



CHARITABLE ORGANIZATION "UK-MED
CHARITABLE FOUNDATION",

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**Invitation to tender
(tender documentation)**

Dear suppliers! Charitable Organization "Charitable Foundation "UK-MED" invites you to take part in the tender for the conclusion of a framework agreement for medicines within the framework of the project: "The framework agreement gives the supplier guaranteed procurement, priority over competitors."

Proposals are accepted from all Bidders registered in Ukraine and having all the licenses and permits necessary to carry out business activities in Ukraine.

Customer:	CHARITABLE FOUNDATION "UK-MED"
An authorized person of the customer authorized to communicate with the participants:	Vasyl Revus, Senior Logistics Officer, ukraine.dnipro.logistics.officer@uk-med.org .
Guidelines for proposals	This RFP contains requirements for an open and competitive process. Proposals will be accepted until 23:00 EST on July 15, 2025, provided they are received by ukraine.procurement@uk-med.org no later than the above date. Any proposals received after the above date and time will not be accepted. All proposals must be signed by an authorized agent or representative of the company submitting the proposal. If the proposing organization is to outsource or subcontract any work to others in order to comply with the requirements set forth herein, this shall be clearly stated in the proposal. In addition, all costs included in the proposals must cover any work performed by outsourcing or subcontracting. All proposals that envisage outsourcing or subcontracting shall include the names and descriptions of the organizations involved. All costs must be detailed, with explanations for all payments and expenses.

	The terms and conditions of the contract will be agreed upon after the successful Proposer is selected under this RFP. All contract terms and conditions will be reviewed by UK-MED's legal department and shall include the scope, budget, schedule, and other necessary items related to the project. You must respond to every part, including statements, questions and/or instructions, without exception. Any oral information received from UK-MED and statements made by its representatives shall not be construed as a modification of this RFQ. Only corrections or additions sent by UK-MED in writing to all participants of the RFQ shall be official. UK-MED is not responsible for verbal instructions. All required documents must be submitted as a compressed zip file (no more than 20 MB), in PDF format, with names corresponding to paragraph 4.5 a of this document, each PDF file must contain only the relevant document (in particular, the financial proposal must be separated from other documents). Participants shall submit a tender proposal, which shall consist of 2 parts: administrative and price. When submitting proposals, they should be sent to the e-mail address ukraine.procurement@uk-med.org. Tenderers shall indicate which documents are the commercial part of the tender. The documents that may be defined by the Tenderer as the commercial part include the price offer, calculations or other documents, according to the content of which the price of the Tenderer's offer can be calculated. Such documents shall be disclosed to the Employer for review only after the completion of the tender acceptance. The Tenderer may also designate some documents as confidential, which will make them available only to the Employer. After the deadline for submission of proposals, only the technical and qualification parts of the proposal are disclosed to the Employer, the commercial part remains hidden and is disclosed only after the auction. The Procuring Entity shall review the bids and admit them to the Auction or reject those bids that do not meet the requirements. If only one Tenderer is admitted to the auction after prequalification, the procedure will also proceed directly to qualification. The moment of bids opening shall be the moment of prequalification start. At the prequalification stage, Bidders have the right to amend their bids, attach documents, or withdraw their bids.
Place of delivery of goods:	DDP/CPT/DAP Delivery of goods will be made upon request to the warehouse in the cities of Dnipro, Kharkiv, Zaporizhzhia.
Payment terms	The minimum acceptable terms for UK-Med are bank transfer with a maximum 50% prepayment and within a minimum delay of 5 days after approval of the acceptance certificate or goods received note (GRN) for final payment. The best proposed payment terms are highly appreciated and considered for the selection process

Delivery time of goods:	Up to 14 calendar days from the date of application, during the term of the contract
Warranty period	12 months from the date of delivery, but not less than the manufacturer's warranty.
Validity of the offer	The offer shall be valid for 12 months (the period shall include all days from the submission of the offer to the award procedure). However, after the award of the contract, it shall be valid for the period of time specified in the requirement above.
Deadline for submitting requests for clarification to UK-MED	Any technical questions arising in the course of preparing a response to this RFP should be submitted in writing by email to ukraine.dnipro.logistics.officer@uk-med.org no later than July 11, 2025

Administrative requirements

List of mandatory proposal documents to be considered in the quality assessment

All proposal documents must be submitted in the order and named according to the table below

Requirements		Provide the required details. Attach a document or provide a separate sheet if necessary
A. List of required documents		
1	This Request for Proposal - document title	COMPANY PROFILE AND BIDDER'S DECLARATION from this document - shall be submitted in PDF format, completed, dated, signed and stamped
2	Annex 01 - Due Diligence form_UKR ENG	Template provided by UK-MED - shall be submitted in PDF format, completed, signed and stamped
3	Annex 02 - Request for Proposal RFQ - Financial Proposal	Template provided by UK-MED - Completed form should be sent in Excel format and in PDF format, signed and stamped
4	Annex 03 - Previous experience and references	Send as a scanned PDF format - with signature and stamp
5	Annex 04 - Tax registration document	Send as a scanned PDF format
6	Annex 05 - Company constituent documents	Send as a scanned PDF format - Legal constituent document of your company
7	Annex 06 - Supplier qualification form (license for the relevant activity)	Send as a scanned PDF format - with signature and stamp
8	Annex 07 - Warranty card/certificate (with conditions for the proposed product and all included equipment)	To be sent in scanned PDF format - signed and stamped
9	Annex 08 - Quality Certificate	To be sent in scanned form in PDF format - signed and stamped.
10	Annex 09 - Financial statements for the last reporting period	To be sent in scanned PDF format
11	Annex 10 - Technical specification	Information from the tender organization

Technical / quality requirements

a.1 Technical proposal for the product

Requirements	Provide the required details. Attach a document or provide a separate sheet if necessary.
B. General suitability of the offer	

1	The offered goods shall fully comply with the requirements given in the specification in Annex #10	
2	Preference is given to the offer that covers all the goods from the lot.	
3	The warranty period must meet the minimum requirements specified in the quality specification in Annex 1 to the RFQ	
4	Availability of regulatory and technical documentation for the goods in accordance with the current legislation of Ukraine (for Ukrainian producers) or relevant certificates for all products (certificate of quality, origin, manufacturer, ISO or other)	
5	The legal entity or individual must be registered more than 2 years ago from the date of submission of the commercial offer	

Cost (financial requirements)

Requirements		Provide the necessary details. Attach a document or provide a separate sheet if necessary.
Cost and terms of payment		
1	The cost should be within the market prices	Please indicate in Annex 02 - Request for Proposal - Financial Proposal
2	Payment terms - only bank transfer, prepayment not exceeding 50%	Please indicate in Annex 02 - Request for Proposal - Financial Proposal
3	Financial statements for the last period	Please send in scanned PDF format

Logistics requirements

Requirements		Provide the necessary details. Attach a document or provide a separate sheet if necessary.
C. Price and payment terms		
1	Delivery time - no later than 10 calendar days from the date of order confirmation	Specify in Annex 02 - Request for Proposal - Financial Proposal
2	The offer is valid for 1 year as specified in the RFQ.	To be indicated in Annex 02 - Request for Proposal - Financial Proposal
3	Delivery to the final destination shall be provided by the supplier.	To be indicated in Annex 02 - Request for Proposal - Financial Proposal

1.1. Evaluation Criteria

UK-MED will evaluate all proposals based on the following criteria. To be considered for this Request for Proposal, your proposal must be complete and meet all of the following criteria:

- Administrative Evaluation: the proposal must be complete, with all required documents, in the proper order, in the required format, with correct titles, signatures and seals, and must be submitted in a compressed format by e-mail. For the technical evaluation, the tender committee will accept only proposals that meet the above requirements.

- Technical evaluation: Bidders shall provide a description and documentation of the proposed goods to confirm their compliance with the minimum technical requirements. Bidders must also provide information on their experience as an organization, including (without limitation) the period of operation, financial stability, level of qualifications and advantages over other bidders.

- Financial evaluation: Bidders will be evaluated on the basis of the cost of their proposed solutions based on the work to be performed in accordance with the scope of this project. Payment terms are also taken into account.

Tender schedule

Schedule of activities/Tasks	Date of activity/Due Date	Responsible person	Comments
Request for Proposal issued	July 7, 2025	UK-MED	
Deadline for submission of requests for clarification to UK-MED	July 10, 2025	Supplier	Deadlines must be strictly adhered to.
UK-MED responds to all requests for clarification	July 11, 2025	UK-MED	
Deadline for Supplier to submit proposal with all required attachments	July 15, 2025	Supplier	Deadlines must be strictly adhered to.
Оцінювання пропозиції	from July 16, 2025 to July 18, 2025	UK-MED	
Відбір фіналістів	July 21, 2025	UK-MED	Contract negotiations with the successful tenderer will commence immediately upon notification.

UK-MED is looking for a supplier to submit quotations for the following items according to the list #1