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**General conditions to the bidding for the provision of legal services to support the operation of international programs of Alliance for Public Health (APH)**

International Charitable Foundation “Alliance for Public Health” announces the Bidding for the procurement of services for the provision of legal services to support the operation of international programs.

**INTRODUCTION**

International Charitable Foundation “Alliance for Public Health” (hereinafter – Alliance) is an independent international organization, registered in Ukraine. Alliance is also a member of the International HIV/AIDS Alliance Global Partnership, which unites organizations in over 30 countries fighting HIV/AIDS and other epidemics.

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

Alliance is a recipient of the donors grant funds to counter HIV/AIDS epidemics in Ukraine and the region. It has a responsibility to the Global Fund, the United States Agency for International Development (USAID), Charitable Foundation “Development of Ukraine” and other donors.

**GENERAL INFORMATION**

As an addition to these general conditions, you may find the terms of reference. The corresponding TOR contains the following information:

* General background information on the project within which the tender is being announced -goals, geographic focus, Background on the planned development
* Scope of work
* Technical requirements

Cooperation is expected during 2025, if the price remains unchanged, an extension is possible.

The proposal may be applied in Ukrainian or English, if you submit documents in any other languages, please make sure to add translation.

# PAYMENT TERMS

Payments will be made in accordance with payments agreed by the parties. The Applicant may provide their offers on payment terms within the project in Annex 3.

The services will be financed by several projects. Depending on the donor's tax requirements, cooperation on a general basis and payment of fees without VAT (affiliated individual entrepreneur) both are possible.

# CONTRACTOR SELECTION

* 1. **Requirements to the applicant:**
     1. Legal status. Be legally registered with ability to operate in Ukraine;
     2. Possess the staff capacities with background in international law spheres relevant to the above listed tentative areas and jurisdictions;
     3. Proven ability to quickly mobilize the expertise outside of Ukraine and provide timely quality advice to APH;
     4. Overall capacity to carry out engagements, including availability of staff / consultants and supervisors with due expertise and qualification;
     5. Qualification of the proposed team;
     6. Proven experience in carrying out services of similar in nature.
     7. Successful projects in the area of Public health/ in countries of Eastern Europe and Central Asia (EECA) may be an advantage;
  2. **Key assessment criteria:**
     1. The firm’s clientele and proven experience in international legal services
     2. Qualification of the proposed implementation team;
     3. Provision of special conditions for socially significant projects (eg discounts, free of charge services, etc.);
     4. Price proposal and readiness to negotiate a discount; disclosure of details behind the price proposal;
     5. Understanding of the scope of work to be performed;
  3. **List of documents to be submitted along with the Proposal;**
     1. Copies of registration documents (state registration certificate, taxpayer certificate, statement from statistics department etc);
     2. General information about the bidder, in particular (1) data on the general number of qualified staff, seniors and managers to fulfill the set task; (2) information about firm’s experience in carrying out services of similar nature similar contracts (letters of recommendation, examples of analytical notes, etc)
     3. CVs of team members which are planned to be engaged in cooperation
     4. List of consultants in target countries (if any)
     5. Draft/template contract proposed by the Contractor
     6. Filled in all required Annexes #1-4;
     7. Any other information which may be useful for evaluating the proposal

# OTHER Requirements.

1. by submitting an application the Applicant confirms his/her? awareness of the principles and requirements of the Global Fund for potential and actual suppliers of the goods (works, services) and grantees, as well as their representatives, as set forth in the Suppliers Code of Conduct, freely accessible on the Buyer’s website (<http://aph.org.ua/en/tenders/policies-procedures/>), and the Global Fund website (https://www.theglobalfund.org/media/3275/corporate\_codeofconductforsuppliers\_policy\_en.pdf), and undertakes to observe them.
2. by submitting an application the Applicant declares that among the final beneficiaries there are no organizations registered in the Russian Federation, the temporarily occupied territories of Ukraine and Crimea, or among the beneficiaries, there is no persons, who are citizens of the Russian Federation, the temporarily occupied territories of Ukraine and Crimea, or who are the subject to international sanctions

**Annex 1 to General conditions to the bidding for the provision of legal services to support the operation of international programs of Alliance for Public Health (APH)**

# Cover letter

*To:*

***Procurment & Supply Management Team,***

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

Date: \_\_\_\_

Dear Sirs:

Having examined the documents on announcement of for tender, the receipt of which is herineby duly acknowledged, we present our proposal for the provision of legal services to support the operation of international programs of Alliance for Public Health (APH)

If our proposal is accepted, we undertake to conclude the Contract and provide the services in accordance with the delivery schedule specified in the terms of reference.

Until the Engagement Contract is signed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding agreement between us.

We understand that you are not bound to accept the lowest or any proposal you may receive.

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

*[signature] [position]*

**Annex 2 to General conditions to the bidding for the provision of legal services to support the operation of international programs of Alliance for Public Health (APH)**

**General information about the firm**

|  |  |  |
| --- | --- | --- |
| 1. | Official name of the firm |  |
| 2. | Legal address |  |
| 3. | Location address |  |
| 4. | Name of the Managing Partner |  |
| 5. | Contact phone |  |
| 6. | Contact person for this proposal |  |
| 7. | Contact phone |  |
| 9. | ... |  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2025.

*[signature] [position]*

**Annex 3 to General conditions to the bidding for the provision of legal services to support the operation of international programs of Alliance for Public Health (APH)**

**Price proposal**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Services** | **Fee per hour (VAT free), USD** | **Offered discount** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

Payment terms

…

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2025.

*[signature] [position]*

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**Annex 4 to General conditions to the bidding for the provision of legal services to support the operation of international programs of Alliance for Public Health (APH)**

By signing this form, we confirm the following assurances, which are important for concluding a 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".

The composition of the final beneficial owners of the tender participant

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the organization/full name of the natural person** | **Registration code/passport data** | **Registration address** | **Citizenship** | **Is the organization/ person included in the sanctions lists of the USA, the European Union, and Ukraine** |
|  |  |  |  | *[yes/no]* |
|  |  |  |  |  |
|  |  |  |  |  |

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

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

on behalf of the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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