# **INVITATION TO TENDER**

**FOR SUPPLY AND DELIVERY OF**

**FURNITURE FOR 10 EDUCATIONAL INSTITUTIONS AND 5 IPP INSTITUTIONS IN UKRAINE**

Dear Sir/Madam,

We invite you to participate in the tender for **the supply of furniture for 10 educational institutions and 5 institutions of the Ukrainian Higher Education Institutions**

Please note that the following is a list of documents that are part of the tender documentation.   
Electronic copies of these documents are available for download on the tender website.<https://playtender.com.ua/zak/>

**The participant has the right to submit a bid for both a separate lot and all lots in general.**

**A – Tender Information Table**

**B – Instructions for tenderers**

**C – Draft contract and annexes:**

**Appendix 1. General terms and conditions of supply contracts *.***

***(*** *General Conditions of Contract “Appendix 1” - an appendix attached to this tender dossier, pages 13-15) .*

**Appendix 2.****Tender application form.**

*(Tenderers must fill out the attached NGO DOССU template and provide the necessary documentation regarding the value of the goods including VAT.).*

**Appendix 3. List****necessary goods (** *Fill out Appendix 3, indicating the proposed model, price, warranty period for the goods).*

**Appendix 3.1 . List of delivery addresses.** *(provided by NGO DOССU ).*

**Annex 4. Code of Conduct for Suppliers** *( Tenderers should fill in the attached document).*

# **Tender information table**

|  | **General information** | |
| --- | --- | --- |
|  | Contracting authority | NGO «Development of Citizenship Competences in Ukraine» |
|  | Invitation to tender reference no | https://playtender.com.ua/zak/tender/view?id=2205 |
|  | Procurement method | Open tender |
|  | Contract name | Purchase of furniture for 10 educational institutions and 5 institutions of the Ukrainian Higher Education Institutions |
|  | Contact information | | Name/Position: | Herashchenko Vita / Procurement manager | | --- | --- | | E-mail: |  | | Physical address: | Kyiv, Sichovykh Striltsiv St., 77 | |
|  | Links for tenderers | https://playtender.com.ua/zak/ |
|  | **Timeline, tender submission & opening**  (dates & hours are as per contracting authority time zone) | |
|  | Date of issue of the Invitation to tender | 26.08.2025 16:00 |
|  | Deadline for submission of tenders (Date & Hour**)** | 16.09.2025 17:00 |
|  | Deadline for sending questions to contracting authority | Three days before the submission deadline |
|  | How to send questions to the contracting authority | Please submit your questions via the supplier portal via the link above. |
|  | Last date on which clarifications are issued by the Contracting Authority | Two days before the submission deadline |
|  | Tender submission procedure | Bids must be submitted via the link in section 1.6.  If you encounter any technical difficulties, do not hesitate to contact the Contracting Authority. |
|  | Tender opening session date, hour & location | 16.09.2025 17:00 |
|  | Tender opening session | Tenderers are not invited to participate in the opening of tender offers. The opening of tender offers is carried out by the customer through the electronic procurement platform. |
|  | **Content** | |
|  | Procurement category | Supplies |
|  | Scope of procurement and related services | The subject of the contract is the supply and delivery, by the supplier, of the following goods listed in Appendix 3, Appendix 3.1.  Please see Annex 3 for the technical specifications of the required goods. |
|  | Is the tender divided into lots? | Yes |
|  | Can a bidder submit a bid for one lot, multiple lots, or all lots in the tender? | Yes |
| 3.5. | Delivery location | According to Appendix 3.1 |
| 3.6. | Delivery time | As soon as possible |
| 3.7. | Lots | | **#** | **Description​** | | --- | --- | | Lot 1 | Supply of tables and chairs | | Lot 2 | Supply of cabinets and bedside tables | | Lot 3 | Educational equipment | |
|  | **Price and Validity of Tenders** | |
|  | Currency of Price | Ukrainian hryvnia (UAH) |
|  | Validity period of the tender (offer) | 30 Days |
|  | **Eligibility Criteria** (imposed on the tenderer) | |
| Insert the criteria into the table below.   | 1 | The participant is an officially registered legal entity or individual entrepreneur. | Copy of a current extract from the Unified State Register of Legal Entities and Individual Entrepreneurs | | --- | --- | --- | | 2 | Bank details | Bank certificate of an open current account with details and a certificate of no debts | | 3 | Documents confirming taxpayer status | Copy of a valid tax certificate | | 4 | ***For Ukrainian companies.***  Extract from the Ministry of Internal Affairs of Ukraine | Certificate of no criminal record (for the director) | | 5 | ***For foreign companies***  Right to export and import | It is necessary to provide export and import licenses for the supply of goods to Ukraine  Also provide a plan and terms for delivering the goods to the destination. | | 6 | Completeness of the tender form | All tender documents must be signed and sealed.  **The price in the estimate and the price indicated by the participant on the playtender.com.ua platform must be the same (disqualification from the Tender for non-compliance of the price offer)** | | 7 | Confirmation of the implementation of similar deliveries | Copies of contracts, invoices and delivery notes for similar deliveries made over the last 3 years | | 8 | Power of attorney/order on the authority of the director | Order or power of attorney confirming the authority of the person to sign the tender offer on behalf of the participant | | | |
|  | **Contract Award Criteria** | |
| | # | Description | Verification tools and required documentation | | --- | --- | --- | | 1 | Technical qualification | Detailed technical specifications must be provided for each proposed product as specified in **Appendix 3 - List of Items** .  The proposed products must comply with the minimum technical specifications listed in **Annex 3 - List of Items.**  **Important Note: Bidders must complete Annex 3 to provide technical information on the proposed products. In addition, technical brochures and product data sheets must be submitted as annexes to the bid.** |  | **#** | **description** | **Weight %** | **Assessment methodology, verification tools and required documentation** | | --- | --- | --- | --- | | 1 | Financial | 60% | **Tenderers must provide documentation with information including VAT - the price for each item with payment terms.**  **DDP according to Incoterms 2020**  **The lowest bid receives the highest score. The scores of other candidates are calculated proportionally based on the lowest bid.** | | 2 | Payment terms | 20% | * Payment terms 30% advance or less - 20 points * Payment terms between 31% and 40% of the advance payment - 15 points * Payment terms between 41% and 50% of the advance payment - 0 points | | 3 | Delivery terms | 20% | Delivery times after signing the contract and prepayment.   * less than 2 months after signing the contract - 20 points, * 2 -3 months after signing the contract - 10 points, * more than 3 months after signing the contract - 0 points | | | |
|  | **Legal** | |
|  | Language of the offers | Ukrainian/ English |
|  | The law of the country governing the contract | Ukraine |
|  | **Contract award** | |
|  | Type of contract | Disposable, three-way, bilingual |
|  | Contract start date (estimate) | As soon as possible |
|  | Contract end date (estimate) | As soon as possible |
|  | Language of the contract | Ukrainian/ English |

**B. INSTRUCTIONS TO TENDERERS**

**In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing the procurement contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives.**

**Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier.**

**Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.**

**No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.**

**B.1. Scope of supply and related services**

The subject of the contract is the supply of products and services as listed in **A. Tender Information Table / Section 3.**

**a)** **Delivery:**

The required supplies and services shall be delivered to the location and on the dates as listed in **A. Tender Information Table / Section 3.**

**b)** **Specifications:**

The supplies **must comply fully** with the technical specifications set out in **Annex 3: List of supplies for Vehicle workshop** and conform in all quantities, samples, measurements, and other instructions.

**Manufacturers’ names, catalogue numbers and model designations appearing in the list are important to match.**

**B.2. General**

The supplies to be purchased are for use by the Contracting Authority in its programme country as listed in **A. Tender Information Table / Section 1.**

**B.3. Cost of Tender**

The tenderer shall bear all costs associated with the preparation and submission of his tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

**B.4. Questions, clarification of tender documents and additional information**

Tenderers may submit questions in writing to the Contracting Authority as per instructions and deadlines listed in **A – Tender Information Table / Section 2.**

Any clarification of the Invitation to Tender documents given by the Contracting Authority will be submitted to all tenderers at the same time (and prospective tenderers) at the latest on the date specified in the time table in **A – Tender Information Table / Section 2.**

Tenderers are not allowed to approach the Contracting Authority for oral clarification. Any (prospective) tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or associated organisation may be excluded from the tender procedure.

**B.5. Planned time table**

The Contracting Authority reserves the right to alter the dates and time, in which case all tenderers will be informed in writing and a new timetable will be provided.

The time table can be found in **A. Tender Information Table / Section 2.**

The hours in the time table are as per time-zone of the country where the Contracting Authority is located.

**B.6. Language of Tenders**

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English or Ukrainian. Supporting documents and printed literature furnished by the tenderer may be in local language.

**B.7. Evaluation Process**

Prior to the tenderer eligibility verification (as specified in B.8Exclusion from award of contracts & B.9Eligibility Criteria imposed on the tenderer ) and detailed evaluation (as specified in B.10) of the tenders, the procurement committee, (established by the Contracting Authority for the purposes of this tender procedure), shall ascertain whether the tenders;

- were submitted prior to tender submission deadline (Closing Date);

- have been properly signed;

- have been submitted according to the submission procedure in **A. Tender Information Table / Section 2**;

- and are otherwise generally in order.

If a tender is not substantially responsive i.e. it contains more than irrelevant deviations from or reservations to the terms, conditions and specifications in the tender dossier, it shall not be considered further.

Then the procurement committee will examine the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

Tenders determined to be substantially responsive and technically compliant will be checked by the procurement committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. Where there are discrepancies between the unit price and the line item total, derived from multiplying the unit rate by the quantity, the unit rate as quoted will govern. If a tenderer refuses to accept the correction, his tender will be rejected.

**B.8. Exclusion from award of contracts**

Tenderers are excluded if they are in one of the situations listed in article 16. of the **Annex 1: General Terms & Conditions for Supply Contracts**.

Tenderers shall also comply with article 13. “Child Labour & Forced Labour” and article 14. “Mines” and article 15. “Anti-money laundering and combating the financing of terrorism” and article 17. Corrupt practices of the General Terms and Conditions for Supply Contracts.

Tenderers are also excluded if any of the exclusion criteria here below applies to them:

a) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA (1);

b) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union ( 2 ) and Article 2(1) of Council Framework Decision 2003/568/JHA ( 3 ) as well as corruption as defined in the national law of the contracting authority or the economic operator;

c) fraud within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests ( 4 );

d) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA ( 5 ) respectively, or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision;

e) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council ( 6 );

f) child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

g) Also a tenderer shall be excluded from participation in a procurement procedure where the contracting authority is aware that the tenderer is in breach of its obligations relating to the payment of taxes or social security contributions and where this has been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the country in which it is established or with those of the contracting authority.

Tenderers shall, in the **Annex 2: Tender Submission Form,** attest that they meet the above requirements. If required by the Contracting Authority, the Tenderer whose tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

If the tenderer was selected through prequalification, the tenderer must only declare that he still conforms with the eligibility and qualification (selection) criteria applied in the course of that prequalification.

**Contracts may not be awarded to tenderers who:**

(a) are subject to conflict of interest.

(b) Are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.

(c) Perform, condone or tolerate corrupt, fraudulent, collusive or coercive practices, regardless of whether such practices can be attributed to this tender procedure;

(d) Attempt to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract.

**B.9. Eligibility Criteria imposed on the tenderer.**

Tenderers will initially be verified for eligiblity according to eligibility criteria in **A. Tender Information Table / Section 6.** The listed documents must be submitted with the bid.

Tenderers which do not fulfill the eligibility criteria and/or do not provide the required documents will not be qualified for the tender evaluation.

**B.10. Contract Award Criteria**

The tenders which have qualified the eligibility criteria will be evaluated according to the contract award criteria in **A. Tender Information Table / Section 6**.

**B.11. Documents comprising the Tender:**

The Tenderer shall complete and submit the following documents with its tender:

· **Copy of Valid Registration Certificate,**

· **Certificate, of non-conviction of director,**

· **Copy of valid Tax Compliance Certificate,**

· **Powers of the director supporting document**

· **Bank statement with requisites and certificate of debts absence.**

**B.12. Price:**

The price must be quoted in the currency as indicated in **A. Tender Information Table / Section 4**.

The price must be quoted in Annex 2.1: Tender Submission Form by the tenderer and it shall not be subject to adjustments on any account except as otherwise provided in the conditions of the contract.

The Price must include all costs related to the delivery of the supplies and thereto related services and no supplementary invoicing or other costs are accepted.

**B.13. Validity period of the tenders**

Tenders shall remain valid and open for acceptance for the period as indicated in **A. Tender Information Table / Section 4** after the Closing Date for the submission of tenders.

Prior to the expiry of the original tender validity period, the Contracting Authority may ask for objective reasons tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

**B.14. Submission of tenders and Closing Date**

Tenders must be submitted as indicated in **A. Tender Information Table / Section 2**.

No tender may be changed or withdrawn after the deadline has passed.

**B.15. Tender opening session**

Tender opening information is indicated in **A. Tender Information Table / Section 2.**

If the tenderers are invited to the tender opening session, tenderers are requested to contact the contact person, at least one day in advance of the tender opening if they will attend.

Tenderer’s representatives who are present shall sign a register indicating their attendance.

At the tender opening, only the tenderers’ names and the total amount of the tenders will be read aloud and recorded.

**B.16. Award of Contract**

The Contracting Authority will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender dossier and technically compliant, and who has received the highest scoring in the tender evaluation.

**B.17. Signature of Contract**

a) The Contracting Authority will inform the successful tenderer(s) in writing that its tender has been accepted and inform the non-successful tenderers in writing about the result of the evaluation process.

b) The Contracting Authority reserves the right to adjust the scope of procurement within a range of +/- 25% to remain within the available funds.

c) Within **5 days** of receipt of the contract already signed by the Contracting Authority, the successful tenderer must sign and date the contract and return it to the Contracting Authority. On signing the contract, the successful tenderer will become the Contractor and the contract will enter into force. Contract, terms & conditions are sent in original hard copy or via email; and must be returned the same way.

d) If the successful tenderer fails to sign and return the contract and within **5 days** after receipt of the contract signed by the Contracting Authority, the Contracting Authority may consider the acceptance of the tender to be cancelled without prejudice to the Contracting Authority's claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.

**B.18. Cancellation for convenience**

The Contracting authority may for its own convenience and without charge or liability cancel the tender process at any stage.

# **Annex 2: Tender submission form**

| Submitted by (the name of the tendering company): |  |
| --- | --- |
| *Contact Person:* |  |

**Price schedule (Price and currency to be inserted by tenderer)**

|  | **Description of supplies** | **Qty** | **Currency: UAH** |  |
| --- | --- | --- | --- | --- |
| **Unit Price**  **<insert incoterm>** | **Total Price**  **<insert incoterm>** |
| 1 | <insert description of Goods> |  |  |  |
| 2 | <insert description of Goods> |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| **Delivery according addresses mentioned in Annex 3.1** | | | |  |
| **Total price to be used as an evaluation price NGO DOCCU** | | | |  |

| **Information required by the contracting authority:** | **Information to be entered by tenderer in the below columns:** |
| --- | --- |
| Delivery date: |  |
| **Packing:** |  |
| <Item/Lot> 1: gross weight / total volume (CBM) | Kg CBM |
| <Item/Lot> 2: gross weight / total volume (CBM) | Kg CBM |
| <insert a line for each lot/item> |  |
| **Origin of supplies:** |  |

| **Tenderer information** | |
| --- | --- |
| Tenderer legal name: |  |
| Street name and no. |  |
| City |  |
| Postal code |  |
| Country of registration: |  |
|  |  |
| Phone no.: |  |
| Fax. no.: |  |
| E-mail: |  |
| web-site: |  |
|  |  |
| Sales Manager (name) |  |
| Director (Name) |  |
| Other contact (Title & Name) |  |

| **General tenderer information** | |
| --- | --- |
| Nature of business – please enclose complete product information in English. |  |
| Year of Establishment |  |
| Number of full-time employees |  |
| Licensing Authority |  |
| Licence number (VAT no./TAX I.D.) |  |
| Does your company have a written statement of its environmental policy? |  |
| Please state in which languages technical documents are available: |  |
| Working language: |  |

| **Subsidiaries, Associates and/or Overseas Representative of the tenderer** | |
| --- | --- |
| Countries with registered office: |  |
| Countries with representation (agent): |  |
| List of International quality assurance certification held by your company: |  |
| List of local and national quality assurance certification held by your company |  |
| International trade / professional organisations of which your company is a member: |  |
| Local trade / professional organisations of which your company is a member: |  |

**After reading your letter of invitation to tender (tender start date)**

**For Supply furniture for 10 educational institutions and 5 institutions of the Ukrainian Higher Education Institutions**

dated <insert issue date>; on behalf of my company/business, we hereby;

* Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts –with annexes.

* Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all supplies and services at the price offered and deliver and provide the same to the designated points within the delivery time stated above.

* We hereby certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.

* We hereby certify and attest that none of the below listed exclusion grounds are applicable:

a. participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA ( 1 );

b. corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union ( 2 ) and Article 2(1) of Council Framework Decision 2003/568/JHA ( 3 ) as well as corruption as defined in the national law of the contracting authority or the economic operator;

c. fraud within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests ( 4 );

d. terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA ( 5 ) respectively, or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision;

e. money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council ( 6 );

f. child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council

g. the tenderer is in breach of its obligations relating to the payment of taxes or social security contributions and where this has been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the country in which it is established or with those of the contracting authority.

* We further certify and attest that we, and/or our affiliates,

§ comply with the UN *Convention on the Rights of the Child* - UNGA Doc A/RES/44/25 (12 December 1989) with Annex

§ have not made or will not make use of forced or compulsory labor as described in the *Forced Labor Convention* and in *the Abolition of Forced Labor Convention 105* of the International Labor Organization.

§ respect and uphold basic social rights and working conditions for our employees.

§ are not engaged in any development, sale or manufacture of anti-personnel mines and/or cluster bombs or components utilized in the manufacture of anti-personnel mines and/or cluster bombs.

§ comply with articles 13. Child Labour and Forced Labour, 14. Mines, 15. “Anti-money laundering and combating the financing of terrorism” and 17. Corrupt Practices of the General Terms and Conditions for Supply Contracts.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

§ Our company/business has the following nationality [ insert ], as evidenced in the enclosed Company Registration Certificate.

§ We certify that the goods have the origin stated above.

§ In the event the contract is awarded to us, we request that payments under the contract be made to the following account: [insert all necessary references].

§ Our tender is valid for a period of <insert no> days after the closing date in accordance with instructions to tenders.

Signature & stamp:

Signed by:

| The Tenderer | : |
| --- | --- |
| Name of the company | : |
| Address | : |
| Telephone no. | : |
| Fax no. | : |
| E-mail: | : |
| Name of contact person | : |
| Date: | : |

**NB. Attachments – Please check carefully before submitting your tender that you have prepared all the documents required in the instructions to Tenders article “Documents comprising the tender”**