

Invitation letter



REPRESENTATION OF THE DANISH COUNCIL FOR REFUGEES IN UKRAINE

14 Soborna St., Mykolaiv, Ukraine, 54001

Mykolaiv, 19-03-2025

To: The tender is open to any qualified supplier who can supply the goods described in Annex A.1 to this Letter

Invitation to participate in the Tender No.: ITB-UKR-00338659 Restoration works at the Gynecological facility branch of the Municipal Medical and Social Welfare Service "City Hospital No. 1" at the address: Mykolaiv region, Mykolaiv city, 2 Ekipazhna st., 4

Dear Sirs,

DANISH COUNCIL FOR REFUGEES IN UKRAINE (DRC) with donor funding from the Ministry of Foreign Affairs is conducting a procurement of **restoration works at the Gynecological Department of the KNP MMR "City Hospital No. 1" at the address: Mykolaiv region, Mykolaiv city, 2 Ekipazhna st., 4**, description and list which is specified in Annex A.1 to this tender package. In this regard, DRB invites you to submit a price offer(s) for the supply of the goods(s) specified in the attached DRB tender form, Annex A.1.

I. TENDER INFORMATION

Tender information:

No.	Description	Time, date, address, as appropriate
1	Tender publication	19-03-2025
2	Visiting facilities	26-03-2025 12:00 PM UTC / 14:00 PM Kyiv time Interested suppliers need to confirm their participation by email to: ukr-procurement@drc.ngo by the end of the working day 25-03-2025
3	Technical meeting date	28-03-2025, 08:00 AM UTC 11:00 AM Kyiv time Interested suppliers need to confirm participation by email: ukr-procurement@drc.ngo to 27-03-2025
4	Date of closing of questions Date of publication	02-04-2025
5	of questions and answers Date and time of	03-04-2025 / 04-04-2025
6	closing of questions proposals	10-04-2025, 15:00 PM UTC 17:00 PM Kyiv time
7	Place of opening of tender offers	<i>Offline bid opening:</i> will be held at the above-mentioned DRB address <i>For online bid opening:</i> a link will be provided to suppliers who

		interested in participating in the opening of bids. Details can be found in Section XVII 11-04-2025, 09:00
8	Date and time of bid opening	AM UTC 11:00 AM Kyiv time
9	Email address for proposals Postal address for	tender.ukr@drc.ngo 14
	submitting applications for paper media	Soborna St., Mykolaiv, Ukraine, 54001

PLEASE NOTE: NO OFFERS WILL BE ACCEPTED AFTER THE ABOVE TERMINATION TIME AND DATE
ACCEPTANCE OF PROPOSALS

II. IMPORTANT INFORMATION ABOUT THIS TENDER:

- This tender is launched with the aim of concluding a contract(s) with a supplier(s) for the purchase of renewable works as described in the DRB Technical Proposal Form, Annex A.1. • DRB may decide to cancel the contract if it deems it necessary. • The delivery time of the supply must comply with the requirements in Annex C Terms of Reference (also available in below). DRC may terminate the contract or apply other penalties if the supplier fails to deliver the goods during this period.
- All deliveries shall be delivered DDP INCOTERMS 2020 to the locations specified in Annex C of the Terms of Reference Ukraine. • DRB shall make payment within thirty (30) calendar days of receipt of the invoice and signed
The Parties and the Beneficiary of the Certificates of Work Performed. The Contractor provides a 30-day guarantee for the work performed, therefore the last 10% of the cost of construction work according to the Contract will be paid 30 days after signing the act of the work performed under the Contract unless quality or compliance issues are reported. However, if the selected winner will request an advance payment, this can be agreed upon, with a limit of the advance payment no more than 30%.
- Tenderers must provide price proposals including VAT. • Tenderer may enter into subcontracts with the written permission of the DRB Project Manager. Conclusion
Subcontracting does not change the obligations of the Tenderer. No more than 50% of the work may be subcontracted. The Tenderer
The tenderer must cooperate with other contractors, government agencies and the DRB as necessary. Each
The subcontractor must be reviewed and approved in writing by the DRB.
- Warranty period: 5 years from the date of signing the Certificate of Work Performed by the parties. The warranty applies to defects materials, workmanship or design that arise during the warranty period. This may also include compliance with applicable codes, regulations and specifications set out in the contract documents. Representative program, the DRB/special project engineer will provide written notice to the contractor during the warranty period period after the defect is discovered. Upon receipt of written notice, the Contractor shall provide qualified labor, materials, and equipment necessary to complete warranty service within 10 working days, and the Contractor must notify the DRB in writing of the repairs made. The warranty does not covers damage caused by natural disasters, misuse, unauthorized modifications or normal wear and tear. The Contractor is responsible for ensuring that all purchased materials, all repair and installation, as well as any additional work, complied with national building codes. The DRB did not will make payments for poor quality work.
- All waste from the work, as well as any destroyed elements, must be removed from the premises and disposed of contractor in accordance with the environmental standards of Ukraine.

III. SELECTION AND EVALUATION CRITERIA

This tender will be awarded to the bidder who offers the lowest price and meets the technical requirements. Criteria technical evaluation meet the specifications set out in the DRB Technical Proposal Form, Annex A.1.

A. Administrative assessment

Before the technical and financial evaluation, the proposal must pass the administrative evaluation stage. Proposals that will be deemed administratively ineligible and may be rejected. The documents listed in the table below must be submitted as part of the proposal.

#	Supplement #	Document	Instructions
1	A.1	Proposal Form (Technical) - Specification of Scope works (BoQ)	Fill in all fields completely, sign, seal and submit in the composition proposals (together with Excel version)
2	A.2	Proposal Form (Financial)	Fill in all fields completely, sign, seal and submit as part of proposals (financial proposal need to be sent only in a separate email/envelope)
3	B	Certificate of acceptance of the tender conditions and awarding contracts	Sign, seal and submit to in the offer
4	C	Supplier questionnaire and registration form	Fill in all fields completely, sign, seal and submit in the composition offers
5	D	Supplier Code of Conduct DRB	Sign, seal and submit to in the offer
6	~	General Terms and Conditions of the DRB Agreement	Sign, seal and submit to in the offer
8	F	Preliminary design (including technical drawings and Scope of Work	Sign, seal and submit to in the offer
9	G	(SoW) Comprehensive CV of - Chief Engineer; - Technical Staff (Representative/Contractor works) from the contractor who will be appointed for implementation of the project/site), including education, experience in working on similar facilities.	Fill in all fields completely, sign, seal and submit in the composition suggestions. Participant template is also acceptable
10	H	<u>List of employees who must be present at object: -</u> Stonemasons; - Painters-plasters; - Tilers-facers; - Specialists in the arrangement of plasterboard structures; - Plumbing installer; - Electrical installer; - Fire alarm system installation specialists; - Ventilation equipment installation specialists; - Oxygen equipment installation specialists. <i>If the contractor does not have staff on its staff from the above list, he can attract subcontractors subject to the execution of Annex I</i>	Fill in all fields completely, sign, seal and submit in the composition suggestions. Participant template is also acceptable

11		<p>Information about the subcontractor.</p> <p>List of contractor employees who were not included in Annex I, but necessary for implementation of works.</p> <p>Copy of the contract with the subcontractor</p>	<p>Fill in all fields completely, sign, seal and submit in the composition suggestions.</p> <p>Provide a copy of the agreement between the participant bidding and subcontractors.</p> <p>Participant template is also acceptable</p>
12	J	<p><u>Work schedule, including:</u></p> <ul style="list-style-type: none"> • Preparatory works • General construction works • Heating works • Ventilation works • Installation of new water supply • Installation of plumbing equipment • Hot water supply installation • Sewerage installation • Electric lighting installation • Installation of power electrical equipment • Grounding arrangement • Fire alarm system arrangement fire alarms and notifications • Installation of oxygen supply system • Installation of existing equipment for operating room <p>The supplier may provide separate or integrated into the work schedule.</p>	<p>Fill in all fields completely, sign, seal and submit in the composition suggestions.</p> <p>The participant template is also acceptable - designed with the application special software (Gantt chart, network graph, etc.). The graphs must necessarily include</p> <p>The following data will be displayed: time preparation for work; performance of all types of work in accordance with BoQ and Appendix J; delivery schedule basic materials and structures; laboriousness of work on processes.</p>
13	K	<p>List of equipment and tools needed for work</p>	<p>Fill in all fields completely, sign, seal and submit in the composition suggestions.</p> <p>Participant template is also acceptable</p>
14	N/A	<p>1. Certificate of state registration or equivalent document</p> <p>2. Valid authorization for the services offered (building license) or equivalent document. Financial statements</p>	<p>Provide a copy</p>
15	N/A	<p>for the last 3 years, which demonstrates financial stability and capacity tenderer to execute the project</p>	<p>Provide a copy</p>
16	N/A	<p>1) Confirmation of satisfactory results work from 2 recent clients over the last 5 years. 2) Documentary confirmation of performance of similar work over the last 3 years (copies of contracts, certificates of work performed, etc.) - at least three objects.</p>	<p>Provide a copy - participant template acceptable</p>
17	N/A	<p>Manufacturer's technical data sheet for each the proposed position (if the tenderer provided sufficient technical details in The technical proposal form in Annex A.1, submission technical passport is not mandatory).</p>	<p>Provide a copy</p>

18	N/A	<p>A copy of the contract or other supporting document with a specialized institution - a landfill for solid household waste (construction waste).</p> <p><i>If the tenderer does not have such a contract for the moment of submitting the tender, it must submit a letter confirming that the contract will be signed and provided to DRC for work execution.</i></p>	Provide a copy
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B. Formal criteria for the tenderer

Submitted proposals will be reviewed on a "Meet" or "Not Meet" basis to determine compliance with the following formal criteria/requirements: # **DRB Requirements**

1. Participant registration tender	Description
	The tenderer must provide a company registration certificate
2. Completeness of the proposal	<ul style="list-style-type: none"> • Bid forms and other required documentation according to the list of documents (section A), must be provided and filled; • Financial and Technical Proposals must be submitted separately messages, in the "Subject" field of each message you must indicate the type of proposal (Financial or Technical)
3. Offer validity period	Minimum 90 days after tender closing

DRB reserves the right to reject any proposal at this stage.

C. Bidder Qualification Criteria If a bid does not technically meet one of the following criteria, it may be rejected:

No. DRB requirements	Description
1 Market presence	The tenderer must have been continuously engaged in the provision of services/supply of similar goods for the last 3 (three) years. until the time of opening of bids. Provide confirmation
2 Financial capacity of the participant	<p>The tenderer must provide proof of average turnover for the previous three years for a minimum amount of 250,000.00 US dollars</p> <p>The average annual turnover for the previous three years is the sum of net income for three years, divided by three.</p>

D. Technical evaluation

To be technically responsive, proposals must comply with the established tender requirements and specifications. or exceed them. A proposal is considered compliant if it confirms that it meets all the criteria

mandatory conditions, procedures and specifications without any significant deviation or limitation thereof. If the offer is not does not meet the tender requirements, it will be rejected.

A detailed description of the requirements is provided in Appendix A.1 – Proposal Form (Technical).

No.	Criterion	Eligibility criteria	Criteria inconsistencies	DRB requirements
1	Conformity technical characteristics	The supplier is responsible for all specified technical requirements for requested goods/works	The supplier does not corresponds to one or a few technical characteristics	Specification / Technical data sheet manufacturer for each proposed position and information that specified and requested in Appendix A.1 Form tender offer (Technical), which added - will be checked
2	Workforce	<p>The tenderer has the following staff:</p> <p>At least 1 chief engineer from at least 5 years of experience jobs in the sector</p> <p>Minimum 1 dedicated technical specialist (representative at facility/supervisor) with at least 5-years of work experience, which submitted. 5 years of work experience in the project for which it is submitted proposal that can contribute conducting measurements on construction sites and share them with the head office tenderer, as well as to be authorized to act on behalf of contractor and provide updated progress information works and problems in the DRB.</p> <p>The tenderer has a staff employees and contractors necessary for the work specified in Annex I/J</p>	The bidder does not have sufficient quantity qualified employees or none experience in projects home renovation.	<p>Appendix G. Expanded CV of the chief engineer and technical staff (representative/executive) (i) from the contractor who will be appointed for implementation project/site), including education, work experience on similar objects.</p> <p>Appendix H: List employees who have to be present at the facility</p> <p>Annex I: List contractor's employees. Information about subcontractors</p>
3	Term implementation each project	The participant provided a comprehensive work schedule for the project in Annex K according to the terms supplies	The bidder does not meets the deadlines delivery, as specified in Appendix J	<p>Appendix J: Work Schedule</p> <p>Participant template also is acceptable - developed from application special</p>

		<p><i>Deadline for completion of work is determined according to each separate type of work: Preparatory work - 4 days General construction work - 94 days</i></p> <p><i>Heating installation work -14 days</i></p> <p><i>Installation work ventilation - 28 days</i></p> <p><i>Installation of a new plumbing - 15 days Plumbing installation equipment - 14 days</i></p> <p><i>Hot device water supply -7 days</i></p> <p><i>Sewerage installation - 13 days Installation electric lighting - 30 days Installation of power electrical equipment - 28 days</i></p> <p><i>Grounding installation - 6 days Fire alarm system installation alarms and notifications about fire - 8 days System setup oxygen pipeline - 20 days Installation of existing equipment for the operating room - 3 days</i></p>		software provision (diagram Ganta, network schedule, etc.).
4	Tools and equipment that will be to use	<p>The bidder has access to necessary equipment and tools, according to Appendix L, such as:</p> <ul style="list-style-type: none"> - Trucks; - Specialized transport for transportation of PVC structures; - Power tools (hammer drill); - Angle grinders; - Mixers for construction mixtures; - Vibrating rails; - Concrete mixers. 	<p>The participant does not have necessary equipment, tools or materials needed for conducting complex repair work, or provides improper information about their availability and readiness before use.</p>	<p>Appendix L: List equipment, tools and facilities necessary for execution of works</p>
5	Copy of the contract, or other confirming document from specialized institution - a testing ground for solid household waste	<p>The tenderer provided:</p> <p>A copy of the contract or other supporting document from specialized institution - landfill for solid household waste (construction waste).</p>	<p>The tenderer does not provided by:</p> <p>A copy of the contract or a letter confirming that the contract will be signed and provided DRC for execution works.</p>	<p>Copy of contract or letter with the appropriate confirmation.</p>

	(construction waste)	If the tenderer does not have such contract at the time of submission tender offer, he must submit a letter confirming that the contract will be signed and provided by DRC for the execution of the works.		
6	Audit recommendations	Providing at least 2 positive recommendations from 2 customers per last 5 years	Lack of positive letters of recommendation or detection negative results works	Confirmation - at least 2 positive recommendations

C. Financial assessment

All proposals that are deemed technically responsive will be subject to financial evaluation. Proposals that will be deemed technically unsuitable, will not be subject to financial evaluation.

IV. TENDER PROCESS

The tender consists of the following stages: •

- Time for preparation and submission of proposals
- Tender closing
- Opening of proposals
- Administrative assessment
- Technical evaluation
- Financial assessment
- Awarding contracts
- Notification of contract awards to participants

V. SUBMISSION OF PROPOSALS

Participants are fully responsible for ensuring that their proposals are received by the DRB in accordance with the tender requirements, including the specified date and time. The DRB will only consider proposals received by the specified closing date and time.

All eligible proposals must be submitted on **the DRB Bid Form (Annexes A.1 and A.2)**. In addition to the DRB Bid Forms, the proposal must include the following documents:

- Annex A.1. Proposal Form (Technical) - Statement of Work (BoQ) • Annex A.2. Proposal Form (Financial) • Annex B. Certificate of Acceptance of Tender Conditions and Award of Contracts
- Appendix C. Supplier Questionnaire and Registration Form
- Appendix D. DRB Supplier Code of Conduct
- Appendix E. General Terms and Conditions of the DRB Agreement
- Annex F. Preliminary design (including technical drawings and Scope of Work (SoW)) • Annex G. Comprehensive resume of the Chief Engineer and technical staff
- Appendix H. List of employees who must be present at the facility
- Annex I. List of Contractor's Employees. Information on Subcontractors
- Appendix J. Comprehensive Work Schedule • Appendix K. List of Equipment and Tools Required to Perform Work
- Certificate of state registration or equivalent document and valid permit for the services offered (building license) or equivalent document.
- Report on financial and professional capacity
- 1) Confirmation of satisfactory work results from the last 2 clients over the last 5 years;

2) Documentary confirmation of the performance of similar works over the last 3 years (copies of contracts, acts of completed works, etc.) – at least three objects. •

Technical passport of the manufacturer for each proposed position (if the tenderer has indicated sufficient number of technical details in the Technical Proposal Form in Annex A.1, submission of a technical passport is not mandatory).

- A copy of the contract or other supporting document with a specialized institution - a landfill for solid household waste (construction waste). *If the tenderer does not have such a contract for the moment of submitting the tender, he must submit a letter confirming that the contract will be signed and provided to DRC for work execution.*

Proposals not submitted on the forms of Annexes A1 and A2 or not received by the specified time and date, or delivered to Any email or physical address other than that listed on page 1 will be disqualified.

Proposals are sent by email, post or courier at the risk of the participants. DRB is not responsible responsibility for receiving such Proposals.

Participants are fully responsible for ensuring that the proposal is received by the DRB in full in accordance with requirements of this documentation.

A. Original proposal:

The proposal is divided into a “financial” and a “technical” part: o

The financial part must contain only Annex A.2 “Financial Part”. o The technical part must contain all other documents required for participation in the tender, as specified in section “A. Administrative assessment” of this document, but excluding price information.

Each part must be placed in a **sealed** envelope marked as follows:

ITB No.: **ITB-UKR-00338659**

TECHNICAL PROPOSAL

Participant name:

ITB No.: **ITB-UKR-00338659**

FINANCIAL PROPOSAL

Participant name:

Both envelopes must be placed in an outer **sealed** envelope, which must be addressed and delivered:

ITB No.: **ITB-UKR-00338659**

14 Soborna street, 54001, Mykolaiv,
Ukraine

B. Email submission

Proposals should be submitted by email to a dedicated, secure, controlled address:

tender.ukr@drc.ngo

When submitting by email, the following requirements must be met:

- Tender number "ITB-UKR-00338659" must be indicated in the "Subject" field of each email message
- The Financial and Technical Proposals must be sent as separate messages, in the "Subject" field of each
The message must specify the type of proposal (Financial or Technical)
 - o The financial part must contain only Annex A.2 "Financial Part".
 - o The technical part must contain all other documents required for participation in the tender as specified in section "A. Administrative Evaluation" of this document, but excluding price information.
- Proposal documents must be attached to the electronic message in PDF, JPEG, TIF or these formats:
same formats, but compressed into a ZIP archive file. Submission of documents in MS Word or Excel formats will result in disqualification of the proposal;
- Attachments to electronic messages should not exceed 10 MB; if necessary, send attachments of a larger total volume, the offer must be sent in several messages.

Failure to comply with the above conditions may result in disqualification of the proposal.

DRB is not responsible for errors in the operation of the Internet, servers, other equipment or software involved in the process of receiving proposals by email by a participant or the DRB.

DRB is not responsible for non-receipt of proposals sent by email.

Proposals can be submitted in one of two ways described – in original or by email. If the participant submits the proposal in both ways - in the original and by email, the DRB will choose the version that most acceptable for DRB.

VI. SUBMISSION OF SAMPLES

Samples are not required.

VII. COMPLETING THE PROPOSAL FORM

A. Quotation Prices

Any discount must be included in the quotation price. Unless otherwise requested, it must be stated if prices are not quoted on DDP terms (INCOTERMS 2020).

B. Currency The

currency of the Proposal must be **USD, EUR or UAH**. No other currency is acceptable.

C. Language

The Proposal Form, all correspondence and documents related to this solicitation must be in English or in Ukrainian (preferably in English).

D. Packaging

Packaging must meet international transport standards, be of high quality and suitable for shipment as provided in the Bid Form.

AND. Country of origin The countries of origin of the goods must be clearly indicated.

F. Presentation

Bids must be legible. Prices written in pencil will not be considered. All erasures, alterations or Corrections must be initialed by the Proposal signatory. Do not submit blank pages of the form. Proposals and | or schedules not required. All documentation must be in English or in Ukrainian (preferably in English). All Proposals must be duly signed authorized representative of the Participant.

G. Contract Allocation DRB

reserves the right to allocate contract awards.

H. Bid Validity Period Bids

must be valid for at least the minimum number of days specified in the ITB, from the closing date for accepting tenders. The DRB reserves the right to determine at its sole discretion validity period for offers that do not specify a minimum or maximum validity period.

VIII. ACCEPTANCE OF THE PROPOSAL

DRB reserves the right, in its sole discretion, to consider any Proposal invalid or unacceptable which a) is unclear; b) does not contain complete information on essential details, such as specifications, deadlines, price components, etc.; or c) is not prepared in accordance with the DRB Proposal Form - and accept or reject any amendments, withdrawals and | or additional information provided after the time and date of termination of the acceptance of Proposals.

IX. AWARD OF CONTRACTS This

tender does not oblige DRB to enter into a contract or to pay any costs associated with the preparation or the submission of proposals, or the costs incurred in conducting the necessary research for their preparation, or for the procurement or award of contracts for services or goods. Any Proposal will be considered as proposal of the Participant, and not as an acceptance by the Participant of the proposal from the DRB. No contractual relationship is shall exist, except as provided for in a written agreement signed by a duly authorized representative of the DRB and the winner.

The DRB may award contracts for partial quantities or individual items. The DRB will notify the winners of its decision on their Proposals as soon as possible after the opening of Proposals. DRB reserves the right to cancel any tender, reject any or all Proposals in whole or in part and award any contract.

Suppliers who do not comply with the terms of the contract, including using different or different materials origin than stated in their Proposals and contracts may be excluded from participation in future tenders DRB.

X.CONFIDENTIALITY

This bidding document or any part thereof, and all copies thereof, shall be furnished to the DRB upon request. This The tender documentation is confidential and belongs to the intellectual property of the DRB, contains information intended for Participants only, part of which may be protected by copyright, and which is transmitted To bidders, provided that no part of it or any information relating to it may be copied, distributed or made available to others without the prior written consent of the DRB, except that bidders may transmit technical specifications to potential subcontractors for the sole purpose of obtaining from them Notwithstanding any other terms and conditions of these bidding documents, Bidders must comply with the requirements of this paragraph regardless of whether they submit a Proposal or respond to this tender in any other way.

XI. COLLATERAL BIDDING AND NON-COMPETITIVE CONDUCT

Participants and their employees, officers, advisors, agents or subcontractors must not participate in collusion to submit Proposals or in other non-competitive actions or in any other similar actions regarding:

- preparation and submission of proposals;
- clarification of proposals; •
- conduct and content of negotiations;
- including negotiations before concluding a contract.

within the framework of this tender or procurement process or any other procurement process conducted by the DRB in relation to any of his demands.

For the purposes of this paragraph, collusive bidding, other anti-competitive conduct, or any other similar The conduct may include, but is not limited to, disclosing, exchanging or explaining to any other participant, person or entity information (in any form), whether or not such information is confidential commercial information of DRB, any other Participants, individuals or legal entities for to influence the outcome of the tender in a way that would lead to a result different from that which was intended would be obtained through a competitive process.

XII. UNLAWFUL ASSISTANCE

Proposals that, in the opinion of the DRB, were exclusively made by:

- with the help of current or former employees of DRB, or current or former contractors of DRB, who breaching confidentiality obligations, or using information that is not widely available public or which provides a non-competitive advantage;
- using confidential and/or internal information of the DRB that was not available to the the public and other participants;
- in breach of confidentiality obligations to the DRB or contrary to these conditions of submission of Proposals, it will be excluded from further consideration.

Without limiting the terms of the above clause, the Participant, in the absence of prior written permission from The DRB shall not allow anyone to contribute to the preparation of the Proposal or participate in any process, regarding the preparation of the Proposal or the procurement process, if this person at any time within 6 months immediately before the start date of this tender was an officer, agent, servant or employee or otherwise involved in the DRB and was directly or indirectly involved in the planning or fulfilling the requirements, project or activity to which this tender relates.

XIII. CORRUPT PRACTICES

The DRB has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors is involved in any a form of corruption, defined by the DRB as the improper use of entrusted power for personal gain.

This definition is not limited to interactions with government officials and encompasses both attempts and and actual corruption, as well as monetary and non-monetary corruption. This definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts that promote undue influence, "kickbacks", favoritism, "nepotism", nepotism, extortion, embezzlement, misuse of confidential information information, theft and various forms of fraud, such as forgery or falsification of documents, as well as financial fraud and abuse of power in the procurement process. No offer, payment, reward or benefit of any kind of a kind that could be considered an illegal or corrupt practice should not be made, promised, solicited or accepted – directly or indirectly – as an incentive or reward in relation to an activity that financed by the DRB, including the conduct of tenders, the conclusion or execution of contracts. The DRB reserves the right the right, without prejudice to any other available rights or remedies, in respect of any breach

of this paragraph immediately reject the submitted Proposal and take such additional actions, civil and | or criminal, as needed.

The Participant agrees to accurately communicate the DRB's anti-corruption policy to third parties. The Participant also agrees to immediately report to the DRB any suspicion or information it receives from any source, about the possibility of violating this policy, by contact details of the specific country, which listed on the page at <https://pro.drc.ngo.where-we-work>, or through the Reporting Mechanism violation of the DRC code of ethics: www.drc.dk/relief-work/concerns-complaints/code-of-conduct-reporting-mechanism Reports of suspected corruption can also be reported directly to the DRB headquarters at c.o.conduct@drc.dk.

XIV. CONFLICT OF INTEREST

The Participant shall not itself, and shall also ensure that its employees, officers, advisors, agents or subcontractors do not find themselves in a position that could lead to or leads to an actual, potential or perceived conflict of interest between the interests of the DRB and the interests of the bidder in the procurement process.

If a conflict arises during any stage of the procurement process or the execution of any contract with the DRB interests or may arise, the Participant must immediately notify the DRB in writing, specifying all relevant data on the situation, including those cases where the Participant's interests conflict with the interests of the DRB, or cases where any DRB employee, worker or person under contract with DRB may have or appears to have an interest of any kind in the business of the Participant or any economic relationship with the Participant. The Participant shall take such steps as the DRB may reasonably require to resolve the conflict or other measures to meet the DRB.

XV. WITHDRAWAL / CHANGES TO PROPOSALS

Requests for withdrawal of the Proposal after the deadline for submission will not be honored. Withdrawal of the Proposal may result in suspension or removal from the list of contractors of the DRB. The Participant may amend its Proposal before the closing of the tender. Any such amendment must be submitted in writing and in a sealed envelope marked with the original Proposal number. No changes are permitted after closing of the tender.

XVI. LATE SUBMISSIONS

All Proposals received after the tender close will be rejected.

XVII. OPENING OF PROPOSALS

The opening of Proposals will take place at the time and place as specified above.

Any attempt by the Participant to influence the tender committee in the process of consideration, obtaining clarifications, evaluation and comparison of Proposals, obtain information on the status of consideration or influence the decision of the DRB regarding award of the contract will result in immediate rejection of the Proposal.

Interested suppliers should confirm participation by email:

ukr-procurement@drc.ngo

until 10.04.2025 (by the end of the working day)

XVIII. CONTRACT TERMS

By submitting a Proposal, all Participants confirm their acceptance of the General Terms and Conditions of the DRB contract for the purchase of goods or Services or the Special Terms and Conditions of the Contract, as well as their acceptance of the terms of the "Code of Ethics", which is an integral part of every DRB contract.

XIX. CANCELLATION OF THE TENDER

In the event of cancellation of the tender, the DRB will notify the Participants. If the tender is cancelled before the external the envelope of any Proposal will be opened, sealed envelopes will be returned, unopened, to the Participants.

The tender may be canceled in the following situations:

- when no qualitatively or financially acceptable Proposal was received or none was submitted at all Proposals;
- the economic or technical parameters of the project have been fundamentally changed;
- exceptional circumstances or force majeure do not allow the project to be carried out normally;
- all technically eligible Proposals exceed the available financial resources; or
- there have been irregularities in the procedure, in particular where they have hindered fair competition.

DRB is not liable for damages, regardless of their nature (in particular, damages for loss of profit) related to with the cancellation of the tender, even if the DRB was notified of the possibility of losses. Publication The procurement notice does not oblige the DRB to implement the announced program or project.

XX. QUESTIONS ABOUT THIS TENDER

For inquiries regarding this tender, please contact: ukr-procurement@drc.ngo , Viktoriia

[Rozhkovska](#) All questions regarding this tender should be submitted in writing to the above address. In

In the Subject field, please indicate the tender number. Proposals should not be sent to the address provided. email.

All questions during the tender period, as well as answers, will be sent to all invited contractors or for open bidding, published on [the DRB website](#).

XXI. TENDER DOCUMENTS

This tender documentation package contains the following:

1. This Invitation to Tender No. ITB-UKR-00338659 2. Annex A.1. Proposal Form (Technical) - Specification of Scope of Work (BoQ)p
3. Appendix A.2. Proposal Form (Financial)
4. Annex B. Certificate of acceptance of the conditions of tendering and award of contracts
5. Appendix C. Supplier Questionnaire and Registration Form
6. Appendix D. DRB Supplier Code of Conduct
7. Appendix E. General Terms and Conditions of the DRB Agreement
8. Annex F. Preliminary design (including technical drawings and Scope of Work (SoW))
9. Appendix G. Comprehensive CV of the Chief Engineer and Technical Staff
10. Appendix H. List of employees who must be present at the facility
11. Appendix I. List of Contractor's Employees. Information on Subcontractors
12. Appendix J. Work Schedule
13. Appendix K. List of equipment and tools required to perform the work

According to the DRB anti-corruption policy, Bidders must adhere to the highest standards of ethics during procurement and contract execution. The DRB will reject the Proposal if it is found that the Participant recommended used corrupt, fraudulent practices, coercive methods or colluded in the award of the contract competition or during the performance of the Contract.

Sincerely,

REPRESENTATION OF THE DANISH COUNCIL FOR REFUGEES IN UKRAINE
