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**Technical Specification for bidding № 2025-SW spirit wipes**

1. **Customer Profile.**

The International Charitable Foundation "Alliance for Public Health" (hereinafter Alliance) is a leading professional organization which in cooperation with the key civil society organizations, Ministry of Health and other governmental bodies is fighting HIV/AIDS in Ukraine, managing prevention programs and providing high-quality support and financial resources to the local organizations. All these efforts are aimed at achieving universal access to comprehensive HIV/AIDS services in the country and efficient community-based epidemic response. As an independent legal entity registered in Ukraine since 2003, Alliance shares the values and remains a member of the global International HIV/AIDS Alliance partnership (international charitable organization combining 30 organizations from different countries, with the Secretariat located in the city of Hove, Great Britain).

Alliance’s mission is to reduce the spread of HIV infection and AIDS mortality, as well as alleviate negative impact of epidemic through supporting community action against HIV/AIDS in Ukraine and disseminating effective approaches to HIV prevention and care throughout Eastern Europe and Central Asia.

The main programs currently carried out by the Alliance are supported by the Global Fund to Fight AIDS, Tuberculosis and Malaria.

This procurement is made within the framework of implementation of the programme "Sustaining Healthcare Response to HIV/AIDS and Tuberculosis in Wartime Ukraine” for 2024-2026 in accordance with the Grant Confirmation #3644 (UKR-C-AUA) dd. "19" December 2023, signed by the Global Fund to Fight AIDS, Tuberculosis and Malaria and ICF Alliance of Public Health. The overall goal of the program is to provide goods as a charitable aid to ensure appropriate treatment and prevention of patients.

1. **Goods Description.**

Lot 1 Spirit wipes.

* 1. Requirements to spirit wipes:
* sterile and disposable wipe soaked with spirit for external use (for treatment of skin before injection);
* composition: wipe made of nonwoven material (polypropylene), approximate size – 30x65 mm soaked with 70% spirit solution;
* packaging: sterile individual paper-foil package;
* spirit wipes must be packed in boxes (with multiplicity of approximately 100 or 200 pieces);
* shelf life: 75% but not less than three years at the time of delivery.

Procedures for goods quality control should be mandatory and carried out according to the international standards.

The goods delivered as well as their packaging should be produced in compliance with a quality control system certified in accordance with each of the following documents: standards ISO 9001:2011 and ISO 13485:2003.

* 1. **Packaging.**

The Goods package corresponds to the legislation of Ukraine. It preserves quality, safety and stability of Goods which it contains. All the packaging is duly sealed and protected from spoiling during transportation and unskilled use. The Goods packaging is sufficiently durable with regard to the influence of the possible adverse factors.

* 1. **Marking**
     1. Each individual package must have marking in Ukrainian:
* manufacturer's name;
* batch number;
* month and year of shelf life expiry;
* other information according to Ukrainian legislation.
  + 1. Special marking

Mandatory:

Each gross package (№ 100 or 200 pcs.) and each box of products has to have stickers made in accordance with layout which is given by the Alliance in Annex #3. The marking shall be made in the production process. Before producing, packaging design should be confirmed with Alliance.

1. Total amount of procurement. Delivery Terms. Payment Procedures.

3.1. Total amount to be procured, supply and payment terms, delivery schedule:

|  |  |  |
| --- | --- | --- |
| Lot No. | Name of the goods | Q-ty |
| 1 | Spirit wipes | 25 379 760 |

3.2. The quantity should be adjusted according to the contents of the overall packaging in which the products are supplied.

3.3. The Alliance shall retain the right to increase or decrease number of the goods procured, however, staying within +/- 20% of the total price of such goods.

3.4. Quotations to be provided in accordance with INCOTERMS 2010 on DAP Kyiv region, Alliance warehouse of delivery in U.S. dollars, including all relevant expenses and taxes, but exempt of VAT

3.5. The contract with the winner to be concluded and nominated in:

* US Dollars for non-resident companies in Ukraine;
* Ukrainian hryvnas without VAT for residents of Ukraine (contract price to be fixed as per NBU rate on the date of the contract signing).

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

**Attention!** The goods are exempt from VAT as required under the terms of Resolution of the Cabinet of Ministers of Ukraine dated April 17, 2013 [no. 284] "Particular Issues Concerning Importing Goods into the Customs Territory of Ukraine and Supply of Goods and Provision of Services Within the Customs Territory of Ukraine Paid for Using Grants (Sub-Grants) of the Global Fund to Fight AIDS, Tuberculosis and Malaria in Ukraine” for procurement under Global Fund Program.

3.6. Payments will be made under the following conditions.

* Advance payment of 50% of the cost of order. Payment time: 20 calendar days after signing the respective specification under the supply contract for this lot.
* Final payment of 50% of the cost of order– during 20 calendar days after the completion of its supply;

3.7. The goods can be delivered in several batches.

Estimated Delivery Time: ASAP. Participants are encouraged to propose a projected delivery schedule based on their own expectations. Faster delivery time will be an advantage

1. **Special Requirements to the Goods and Documents.**
   1. **Raw Materials**

Raw materials for production must be obtained from a licensed producer or its authorized distributor. This rule is fully applied to all ingredients/components used for production of goods and packaging.

* 1. **Requirements to Registration.**

Bidders offering their products for this procurement must have a valid certificate which allows products to be used in Ukraine (certificate of compliance with technical regulations). Supplier shall provide: a copy of the certificate/declaration of conformity with technical regulations.

* 1. **Content of Tender Applications.**

Each bidder should submit the following documents and materials:

1. Copies of documents that prove the registration status of the bidder as the entity.
2. A copy of valid document allowing the use of these products in Ukraine.
3. Certificates confirming compliance with international quality standards (ISO 9001:2011 and ISO 13485:2003).
4. Package marking model design for individual packaging/carton #100, including requirements of the paragraph 2.3. and Annex 3.
5. If the bidder is a dealer (does not produce the goods and offers products manufactured by another entity) he or she should provide a valid document issued by the manufacturer, which would confirm bidder’s status as a distributor of such products. In case the bidder has the exclusive distributor’s status this also has to be confirmed with a respective document.
6. Completed Applications № 1-4 to this specification

**Additionally: the tender organizer has the right to request product samples from the potential winner. Bidders must be ready to provide samples in the amount of 100 pcs. (1 package) upon request.**

1. **Winner selection criteria.**

In addition to the price, selection criteria of the winner are as follows:

* quality of the goods
* delivery term
* reliability, stability and reputation of the supplier, previous experience with the supplier (if any);

**By providing of proposal the applicant confirms** that he is familiar with the principles and requirements of the Global Fund to potential and current suppliers of goods (works, services) and recipients of grants, as well as their representatives, set out in the Code of Conduct for Suppliers, which is freely available on the Web site of the Buyer (<http://aph.org.ua/uk/tendery/polityky-i-protsedury/>), as well as on the website of the Global Fund (<https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf>), and undertakes to adhere to them.

**Annex 1 to Specifications: bidding № 2025-SW spirit wipes**

|  |  |  |
| --- | --- | --- |
| 1. | Full company name |  |
| 2. | Registered company address |  |
| 3. | Actual company address |  |
| 4. | Company director, position, full name |  |
| 5. | Phone number of company director |  |
| 6. | Contact person for applications |  |
| 7. | Contact person’s phone number |  |
| 8. | Contact person’s e-mail |  |

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

*[signature] [in the capacity of]*

Duly authorized to sign Bid for and on behalf of

**Annex 2 to Specifications: bidding № 2025-SW spirit wipes**

Please full in the table below.

Note the following aspects:

1. The applicable terms of delivery: DAP Alliance warehouse (Kyiv region).
2. Quotations to be provided in accordance with INCOTERMS 2010 on DAP Kyiv region, Alliance warehouse of delivery in U.S. dollars, including all relevant expenses and taxes, but exempt of VAT according to the positions of the point *26 subsection 2, section ХХ of the Tax Code of Ukraine: goods (besides the excisable goods) supply and services rendering operations at Ukrainian customs territory are not the subject of value added tax (VAT), if such goods or services are paid by grants (sub-grants), granted according to the Global Fund to Fight AIDS, TB and Malaria programs that are executed according to the law. The execution order for such operations is defined by the Cabinet of Ministry of Ukraine The link to the regulation:* <http://zakon2.rada.gov.ua/laws/show/284-2013-%D0%BF>.
3. The contract for delivery will be signed and payment for delivered products will be in:

* U. S. dollars – for Ukrainian non – resident companies;
* Hryvna - for residents of Ukraine (price of contract is fixed depending on the rate of NBU in the day when contract is set up)

1. The "expected time of delivery" is the maximum amount of time required for shipment of required amount of products.

The time range begins with the signing of the contract and ends on the date when the last package is delivered to its destination.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Goods | Quantity, pcs. | Units in one pack | Packs per box | Price for 1 unit, US dollars | **Total,** US dollars |
| *Trademark*  *Name and country of origin*  *Shelf life* | 25 379 760 |  |  |  |  |

Expected delivery time (in compliance with Paragraph 3.7):

|  |  |  |
| --- | --- | --- |
|  | Quantity, pcs. | Delivery time |
| 1 batch |  |  |
| 2 batch |  |  |
| 3 batch |  |  |

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

*[signature] [in the capacity of]*

**Annex 3 to Specifications: bidding № 2025-SW spirit wipes**

**Sticker or printing layout**

БЛАГОДІЙНА ДОПОМОГА

**Продаж заборонено**

**Національна безкоштовна гаряча лінія з питань ВІЛ/СНІДу:**

**0 – 800 – 500 – 451**

**Annex 4 to Specifications: bidding № 2025-SW spirit wipes**

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*