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**Specification for the tender for procurement of hygiene kits**

1. **Customer profile.**

International Charitable Foundation “Alliance for Public Health” (hereafter – the Alliance) is a leading organisation of professionals who in cooperation with key public organisations, Ministry of Health and other government bodies support efforts to curb HIV/AIDS in Ukraine by overseeing prevention programmes and providing quality technical support and financial resources to the linking organisations. All of these efforts are directed at establishing in Ukraine universal access to comprehensive HIV/AIDS, Tuberculosis and VHC services and providing effective response to the epidemic at community level by building on achieved results and best practices. As an independent legal entity registered in Ukraine since 2003 and upon achieving administrative autonomy in January 2009 the Alliance shares the values and remains a member of the global Alliance for Public Health partnership – an international charitable organisation which unites 30 organisations world over with a Secretariat in Hove (UK).

The Alliance mission is to reduce spread of HIV and AIDS mortality and mitigate the adverse effects of the epidemic by supporting community action aimed at fighting HIV/AIDS in Ukraine as well as by sharing effective approaches to HIV prevention and treatment in Eastern Europe and Central Asia.

1. **Product description.**

2.1. The product is hygiene kits. The need is 8,500 sets

2.2. Hygienic set should have the following equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Product** | **Description** | **Unit** | **Quantity** |
| **1** | Dry shower | Dry shower with water | pce | 5 |
| **2** | Soap | Toilet soap | pce | 1 |
| **3** | Soap | Household soap | pce | 1 |
| **4** | Shampoo | Liquid shampoo 500 ml. | pce | 1 |
| **5** | Detergent | Universal washing powder 400g. | pce | 1 |
| **6** | Toothpaste | Toothpaste 50 ml. | pce | 1 |
| **7** | Toothbrush | Toothbrush for adults. | pce | 1 |
| **8** | Wet wipes | Antibacterial wet wipes 24 pcs. | pce | 1 |
| **9** | Comb | The plastic comb | pce | 1 |
| **10** | The hygienic pads | Sanitary pads for women 4 drops, 8 (10) pcs | pack | 1 |
| **11** | The disposable shaver | Disposable shaver 5 pcs., in a package | pack | 1 |
| **12** | Shopper | Fabric shopper (must accommodate the composition of the set) | pce | 1 |
| **13** | Disinfectant | Hand sanitizer (100ml) | pce | 1 |

2.3. According to the results of the tender, one supplier will be selected.

2.4. The Alliance reserves the right to increase or decrease the amount of goods to be procured within +/-20% of the total amount of goods to be procured.

**3. Product quality. Packaging**

3.1. The product must be new, in the original packaging.

3.2. The quality of the product is standard, determined by the manufacturer. At the request of the customer, quality certificates must be provided for all offered products.

3.3 The shelf life of the goods included in the set must be at least 18 months of shelf life from the date of delivery of these sets to the customer.

3.4. Each hygiene kit and shopper must be packed in an individual cardboard box, which will ensure the convenience of transportation and storage. The quality of the corrugated cardboard box is no worse than T-22 three-layer corrugated cardboard.

**4. Terms of delivery. Terms of payment.**

4.1. The product is delivered once. The desired delivery date is until September 30, 2024. The participant can provide his own delivery schedule in Appendix 4.

4.2. Terms of delivery: DAP, at the customer's address (Ukraine, 07400, Kyiv region, Brovary city, Brovarska Okruzhna road, 8). The address of the delivery warehouse may change within Kyiv region

4.4. A supply contract will be concluded and payment will be made

For residents: in Ukrainian hryvnias (calculated at the NBU exchange rate on the date of concluding the contract or providing the invoice)

For non-residents: in US dollars

4.5. Terms of payment – ​​50% advance payment or payment upon delivery (specified in the commercial offer).

**Payment for delivered goods will be made exclusively without VAT;**

**Delivery of this product is exempt from VAT!**

For the attention of potential resident suppliers! Pursuant to Article 1 (a) of the Agreement between the Government of Ukraine and the Government of the United States of America on Humanitarian and Techno-Economic Cooperation of May 7, 1992, this procurement is exempt from value added tax.

**5. Organizational requirements**

5.1. Subject of entrepreneurial activity under the legislation of Ukraine (legal entity or natural person)

5.2. The availability of experience and the ability to fulfill the requirements of the tender documentation is documented

**6. Key criteria for evaluation of Tender Applications**

The tender offer (together with its annexes) must meet and is evaluated according to the following criteria:

• compliance with the tender documentation

• the cost of the Goods

• delivery time

• terms of payment

• proven experience and reputation of the supplier: status of partnership with the manufacturer, experience of similar projects/works (if available);

Preference may be given to the offer that offers the lowest price and/or the shortest delivery time and/or the lowest advance payment and/or offers payment upon delivery with deferred payment and/or the best service conditions.

**7. Content of bids.**

Participants must include the following information in their Tender Applications:

1. Copies of registration documents (state registration certificate, tax payer certificate)

2. Samples of quality certificates for goods included in the set.

3. Photo or detailed description of the goods included in the set

4. Confirmation of experience in the execution of similar contracts (contracts/recommendation letters)

5. Completed and signed Annexes #1-4 to the Specification (in addition, a commercial offer in word or excel format)

**8. Requirements for Preparation of Bidding Documents.**

* 1. Participants can submit proposals in closed envelopes to the address of the Alliance **or in a password-protected archive to the e-mail address** [**tenders@aph.org.ua**](mailto:tenders@aph.org.ua)
  2. The public opening of bid envelopes will take place via ZOOM teleconference.
  3. Each tender participant who announced their intention to participate in the tender and submitted a price offer within the specified period will automatically receive a link to join the teleconference.
  4. During the opening procedure, all participants who sent an email offer must send their passwords to the chat. The opening of the archive and the announcement of price offers will take place online, and the entire process will be recorded in the disclosure protocol.
  5. Make sure your bid is properly structured. Documents must be drawn up in accordance with the list given in clause 11 of this Specification;
  6. The tender offer must contain a table of contents with a list of all submitted documents;
  7. All documents drawn up in languages ​​other than English must have a translation
  8. Proposals must be sent in an encrypted ZIP archive to a separate e-mail box [tenders@aph.org.ua](mailto:tenders@aph.org.ua). In the subject of the letter, it is necessary to indicate: Attention: Yuliya Lisova, tender for procurement of hygiene kits
  9. Proposals in printed form should be sent to the address Bulvarno-Kudryavska 24, bldg. 3, Kyiv, 01054, Ukraine. In the tender envelope, indicate:

|  |
| --- |
| *BIDDING PROPOSAL*  *from*  *(****procurement of hygiene kits)***  *DO NOT OPEN BEFORE 12:00 pm, August, 2024* |

**Annex# 1 to the Specification for the for procurement of hygiene kits**

General information

Please fill in the table below:

|  |  |  |
| --- | --- | --- |
| 1. | Full name of the company |  |
| 2. | Legal address of the company |  |
| 3. | Mailing address of the company |  |
| 4. | General manager of the company (name, title) |  |
| 5. | Contact phone of the company manager |  |
| 6. | Contact person on Application submission issues |  |
| 7. | Contact person phone number |  |
| 8. | Email |  |

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

holding the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on behalf of the company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) 20\_\_\_\_\_\_\_\_ (year).

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

**Annex #2 to the Specification for the procurement of hygiene kits**

Please familiarize yourself with the text below, complete the form and submit it to the Tender Committee (Organizers).

***To****:* ***ICF “Alliance for Public Health”***

Gentlemen and/or Ladies:

Our company confirms to have received bidding documents from bid organizer, comprising bid announcement, specification and attachments thereto. After having examined your invitation to participate in the bid we, the undersigned, hereby offer to deliver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list of products) in accordance with the received bidding documents, at the prices indicated in our pricing proposal attached hereto.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the tender documents, including the terms and condition specified in the draft-contract for delivery which is part of the Bidding Documents).

We agree to comply with our Bid for the validity period specified in the invitation, and undertake, that our company shall fulfill our proposal at any time before the indicated term of bidding proposal expires.

Until the moment that the agreement on above services is concluded and fulfilled by all parties this bidding proposal together with the official confirmation from ICF “Alliance for Public Health” on our proposal receipt and notification on the selected bid winner shall be binding upon both parties.

We understand that ICF “Alliance for Public Health” is not bound to accept the lowest or any bid it may receive.

We certify/confirm that we have the legal, financial, organizational and other capacity to enter into the contract for delivery of the announced goods.

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

holding the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(CEO)

on behalf of the company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) 20\_\_\_\_\_\_\_\_ (year).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

**Annex #3 to the Specification for the procurement of hygiene kits**

by signing this form, we confirm the following assurances, which are important for the conclusion of the contract with the ICF "Alliance for Public Health":

1. The Company (the legal entity that submits this and other documents for participation in the tender is specified below), any of its directors (members of the board of directors), members of the Company, its ultimate beneficial owner/owners, its officials or employees of the Company , or any agent, affiliate or other person acting on behalf of the Company, is not currently subject to US sanctions administered by the Office of Foreign Assets Control of the US Department of the Treasury or the US Department of State, the United Nations Security Council Nations, the European Union, Her Majesty's Treasury of the United Kingdom or other authorized sanctioning body.
2. The Company, and/or a member of the Company, and/or the ultimate beneficial owner of the Company are not included in the sanctions list of the National Security and Defense Council of Ukraine (in accordance with Article 5 of the Law of Ukraine "On Sanctions").
3. Personal special economic and other restrictive measures (sanctions) have not been applied to the Company's goods, services and/or works in accordance with Article 5 of the Law of Ukraine "On Sanctions".

**Composition of the final beneficiaries of the participant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the organization/ person's full name** | **Registration code/passport data** | **Registration address** | **Citizenship** | **Is the organization/ person included in the sanctions lists of the USA, the European Union, and Ukraine.** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# *signature] [position]*

Authorized to sign a commercial proposal for and on behalf of:

*[the company name] Company seal*

**Annex #4 to the Specification for the procurement of hygiene kits**

**Price proposal**

1. The price of the product is indicated in US dollars.

2. The supply contract will be concluded and payment will be made:

For residents: in Ukrainian hryvnias (calculated at the NBU exchange rate on the date of concluding the contract or providing the invoice)

For non-residents: in US dollars

3. The supply is exempt from VAT, all prices must be quoted exclusive of VAT.

4. The price of the offer must include assembly and delivery, if the delivery is not palletized, then unloading must also be included.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | Name of the product | Name of the proposed product, TM | Manufacturer, country of origin | Expiry date at the time of delivery | **Qnty** | Price in dollars, excluding VAT | Total cost, in dollars, excluding VAT |
| 1 | Dry shower with water |  |  |  | 5 |  |  |
| 2 | Toilet soap |  |  |  | 1 |  |  |
| 3 | Household soap |  |  |  | 1 |  |  |
| 4 | Liquid shampoo 500 ml. |  |  |  | 1 |  |  |
| 5 | Universal washing powder 400g. |  |  |  | 1 |  |  |
| 6 | Toothpaste 50 ml. |  |  |  | 1 |  |  |
| 7 | Toothbrush for adults. |  |  |  | 1 |  |  |
| 8 | Antibacterial wet wipes 24 pcs. |  |  |  | 1 |  |  |
| 9 | The plastic comb |  |  |  | 1 |  |  |
| 10 | Sanitary pads for women 4 drops, 8 (10) pcs |  |  |  | 1 |  |  |
| 11 | Disposable shaver 5 pcs., in a package |  |  |  | 1 |  |  |
| 12 | Fabric shopper (must accommodate the composition of the set) |  |  |  | 1 |  |  |
| 13 | Hand sanitizer (100ml) |  |  |  | 1 |  |  |
| 14 | Cardboard box |  |  |  | 1 |  |  |
| **Total cost of one set, dollars, excluding VAT** | | | | | | |  |
| **The total cost of the offer (8,500 sets), USD, excluding VAT** | | | | | | |  |

**5. Delivery term**

Please indicate the delivery time you offer:

**6. Terms of payment**

Please indicate the terms of payment that you offer (taking into account clause 4. Specifications):

Signed by me, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

acting in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(legal entity director)

on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) 20\_\_\_\_\_\_\_\_ (year).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)