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TO END THE TUBERCULOSIS EPIDEMIC

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Terms of Reference

for Individual Entrepreneurs regarding the provision of services for arranging workplaces for doctors at SPILNO Children Points (printing services) within the framework of the project “Support community-based health care services for children and mothers at SPILNO Children Points and Centers for Internally displaced people”, which is implemented with the financial support of UNICEF

Date: August 12, 2022

Tender №: 3/UNICEF/PROCUREMENT

About TB Europe Coalition

Established in 2009, TBEC is a regional advocacy network of civil society organizations and individuals from across the World Health Organization (WHO) Europe region, comprising Western and Eastern Europe, Caucasus and Central Asia. The network aims to strengthen the role of civil society within the regional response to TB and ensure political and financial commitments to end TB. Currently, TBEC has more than 200 members from more than 30 countries in the region. In 2017, TBEC was registered as a legal entity in the Netherlands to step up its regional and national advocacy, capacity building, and support for country-led TB advocacy initiatives. The TBEC Secretariat is located in Kyiv and is responsible for the coordination, communication, administration, programmatic, and policy management of the network.

Background information on the project

UNICEF project “Support community-based health care services for children and mothers at SPILNO Children Points and Centers for Internally displaced people” is aimed at improving access to community-based health services for conflict-affected children and mothers through the network of SPILNO Children Points.

Health care services in up to 40 SPILNO Children points will be provided within the project. It is expected that doctors at each point examine children and provide medical consultations to them. In addition to the examination, doctors will offer parents to fill in screening questionnaires for children and their family members, which will contain questions that will help focus parents' attention on possible health risks for their children, as well as recommendations for further actions (including redirection to other UNICEF programs - those will be determined jointly by TBEC and UNICEF). The doctor will hand the completed screening questionnaires to the parents so that they have all the necessary information regarding institutions they can apply for further support. Children from SPILNO Points will also benefit via referral to facilities that received medical vouchers.

Based on SPILNO Points, the project will closely cooperate with the USAID-funded program “Fighting Misinformation about Vaccines” which engaged medical mobilizers for immunization to ensure behavior change of parents and service providers about immunization.

The objective of the assignment

Provision of comprehensive services for the arrangement of workplaces for doctors at children's points SPILNO, which are located in controlled territories of Ukraine, where doctors will be able to examine children, provide them with medical recommendations, and focus on possible risks to children's health.

Scope of work (the services will include the following activities/services but are not be limited to)

- Provision of services for the procurement of goods necessary for the arrangement of workplaces for doctors at a maximum of 40 joint children's points located in Kyiv, Lviv, Ivano-Frankivsk, Kirovohrad, Odessa, Poltava, Cherkasy, Zakarpattia, Ternopil, Vinnytsia, Khmelnytsky, Zhytomyr regions (the list of necessary workplace equipment may vary, depending on the needs at each SPILNO point. For the provision of price offers, see Appendix 1)
- Delivery of the necessary goods for arranging workplaces for doctors at a maximum of 40 SPILNO children's points
- Installation of the necessary equipment for arranging workplaces for doctors at a maximum of 40 SPILNO children's points
- Checking the arrangement of workplaces for doctors regarding the working condition and absence of damage

Necessary services and equipment will be agreed upon in separate orders for each SPILNO point.

Duration of the assignment

- The start of the provision of services is expected immediately after the signing of the contract with the Supplier
- The provision of services is planned for the period from **August 23, 2022**, to December 31, 2022, which will be agreed upon by both parties in writing

Requirements

- Valid status of an Individual Entrepreneur
- Single taxpayer, simplified taxation system (non-VAT payer)
- An open dollar account with the ability to accept payment in US dollars
- Willingness to provide services on the basis of **post-payment** (after the completion of each Order), **without advance payments**
- Experience in providing similar comprehensive services
- Timely provision of the necessary reporting documentation at the request of the TBEC
- Providing services based on the principle of "value for money"

The supplier must have the ability to fulfill all the above requirements

Reporting requirements

After providing services for each Order, the Supplier must provide TBEC with primary financial documents, as well as photo reports of the installed equipment at the children's SPILNO points.

Payment

Due to the fact that TBEC is registered in the Netherlands, payment for services will be made in US dollars. Post payment will be made for each agreed Order within 10 (ten) banking days from the moment of signing the Acceptance Certificate of the provided services and provision of all the necessary supporting documents.

Application Process

Interested candidates should submit the following documents:

1. Duly signed Tender Form (according to the sample given in Appendix 2)
2. Technical proposal, consisting of:
 - 2.1 For individual entrepreneurs on the single tax - a copy of the certificate of state registration or an extract from the Unified State Register of Legal Entities and Individual Entrepreneurs, an extract from the Unified State Register of Legal Entities and Individual Entrepreneurs, in which the main types of activities are indicated, a copy of the certificate of payment of a single tax or Extract from the register of single taxpayers.
 - 2.2 Bank details – Certificate from the bank.
 - 2.3 A valid license for the relevant type of work (if applicable).
 - 2.4 Duly signed Cover Letter with:
 - confirmation of fulfillment of the above requirements;
 - information about the availability of own resources or existing partnership agreements necessary for the provision of services;
 - information about the activity profile (at least 2 years of experience in the relevant field);
 - a brief description of the experience of providing similar services (experience of working with international organizations, NGOs or UN agencies in Ukraine will be an advantage).
 - 2.5 Letters of recommendation submitted between 2018 and 2022 inclusive will be an advantage.
3. The price offer in US dollars, in the form according to Appendix 1.

All documents must be sent to the email address of Anastasiia Iaroshyk iaroshyk@tbcoalition.eu in pdf format. The subject of the letter must include the number of this tender and the name of the Supplier.

The deadline for submitting commercial proposals is **August 19, 2022**, at 18:00 Kyiv time
Proposals sent later will not be considered

Conditions

The contract will be awarded on a competitive basis according to the requirements described in the Terms of References.

The evaluation and selection will be conducted through procurement procedures set out in the TBEC Internal Policies and Procedures. Evaluation will be made following the indicated above criteria.

Should a potential Bidder have any queries related to the terms of reference please contact Anastasiia Iaroshyk at iaroshyk@tbcoalition.eu no later than **August 19, 2022**. Please note that only short-listed candidates will be contacted.

TBEC reserves the right to:

- contact any company or person indicated by the Supplier as a referrer
- request any additional or confirming data (from Suppliers)
- not to announce the tender results to all potential participants.
- accept any Application in whole or in part
- enter into negotiations with the selected Supplier
- entrust the implementation of contracts to more than one Supplier for the purpose of partial procurement

Application evaluation method and process

Implementation of the Contract will be entrusted to the Supplier who submitted a technically acceptable offer with the lowest price. A proposal is considered technically acceptable if it meets the following minimum technical criteria: all the above-mentioned documents that must accompany the Proposal have been provided, and the proposed goods meet the required specifications.

Validity of applications

Applications must remain valid for at least **30 days after their opening** unless otherwise provided by the Special Terms and Conditions. Suppliers must indicate the period of validity of their bids, as the TBEC may award contracts to the bid that best meets the requirements of the Tender if the bid is valid at the time of receipt of requests for the provision of goods/services. The TBEC may ask the Applicants to extend the period of validity of the applications.

Assignment and implementation of the contract

1) The implementation of the contract(s) will be awarded to the Supplier who has submitted a technically acceptable offer with the lowest price, whose services are acceptable from a commercial and technical point of view, and whose bid complies with all the Instructions, Conditions and provisions set out in the Tender, provided that the application is reasonable and meets the interests of TBEC

2) TBEC reserves the right to reach multiple agreements for any goods/services if in TBEC's opinion, the Supplier who best meets the requirements of the Tender cannot fully satisfy the need for goods/services, or if the TBEC considers that this corresponds to its interests. Any arrangement under this condition will be made on a best, second best, third best, etc. basis application that meets all the requirements listed in the Tender.

TBEC makes payment after receiving the provided goods/services

Appendix 1
Price proposal "*Supplier Name*" for 1 SPILNO point

	Description	Unit	Quantity	Price for unit, U.S. dollar	Total price, U.S. dollar
1	Ballpoint pen	pcs.	360		
2	Folder for storing forms and primary documentation	pcs.	4		
3	Badge with lanyard and color print	pcs.	10		
4	Questionnaire form (A4, 2 sheets with copy paper)	pcs.	2400		
5	Notebook (A5, 50 sheets, tear-off from the top)	pcs.	100		
6	Daily register form (A4, 1 sheet)	pcs.	180		
7	Stickers for branding (5x5cm)	pcs.	25		
8	Information poster (hard base A2, PVC with mounting kit)	pcs.	1		
9	Table top A5/A4	pcs.	1		
10	Signboard (A2, rigid PVC with mounting)	pcs.	1		
11	A set of storage containers + shelving and internal organizers for printing and work documentation	pcs.	1		
12	Delivery services and associated costs	service	1		
	Total				

* The list of necessary equipment and its quantity may vary depending on the needs of each children's SPILNO point and will be agreed in the Order for each point separately.

Name of the Supplier:

Name and surname of the PE:

Position:

Signature and stamp (if any):

Date:

Tender form

The undersigned, having read the terms and conditions of this Tender, hereby offers to provide the services/supply the goods specified in the terms and conditions contained herein.

Date:	
Full name and position:	
The company name:	
Address:	
Phone number:	
E-mail:	
Validity of application: (30 days minimum)	
Signature and stamp (if any)	