

**CALL FOR TENDER**

Charity Fund "Posmishka UA" requests to provide a price quotation for the purchase of transport and logistics services for passenger transportation according to Lot(s)

**Date of the Request:** 24.02.2025

**Date extension:** 18.04.2025

**Responsible procurement specialist:** Shekel Olena, +3080953536788, procurement@posmishka.org.ua

**Procurement within the project:** "Strengthening Access and Service Provision for SRH and GBV Support among conflict-affected Women and Girls in Eastern and Southern Ukraine"

**Subject of procurement:** Transport and logistics services

**Settlement currency:** Payment for the service will be made in the national currency of Ukraine in a non-cash form.

**Number of Annexes to the Request:** 1

**Deadline for submitting a price quotation:** until 25.04.2025, 23:59 inclusive to the e-mail address tender\_n3@posmishka.org.ua with the subject line "Price quotation\_NAME OF SUPPLIER\_of transport and logistics services for passenger transportation".

**Requirements for the supplier:** The Supplier must be a business entity duly registered under the legislation of Ukraine in the territory controlled by Ukraine; has KVED (Classifier of Economic Activities) that corresponds to the Request / or an individual who provides a letter of guarantee on the readiness to register a sole proprietorship with the relevant KVED(Classifier of Economic Activities) before concluding a cooperation agreement; has a license for the transportation of passengers by car or confirmation of readiness to open a license; the involved driver should have a driving experience of at least 36 months, should have the ability to provide primary documents - contract, invoice, act of work performed, route sheet, should have the ability to provide services in accordance with the requirements specified in the Lot(s) to this request. The winner of the tender must follow all internal protocols and policies of the Charity Fund "Posmishka UA" if they do not contradict the current legislation.

1) the price quotation, which must meet the requirements set out in the Lot(s) to the request, must be final, taking into account fuel, depreciation of the car, car delivery, downtime and all other costs associated with the provision of the service;

2) the price quotation must be executed in Ukrainian and signed and/or stamped (if any);

3) registration documents:

- a copy of the passport of the sole proprietor or the head of the company - pages 1-6 and those indicating the place of registration;

- an extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations;

- charter or other constituent document of the company (latest version);

- vehicle registration certificate;

- driver's licence of the drivers who will carry out the transportation (if the drivers are employed, an extract from the tax office on the driver's employment, the contract is valid as of the date of submission of the proposal);

- a transport licence for domestic passenger carriage by passenger cars or a confirmation of readiness to obtain a licence;

- a document confirming the signature right of the authorised person;

**Price quotation shall be executed in accordance with the "Sample" and contain the following information:** - a copy of the certificate or certificate of a single tax or VAT payer, a copy of the extract from the register of single tax or VAT payers, (the old sample is not accepted for consideration)

- certificate of account opening/bank details;

4) the supplier must be registered in the government-controlled territory of Ukraine;

5) a certificate stating that there are no grounds for rejection of the tender proposal as defined in parts 1 and 2 of Article 17 of the Law of Ukraine "On Public Procurement":

- committing crimes committed for mercenary reasons;

- economic crimes (anti-competitive actions);

- Committing corruption offences;

- offences related to the use of child labour or any form of human trafficking;

- arrears in the payment of taxes and duties (mandatory payments);

- Initiation of bankruptcy proceedings;;

- other circumstances for refusal to participate in the procurement procedure;

6) for business entities providing logistics services, it is necessary to provide a cooperation agreement with licensed carriers, their constituent documents, registration certificates for vehicles to be used for the provision of services, driver's licences of drivers who will carry out transportation, and other documents specified in this section (past cooperation agreements with licensed carriers may be considered as experience).

- 100% deferred payment;

- offer the best value for money and quality of services;

**On equal terms, preference will be given to the supplier offering the following:** - has positive experience of working or cooperating with NGOs, charitable foundations and international humanitarian organisations, as evidenced by a letter of recommendation;

- provide a price quotation for the full Lot.

By submitting a price quotation, the Supplier agrees to

- processing, use, dissemination and access to personal data provided for by the Law of Ukraine "On Public Procurement", as well as in accordance with the norms of the current legislation, personal data (including passport data, identification code, electronic identification data: telephone numbers, e-mail addresses or other necessary information provided for by law), information provided by the Supplier to ensure participation in the procurement procedure, civil and economic relations.

- Participation in first aid trainings and other trainings in accordance with the Fund's policies, which will be organised by Charity Fund Posmishka UA under the signed contract with the Service Provider.

Charity Fund Posmishka UA reserves the right to

- request any additional or supporting data (from the Service Providers);

- accept or reject any price quotation in whole or in part;

- enter into negotiations with the selected Service Provider;

- assign contracts to more than one Supplier for the purpose of partial procurement.

The Supplier may submit a proposal for all Lots to the request in full or in part (for one of the lots/for a lot in part).

If a supplier submits a quotation, it represents and warrants that the supplier and all their subcontractors will protect individuals from sexual abuse and sexual exploitation, the term 'sexual exploitation' means any abuse or attempted abuse of a position of vulnerability, power or trust for the purpose of sexual exploitation, including but not limited to the acquisition of monetary, social or political gain from the sexual exploitation of others. Similarly, the term 'sexual abuse' means a physical act or threat of a sexual nature, whether by force or in an unequal or coercive environment.'


Charity Fund Posmishka UA is committed to preventing, detecting and taking action against all cases of fraud and abuse.

A confidential anti-fraud and abuse hotline is available to all bidders, and suspicious and fraudulent activities should be reported to hotline@posmishka.org.ua or by phone: +380503211288 "hotline".

Head of the Charity Fund Posmishka UA



**Annex No. 1**

<b>Lot no:</b>		<b>7</b>
<b>The number of cars required:</b>		<b>1 (one)</b>
<b>The period of the contract:</b>		<b>May 2025 - June 2026.</b>
<b>No. p/p</b>	<b>Description.</b>	
1	Characteristics of the car:	- preferably of a light colour; - year of manufacture from 2005, - 5 to 9 seats including the driver. - body type - except coupe
2	Coverage of areas for field visits:	Kalynivka (Kherson region), Kherson region (for the project team and needs assessment in the project sites) Delivery of the vehicle to the following address: the central part of Kalynivka
3	Estimated traffic volume:	Up to 2000 km per month, free car delivery
4	Car engagement:	from Monday to Friday (Saturday, Sunday if necessary), the car must be 100% available during business hours, must return the project team at the end of the day to the point of departure.
<b>Head of the Charity Fund Posmishka UA</b>		 <b>Veselkova V.V.</b>