded to Tenderer in a conditionally way and he will be proposed a contract by PUI. Only after his acceptance of this contract and its clauses, the contract will be awarded in a definitive way.

In case the selected Tenderer does not accept the proposed contract, it will not be awarded to him. The contract will then be proposed to the second or even to the third Tenderer in order of ranking. The contract will be awarded definitively to the Tenderer who will accept it.

* 1. **Failure of the procedure and cancellation**

Finally, if after the offers evaluation session, no offer is retained and if the Selection committee does not consider additional evaluation, the **tender will be declared unsuccessful**. The failure of the procedure will be formalized through the Evaluation report. All the Tenderers will be contacted by PUI to be informed.

A negotiated procedure with four quotations may be then considered. PUI may also reserves the right, at this stage, not to go on with the procedure and thus not award the market / the contract.

In the exceptional circumstances listed below, **the Selection committee may cancel** the procedure:

* *In case of force majeure (war, conflict, natural disaster, degradation of security context, etc.) making impossible the normal execution of the project;*
* *The donor suspends its funding for the execution of the project;*
* *Irregularities in the procedure have been confirmed, in particular to prevent fair competition.*

1. **GENERAL CONDITIONS**

The Supplier/s must comply with all the conditions mentioned below. These conditions are an integral part of the contract that will be signed with the selected supplier/s.

* 1. **Deadlines and delivery**

The Supplier will define a guaranteed deadline for delivery of products, services or works. This period must be clearly mentioned in the submitted tender.

The Supplier must comply with the quality and with the characteristics of the products described in this tender participation file. The quality and the specifications of the delivered products must be the same or equivalent to those of the samples submitted beforehand. Otherwise, the products may be refused.

All the products, services or works ordered by PUI must be delivered according to schedule and the conditions defined in the submitted offer, except modifications formalized in the contract to be signed and accordingly to PUI’s requirements. This includes all administrative, tax and custom formalities.

* 1. **Insurance**

Première Urgence Internationale assumes no responsibility for the losses or damages suffered by the provided products, services and/or works that may occur during the execution period and before the acceptance of these products, services and/or works. Therefore, it is up to the Supplier to secure the products, if necessary.

The Supplier, as well as his eventual subcontractors, will be covered by a supplier's liability insurance as a part of their activities related to the execution of the contract.

* 1. **Specific documentation**

The specific documentation for marketing or the qualitative certification of products considered sensitive (medical, nutritional, food-related, agricultural supplies, etc.) must be provided accordingly to PUI’s requirements.

The selected Tenderer agrees to responsible, financially and administratively, for all the necessary steps to follow in order to obtain such documentation.

1. **ETHICAL CONDITIONS**
   1. **Corruption, fraud, collusion and coercion**

PUI will reject any proposition or end any contract of purchase or rental or execution of service, if one or several of the practices mentioned below are recognized as being used by the contractor, supplier, and service provider:

* Corrupt practice is defined as the offering, giving, receiving or soliciting, directly or indirectly, anything of value in order to influence improperly the activities of the Contracting authority;
* Fraudulent practice is any act or omission, especially a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, the Contracting authority to obtain a financial or other benefit or to avoid an obligation;
* Collusive practice is an undisclosed agreement between two or more tenderers or candidates designed to artificially alter the results of the tender procedure to obtain a financial or other benefit;
* Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender procedure to influence its activities.
  1. **Protection of children and social rights**

PUI, as specified in its charter and rules of procedure, fully complies with The International Convention on the Rights of the Child. It wishes to draw the attention of potential suppliers on Article N° 32 of this Convention, which states that children should not be subjected to work that could affect their right to education or have harmful effects on their health, their growth or their human development.

It is clearly specified to suppliers that it is not allowed to put children under age of 18 years old to work for the execution of any of their activities.

* 1. **Legality and transparency**

Each tenderer must follow and apply laws and regulations in force in the country where the products will be delivered and/or the services are executed, and ensure that its staff members, the persons they supervise and the staff members of its potential subcontractor follow and apply them as well. The Tenderer will not consider PUI as responsible for any breach of the above mentioned laws and regulations by its staff member, the persons they supervise or the staff members of its potential subcontractor.

In case of selection, the Tenderer will allow PUI or any other organization or person/body mandated by PUI to get access to its premises and documents. Furthermore, the Tenderer will provide PUI, upon request, with all documents related to the participation to the tender, the execution of the contract and its general activities.

* 1. **Criteria of inegibility and exclusion**

The Tenderers will be excluded in the following cases:

* They are under bankrupt or are the subject of bankruptcy or liquidation proceedings, judicial settlement or bankrupt's certificate, cessation of activity or are in any situation arising from a similar procedure provided for in national legislations or regulations;
* They are the subject of conviction by a judgment having the force of res judicata for any offence concerning their professional ethics;
* They committed a grave professional misconduct proven by any means which the Contracting authority can justify;
* They have not fulfilled obligations relating to the payment of social security contributions or their obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established or those of the country of the contracting authority or those of the country where the contract will be executed;
* They were the subject of a judgment which has the force of res judicata for fraud, corruption, participation in a criminal organization or any other illegal activity detrimental to its clients' financial interests;
* The supplier pledges and guarantees that neither its organization nor any of its subcontractors are involved in illegal activities of any kind or contribute to the financing of terrorism in any form;
* Following the award procedure of another contract or the procedure for granting a subsidy, they have been declared in serious breach for failure to comply with their contractual obligations;
* They are in a situation of conflict of interests during the procurement process;
* They are proven guilty of misrepresentation in supplying the information required by the humanitarian organization for participation in the contract or has not supplied such information.

The Tenderers must prove by any appropriate means that their situation is not one of the listed above.

1. **FINANCIAL OFFER**
   1. **Template**

The template proposed in the Annex B: Model of financial offer is given by way of an example. The Tenderer can use his own template, providing that it includes all the information specified in the Annex B: Model of financial offer.

* 1. **Technical specifications**

The models and the brands mentioned in the Description of the items of the Annex B: Model of financial offer, must be respected. If the Tenderer wishes to propose a model or a brand which he considerers as a better quality, he must provide information such as catalogue and certificate. If required by PUI, **a sample of the proposed item** will be sentwhen submitting of his offer. The bidder is required to provide samples for Lots 1 and 2. As for Lot 3, technical catalogs must be provided for the committee to assess. Failure to provide samples will result in the rejection of the bid, rendering it non-evaluable.

The lengths, thickness, weight and other dimensions are according to their indivisible units (Meter, Kilogram, 25 kg Bag, etc.).

* 1. **Unit price by thresholds**

If the quantities of items to order are not fixed and/or variable, especially under framework contract, digressive unit prices may be requested by thresholds.

* 1. **Transport**

The cost of transportation to the place of delivery will be specified on a separate line and not indexed to the unit cost of the items.

* 1. **Kitting**

The kitting service is optional and must be priced accordingly. PUI reserves the right to choose a supplier's offer with or without the kitting service.

* 1. **Validity**

The validity of the offer must be specified in time (month and/or year) from the date of submission of the offer or by specifying a due date.

1. **ANNEXES**

The forms listed below to print out and complete by the Tenderers:

* 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).

*Note: The parts in brackets […] are to be completed by the Tenderer.*

* 1. **Annex A: Submission form**

Tender reference: **UKR/COO/23/AO/007**

**1. CONTRACTING AUTHORITY:** PREMIERE URGENCE INTERNATIONALE

**2. TENDERER**

* 1. **Supplier:**

Name: [................................................................................................................................................]

Nationality: [........................................................................................................................................]

Legal structure: [.................................................................................................................................]

Registration number: [.........................................................................................................................]

Year of registration: [...........................................................................................................................]

Website: [ .................................................................................................................................….......]

* 1. **Representative:**

Name: [...............................................................................................................................................]

Position: [............................................................................................................................................]

Address: [............................................................................................................................................]

Telephone: [........................................................................................................................................]

E-mail: [..............................................................................................................................................]

* 1. **Subcontractor (****if appropriate):**

Name: [...............................................................................................................................................]

Nationality: [........................................................................................................................................]

**3. TENDERER'S DECLARATION**

In response to your letter of invitation to tender for the contract mentioned above, we, the undersigned hereby declare that:

**1.** We have examined and we accept in full the content of the tender documentation referred to above. We accept unconditionally and fully its disposals.

**2.** We offer to provide the goods and the services in accordance with the terms of the dossier, and the conditions and specified deadlines, without reservation or restriction and in accordance with the legislation of the country.

**3.** The price of our tender is: [.........................................................................................................] (in numbers), [.............................................................................................................................] (in letters).

**5.** This offer is valid for a period of [………………………………………………………………………] starting from the deadline of submission of tenders.

**6.** If our tender is accepted, we are committed to provide a performance bond in the amount of [....................................................................................................................................................].

**7.** We are submitting this offer in our name. We confirm that we are not tendering in another form for the same contract.

**8.** We commit to abide by the ethics clauses described in the Special Conditions of this documentation of participation. In particular, that we are not in any of the situations excluding us from participating in the contract award and that we are not in a situation of conflict of interests with any other candidate or participant in the tender procedure.

**9.** We will inform immediately the Contracting Authority of any change in the above circumstances. We also recognize and accept that any inaccurate and incomplete information may result in our exclusion from this tender.

**10.** We note that the Contracting Authority is not obliged to continue this invitation to tender and reserves the right to cancel the contract award, according to the conditions described in this documentation of participation. Any responsibility towards us will not incumbent on him by doing so.

Place: [................................................................................................................................................]

Date: [..................................................................................................................................................]

Representative's name: [....................................................................................................................]

Signature and stamp:

* 1. **Annex B: Model of financial offer**

Tenderers must submit a bid for each lot in which they are interested using the model of financial offer.

Details of the items quoted in the financial offer are provided in chapter “2.5. Presentation of lots”

Reference to the tender **UKR /COO/23/AO/007** **Lot No.: [1]**

Tenderer's name: [............................................................................................…………....................]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | **Technical designation and specifications** | Quantity | Unit | Unit price | Total price |
| 1 | Reinforced bag 60×50×40 cm. | 1180 | Piece | […] | […] |
| 2 | Blanket - 140×200 cm | 2360 | Piece | […] | […] |
| 3 | Bedlinen - Sheets:145×210 cm | 2360 | Piece | […] | […] |
| 4 | Set of Towels 50×90cm | 1180 | Piece | […] | […] |
| 5 | Set of Towels 70 ×140 cm | 1180 | Piece | […] | […] |
| 6 | **Basin plastic of 20 L capacity** | 1180 | Piece | […] | […] |
|  |  |  | **SUBTOTAL (A)**  **USD** | | […] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | **Transport** | Quantity | Unit | Unit price | Total price |
| 1 | Transport to Kharkiv – 400 kits | 1 | Lumpsum | […] | […] |
| 2 | Transport to Lviv -- 380 kits | 1 | Lumpsum | […] | […] |
| 3 | Transport to Dnipro – 400 kits | 1 | Lumpsum | […] | […] |
|  |  |  | **SUBTOTAL (B)**  **USD** | | […] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | **Kitting (option)** | Quantity | Unit | Unit price | Total price |
| 1 | Production of kits | 1180 | kits | […] | […] |
|  |  |  | **SUBTOTAL (C)**  **USD** | | […] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **TOTAL PRICE (A+B) + (C)**  **USD** | […] |

**Selection criteria for Lot 01:**

The selection criteria mentioned here are those mentioned in the section: “2.9. Evaluation of offers”.

Tenderers must provide precise information on the evaluation criteria for the bids mentioned below.

|  |  |  |
| --- | --- | --- |
| **Main criteria** | **Answer of the tenderer** | **Importance / coefficient** |
| Quality of items (certificate, catalogue) | […] | 5 |
| Price  *Total price of the lot* | […] | 5 |
| Delivery time, place, and modalities in accordance with the need. | […] | 5 |

|  |  |  |
| --- | --- | --- |
| **Secondary criteria (optional)** | **Answer of the tenderer** | **Importance / coefficient** |
| Recommendations from previous customers  *Number and quality of the reco* | […] | 2 |
| Eco-friendly certifications/ Environmental policy of the company | […] | 1 |

Reference to the tender **UKR /COO/23/AO/007**  **Lot No. : [2]**

Tenderer's name: [............................................................................................…………....................]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Technical designation and specifications | Quantity | Unit | Unit price | Total price |
| 1 | Cup - Stainless steel | **5900** | Piece | […] | […] |
| 2 | **Fork - Stainless steel** | **5900** | Piece | […] | […] |
| 3 | **Kitchen Knife** | **2360** | Piece | […] | […] |
| 4 | Table knife - Stainless steel | **5900** | Piece | […] | […] |
| 5 | Table spoon - Stainless steel | **5900** | Piece | […] | […] |
| 6 | Steel bowl - Stainless steel Diameter 14cm | **5900** | Piece | […] | […] |
| 7 | **Steel plates** | **5900** | Piece | […] | […] |
| 8 | Cooking pot big 5-7 l / stainless steel or aluminium cooking pot | **1180** | Pack | […] | […] |
| 9 | Kettle / Stainless steel | **1180** | Piece | […] | […] |
| 10 | Frying pan 23-25 sm - Stainless Steel | **1180** | Piece | […] | […] |
| 11 | Ladle - Stainless steel | **1180** | Piece | […] | […] |
| 13 | Cooking spoon - Stainless steel | **1180** | Piece | […] | […] |
| 14 | Scouring pad  . | **1180** | Piece | […] | […] |
| 15 | Hermetic bag to carry the kit. | **1180** | Piece | […] | […] |
|  |  |  | **SUBTOTAL (A)**  **USD** | | […] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | T**ransport** | Quantity | Unit | Unit price | Total price |
| 1 | **Transport to Lviv, Ukraine**  380 kits | 1 | Lumpsum | […] | […] |
| 2 | **Transport to Dnipro, Ukraine**  400 kits | 1 | Lumpsum | […] | […] |
| 3 | **Transport to Kharkiv, Ukraine**  400 kits | 1 | Lumpsum | […] | […] |
|  |  |  | **SUBTOTAL (B)**  **USD** | | […] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | **Kitting (option)** | Quantity | Unit | Unit price | Total price |
| 1 | Production of kits | 1180 | Kits | […] | […] |
|  |  |  | **SUBTOTAL (C)**  **USD** | | […] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **TOTAL PRICE (A+B) + (C)**  **USD** | […] |

**Selection criteria for Lot 02:**

The selection criteria mentioned here are those mentioned in the section: “2.9. Evaluation of offers”.

Tenderers must provide precise information on the evaluation criteria for the bids mentioned below.

|  |  |  |
| --- | --- | --- |
| **Main criteria** | **Answer of the tenderer** | **Importance / coefficient** |
| Quality of items (certificate, catalogue) | […] | 5 |
| Price  *Total price of the lot* | […] | 5 |
| Delivery time, place, and modalities (in accordance with the need.) | […] | 5 |

|  |  |  |
| --- | --- | --- |
| **Secondary criteria (optional)** | **Answer of the tenderer** | **Importance / coefficient** |
| Recommendations from previous customers  *Number and quality of the recommendations* | […] | 2 |
| Eco-friendly certifications/ Environmental policy of the company | […] | 1 |

Reference to the tender **UKR /COO/23/AO/007**  **Lot No.: [3]**

Tenderer's name: [............................................................................................…………....................]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | **Technical designation and specifications** | Quantity | Unit | Unit price | Total price |
| 1 | Gas Stove Set with full gas cylinder | **145** | Piece | […] | […] |
| 2 | Boiler 80 liter | **103** | Piece | […] | […] |
| 3 | Infrared heater (on casters) | **415** | Piece | […] | […] |
|  |  |  | **SUBTOTAL (A)**  **USD** | | […] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | **Transport** | Quantity | Unit | Unit price | Total price |
| 1 | **Transport to Lviv,**  150 units ofinfrared heater | 1 | Lumpsum | […] | […] |
| 2 | **Transport to Dnipro,**  45 units of Gas Stove Set; 58 units of Boilers; 65 units of infrared heater. | 1 | Lumpsum | […] | […] |
| 3 | **Transport to Kharkiv,**  100 units of Gas Stove Set; 45 units of Boilers; 200 units of infrared heater | 1 | Lumpsum | […] | […] |
|  |  |  | **SUBTOTAL (B)**  **USD** | | […] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **TOTAL PRICE (A+B)**  **USD** | […] |

**Selection criteria for Lot 03:**

The selection criteria mentioned here are those mentioned in the section: “2.9. Evaluation of offers”.

Tenderers must provide precise information on the evaluation criteria for the bids mentioned below.

|  |  |  |
| --- | --- | --- |
| **Main criteria** | **Answer of the tenderer** | **Importance / coefficient** |
| Quality of items (certificate, catalogue) | […] | 5 |
| Price  *Total price of the lot* | […] | 5 |
| Delivery time, place, and modalities (in accordance with the need.) | […] | 5 |

|  |  |  |
| --- | --- | --- |
| **Secondary criteria (optional)** | **Answer of the tenderer** | **Importance / coefficient** |
| Recommendations from previous customers  *Number and quality of the recommendations* | […] | 2 |
| Eco-friendly certifications/ Environmental policy of the company | […] | 1 |

**6.3 Annex C: Professional references**

*Please, complete the following information as regards recent similar orders with your past clients.*

**1. CLIENT 1**

Name: [.............................................................................................................................................]

Legal structure: [...................................................................................................................…........]

Orders description: [................................................................................................….…………......]

Amount of orders: [.........................................................................................................……….......]

Year of orders: [...................................................................……………….......................................]

Contact person for reference: [...........................................................................………....................]

Position: [...........................................................................................................................................]

Telephone: [.......................................................................................................................................]

Email: [...............................................................................................................................................]

**2. CLIENT 2**

Name: [.............................................................................................................................................]

Legal structure: [...................................................................................................................…........]

Orders description: [................................................................................................….…………......]

Amount of orders: [.........................................................................................................……….......]

Year of orders: [...................................................................……………….......................................]

Contact person for reference: [...........................................................................………....................]

Position: [...........................................................................................................................................]

Telephone: [.......................................................................................................................................]

Email: [...............................................................................................................................................]

**3. CLIENT 3**

Name: [.............................................................................................................................................]

Legal structure: [...................................................................................................................…........]

Orders description: [................................................................................................….…………......]

Amount of orders: [.........................................................................................................……….......]

Year of orders: [...................................................................……………….......................................]

Contact person for reference: [...........................................................................………....................]

Position: [...........................................................................................................................................]

Telephone: [.......................................................................................................................................]

Email: [...............................................................................................................................................]

**6.4 Annex D: Financial identification**

***This annex is to fill in case that Tenderer cannot provide bank details of his bank.***

Tender reference: **UKR /COO/23/AO/007**

Name of Tenderer: [......................................……………...................................................................]

**ACCOUNT HOLDER**

Full name: [................................................................…….................................................................]

Address: [...........................................................................................................................................]

Country: [...........................................................................................................................................]

Nationality: [.......................................................................................................................................]

Telephone: [.......................................................................................................................................]

E-mail: [..............................................................................................................................................]

**BANK**

Name: [..............................................................................................................................................]

City: [...................................................................................................................................................]

Country: [.............................................................................................................................................]

Account number : [……........................……........................................................................................]

SWIFT code: [.........................................................….........................................................................]

**INTERMEDIARY BANK (IF APPROPRIATE)**

Name: [..............................................................................................................................................]

City: [...................................................................................................................................................]

Country: [.............................................................................................................................................]

Account number : [……........................……........................................................................................]

SWIFT code: [.........................................................….........................................................................]

Place: [................................................................................................................................................]

Date: [.................................................................................................................................................]

Name of account holder: [............……................................................................................................]

Signature and stamp:

Name of the bank: [.............................................................................................................................]

Signature and stamp:

**6.5 Annex E: Production capacity**

Reference to the tender: **UKR /COO/23/AO/007**  Lot No. : [...]

Tenderer's name: [........................................................................................................……………..]

1. List the producers involved in the execution of the contract to sign (name, location, activity).

[..................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

1. How do you evaluate your subcontractors in terms of quality, capacity, competitiveness and ethics?

[..................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

1. Give an estimate of your average lead time for an ordinary order.

[..................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

1. In what situations you could not respond to an order in ordinary deadline (difficulties of access, security degradation, abandonment of subcontractor, etc.)?

[..................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

1. Describe the conditioning (packaging) of goods to produce.

[...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

**6.6 Annex F : Competitive criteria (optional)**

1. What system have you set up to check on the status of your orders?

[...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

1. How quickly can you respond to a request quotation?

[...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

1. What are your regular working hours and how do you adapt to an urgent order?

[...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

1. What service do you propose to offer that sets you apart from your competitors?

[...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

1. Describe, if appropriate, the additional services that you offer to provide in the execution of the contract to sign.

[...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................]

**6.7 Annex G: List of additional documents**

Tender reference: UKR /COO/23/AO/007 Lot n°: [.................................]

Name of Tenderer: [……….................................................................................................................]

In order to complete the present tender participation file, each Tenderer is requested to provide documents according to their legal status (compulsory or facultative).

**Additional compulsory documents**:

* Legal registration documents in the country of the company;
* Certificate of tax situation of previous year.
* Copy of identity card of legal representative.
* Proof of insurance
* In case of sub-contracting, mention of the sub-contractors
* Certificate ensuring that the products are not manufactured or sourced in Russia or Belarus

The Tenderer can, on his own initiative, provide documents that are not requested if he considers it opportune.

**Complementary documents**:

* [.............................................................................................................................................] ;
* [.............................................................................................................................................] ;
* [.............................................................................................................................................] ;
* [.............................................................................................................................................] ;
* [.............................................................................................................................................].