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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 that are part of the Dignity Package

**The need is 21,640 hygiene kits**

2.2. Hygienic set should have the following equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Product** | **Description** | **Unit** | **Quantity** |
| **1** | Hygienic pads 6 drops | Hygienic pads 6 drops, 10 (8) pcs in a package unflavored | pce | 1 |
| **2** | Hygienic pads 4 drops | Hygienic pads 4 drops, 10 (8) pcs in a package unflavored | pcs | 2 |
| **3** | Shampoo | Liquid shampoo for all hair types in a 500ml plastic bottle | pce | 1 |
| **4** | Toothpaste | Toothpaste in a soft tube of 75 ml | pce | 1 |
| **5** | Toothbrush | Toothbrush for adults (medium hardness) in individual packaging | pce | 1 |
| **6** | Shower gel | Shower gel in a plastic bottle 250 ml | pce | 1 |
| **7** | Intimate hygiene gel | Sensitive (hypoallergenic) intimate hygiene gel in a plastic bottle with a dispenser 500ml | pce | 1 |
| **8** | Liquid hand soap | Liquid hand soap in a plastic bottle with a 500ml dispenser | pce | 1 |
| **9** | Hand cream | Hand cream in a soft tube of 100 ml | pce | 1 |
| **10** | Antiseptic for hands | Antiseptic for hands in the form of a spray in a plastic bottle of 50 ml | pce | 1 |
| **11** | Deodorant-antiperspirant | Aerosol deodorant-antiperspirant for women 150ml alcohol-free | pce | 1 |
| **12** | Fabric shopper | Fabric shopper (must accommodate the composition of the set) Material: cotton | pce | 1 |
| **13** | Cardboard box | Cardboard box approximately 25\*25\*30 cm in size. The quality of the corrugated cardboard of the box is no worse than three-layer corrugated cardboard T-22 (must accommodate the composition of the kit) | 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 product quality is standard. Products must have ISO 22716, ISO 9001 certification, accredited in the EU and/or other ISO certificates and/or other international quality certificates. The content of natural components should be more than 50% of the total composition of products..

3.3. At the request of the customer, quality certificates must be provided for all offered products.

3.4. 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. The product must be produced no earlier than 2024.

3.5. 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 November 8, 2024. The participant can provide his own delivery schedule in Appendix 4.

4.2. Terms of delivery: DAP, at the customer's address. Delivery to the customer's warehouse within the city of Kyiv or the Kyiv region. The exact delivery address will be provided at the stage of concluding the contract with the winner.

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).

**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. Certificates of ISO 22000, ISO 9001 accredited in the EU and/or other ISO certificates and/or other international quality certificates

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

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

5. Tender Guarantee

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

**8. Tender guarantee.**

8.1. A tender guarantee is an obligation of the bank (guarantor), issued at the request of a tender participant (principal), who expressed a desire to participate in the tender and presented his proposals to the tender organizer (beneficiary) to pay the latter the amount specified in the guarantee in the event of:

• the tenderer's refusal (withdrawal of the offer) from participation in the tender during the validity period of his tender offer or

• after receiving notification that his bid has won, the Bidder (i) does not sign or refuses to sign the supply contract, if required, or (ii) does not provide or refuses to provide a performance guarantee.

8.2. Tender guarantees of participants whose bids were rejected are returned within 3 working days, and to the winner after signing the Agreement.

8.3. The size of the tender guarantee: 0.2% of the total value of the offer. The warranty period is 120 days.

8.4. A typical form of a bank guarantee is provided in Appendix No. 5 to the specification.

8.5. The participant can also use other formats upon prior agreement with the tender organizer.

8.6. If the applicant provides several alternative offers (with different quantities, lots, terms of delivery, etc.), the amount of the guarantee is calculated from the amount of the offer with the highest value.

8.7. In the event that the participant does not provide a tender guarantee, his tender offer will be considered as not meeting the terms of the tender and will be rejected.

**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, October, 18, 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 | Total cost, in dollars |
| 1 | Hygienic pads 6 drops |  |  |  |  |  |  |
| 2 | Hygienic pads 4 drops |  |  |  |  |  |  |
| 3 | Shampoo |  |  |  |  |  |  |
| 4 | Toothpaste |  |  |  |  |  |  |
| 5 | Toothbrush |  |  |  |  |  |  |
| 6 | Shower gel |  |  |  |  |  |  |
| 7 | Intimate hygiene gel |  |  |  |  |  |  |
| 8 | Liquid hand soap |  |  |  |  |  |  |
| 9 | Hand cream |  |  |  |  |  |  |
| 10 | Antiseptic for hands |  |  |  |  |  |  |
| 11 | Deodorant-antiperspirant |  |  |  |  |  |  |
| 12 | Fabric shopper |  |  |  |  |  |  |
| 13 | Cardboard box |  |  |  |  |  |  |
| **Total cost of one set, dollars** | | | | | | |  |
| **The total cost of the offer (21,640 kits), USD** | | | | | | |  |

**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)

**Annex #5 to the Specification for the procurement of hygiene kits**

Tender Guarantee

**To:** \_\_(name, address)

**Date:** \_\_

**Tender Guarantee №:** \_\_

We were informed that the company \_\_, acting according to the laws of \_\_ located \_\_ (hereinafter called as the Bidder) have submitted an application dd. \_\_ 20\_\_ (Bid) to participate in the bidding for procurement of \_\_. Terms of the bidding require that all bids must be supported with a bidding guarantee.

Upon request of the Bidder we (name of the bank, registered in \_\_, located in \_\_ ) hereby irrevocably oblige to transfer to you the sum of \_\_ USD in case we receive your written request stating that the Bidder failed to fulfill own obligations:

(a) the Bidder recalled or refused to fulfill the terms of the Bid before expiry of its validity or

(b) having been informed of the winning status of one’s Bid the Bidder (i) refused to sign the contract or does not sign it or (ii) does not guarantee fulfillment of the contract in accordance with the Bidding conditions.

This guarantee takes effect on the date stated above. Its liability completely and automatically runs out on the date \_\_ without connection to being or not being returned to us. This guarantee loses its validity prior to the mentioned date in case you inform us of this in written. Therefore, any written request to make payments according to this guarantee must be passed to us in our office mentioned above before or on this date.

Every payment according to this guarantee will respectively decrease our liabilities.

This guarantee is regulated according to the «ICC Uniform Rules for Demand Guarantees, publication No. 758».

Any dispute regarding this guarantee is to be settled by a respective Ukrainian court according to Ukrainian legislation.

*Signature, seal*