

**TENDER FILE / TECHNICAL SPECIFICATIONS
(Tender Procedure / One-off Contract)**

Procurement of one-time natural aid "box of warmth" (with delivery) for children who have returned from institutional care facilities to biological families and children at risk

Currently, the Public Organization "League of Social Workers of Ukraine" within the framework of cooperation with the United Nations Children's Fund (UNICEF) in Ukraine implements the Project «Ensuring a systematic response to the needs of children returned to biological families from residential care and children at risk» (hereinafter - the Project).

Within the framework of the Project, it is planned to procure no less than 2,500 " boxes of warmth " with their delivery to the end recipients.

A. TENDER PROCEDURE RULES

This tender procedure is a competitive tender procedure.

The purpose of this tender procedure is to conclude a one-time contract for the provision of services and/or works described in the Contract (see the appendix). The tender proposal shall be valid for 120 calendar days from the date of the submission deadline. Tender participants will be selected based on the criteria specified below. All tender participants will be notified of the results of the procedure in writing.

A tender participant must be a legal entity or a consortium of legal and/or natural persons.

Tender proposals shall be submitted exclusively by email (with attachments) to the email address specified in the table below, indicating the following email subject: "**Tender Proposal «Boxes of Warmth»**". Tender proposals sent to another email address will be rejected.

General information and contact details regarding this procedure are provided on this page. In case of any questions, you can use the contact details provided below. All questions should be directed **at least 3 (three) working days before the tender submission deadline** and exclusively to the email address specified below, indicating the following email subject: "**Question "Boxes of warmth"**".

Contract Type:	One-off Contract
Duration:	Until May 1, 2024, but in any case until the full performance of the parties' obligations
Deadline for Submission of Tender Proposals:	March 15, 2024
Email Address for Submission of Tender Proposals:	pakunoktepla@gmail.com
Email Address for Questions:	pakunoktepla@gmail.com
Expected Start Date of Implementation:	March 20, 2024

B. EXPECTED WORK RESULTS

The expected work results are provided in the Contract (see the appendix).

By submitting a proposal under this tender invitation, the tender participant acknowledges that individuals engaged in the performance of the contract will be at an increased risk of death and injury due to ongoing military actions against Ukraine. The tender participant also acknowledges that in the event of their selection, they will execute the contract at their own risk. Additionally, the tender participant confirms that in the event of their selection, they will conduct systematic safety assessments before undertaking any activities related to contract performance. The Public Organization "League of Social Workers of Ukraine" disclaims any responsibility for the death, injury, or harm to the Supplier or individuals engaged in the performance of the contract that they may suffer in Ukraine.

C. PAYMENT

All tender participants are invited to fill in the payment table provided in the Contract. Please note that the final contract value and/or the quantity of "boxes of warmth," in case of budget overrun, may be unilaterally reduced at any stage of procurement and contract execution. In case of non-receipt of funding from UNICEF or a reduction in its size, the Public Organization "League of Social Workers of Ukraine" reserves the right to unilaterally reduce the procurement volume or terminate the contract. The Public Organization "League of Social Workers of Ukraine" bears no responsibility for the reduction or termination of the contract in case of a decrease or non-receipt of funds for procurement.

D. EVALUATION

Criteria for Exclusion and Absence of Conflict of Interest (by signing the Contract, you declare under your responsibility that you do not fall into any of the situations listed below):

Tender participants shall be excluded from participation in the tender procedure if:

- they have been convicted by a final court decision of one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering, financing of terrorism, criminal terrorist activities, or offenses related to terrorist activities, child labor, or human trafficking;
- they are bankrupt, in liquidation, ceased operations, insolvent, or negotiating agreements with creditors or in a similar situation arising from a similar procedure or without the application of a similar procedure;
- there is a court decision that has become legally effective establishing the commission of an offense affecting their professional integrity or serious unlawful professional conduct;
- they fail to fulfill their obligations regarding the payment of social contributions, taxes, and fees in accordance with the provisions of the legislation of their country of registration, establishment, or location;
- they are entities created to circumvent tax, social, or other legal obligations (dummy companies), have created or are in the process of creating such an entity;

- they have participated in the improper use of funds of the Public Organization "League of Social Workers of Ukraine" and/or UNICEF or public funds;
- there is or is likely to be a conflict of interest;
- they are employees of the Public Organization "League of Social Workers of Ukraine" and/or UNICEF who have retired or employees of the Public Organization "League of Social Workers of Ukraine" and/or UNICEF who have benefited from the early retirement program.

Criteria for Eligibility

- to be a legally registered entity authorized to conduct the relevant economic activity;
- to have provided similar services for at least one year.

Criteria for Contract Award

- Proposal quality (60%): compliance with technical specifications and requirements of the technical task (50%), delivery time (10%) after contract signing as a critically important quality element, warranty period, etc.
- Financial proposal (40%).

Submitting multiple tender proposals is prohibited.

E. DOCUMENTS FOR SUBMISSION

Tender participants must submit:

- Completed and signed copy of the Contract (see the appendix)
- Registration documents
- Company resume confirming previous market activity.

In the absence of any of the above-mentioned documents, the Public Organization "League of Social Workers of Ukraine" reserves the right to reject the tender proposal. The Public Organization "League of Social Workers of Ukraine" reserves the right to reject the tender proposal if the quality of scanned documents is so poor that they cannot be read after printing.