



Mission
Kharkiv

INVITATION TO BID: No. ITB 2026-003

FOR THE AWARD OF A CONTRACT FOR THE PROCUREMENT OF PORTABLE CHARGING DEVICES AND POWER STATIONS, IT AND OFFICE EQUIPMENT, SOFTWARE AND ACCESSORIES FOR THE IMPLEMENTATION OF PROJECT CBPF-UKR-26-S-NGO-39123 “TERA CONSORTIUM – EMERGENCY ASSISTANCE AND SUPPORT FOR EVACUATION (EASE) 2.0: MULTI-SECTORAL HUMANITARIAN RESPONSE FOR IDPs UNDER SP2 AND SP4, EXPANDED TO POST-ATTACK RESPONSE AND FRONTLINE AREAS UNDER SP3 AND SP1”.

DEADLINE FOR SUBMISSION OF BIDS: 18 SEPTEMBER 2026, 12:00 (KYIV TIME).

Please read this Invitation to Bid and its Annexes very carefully. Failure to comply with the procedures described herein will result in disqualification during the bid evaluation process.

1. REQUIREMENTS

Charitable Organization “Charitable Foundation ‘Mission Kharkiv’” (hereinafter – “Mission Kharkiv”) invites potential suppliers to submit bids for the supply of IT and office equipment, portable power sources, software, accessories and related goods for the implementation of Project CBPF-UKR-26-S-NGO-39123 “TERA Consortium – Emergency Assistance and Support for Evacuation (EASE) 2.0: Multi-Sectoral Humanitarian Response for IDPs under SP2 and SP4, Expanded to Post-Attack Response and Frontline Areas under SP3 and SP1”.

The objective of the Project is: to ensure that vulnerable population groups have access to essential primary health care tailored to the needs of persons with disabilities and based on inclusive principles, as well as to protection services and services for the prevention of and response to gender-based violence.

The subject of the procurement is:

LOT No. 1 – Portable charging devices and power stations;

LOT No. 2 – IT and office equipment, software and accessories.

IMPORTANT:

Detailed information on the quantities and technical specifications of the goods is provided in Annex A to this document. Annex A contains the detailed requirements for the procurement.

2. GENERAL PROCUREMENT TERMS

- Currency of the bid and payments: Ukrainian hryvnia (UAH).
- Payment method: cashless bank transfer.
- By submitting a bid, bidders guarantee that their quoted prices will remain valid until the end of the supply contract term, or longer if funding remains available and the Project is extended.

IMPORTANT:

Bidders are strongly advised to carefully review this Invitation to Bid and all Annexes. Failure to comply with the procedures set out herein may result in disqualification from the bid evaluation process.

Please note: this document does not constitute an offer to enter into a contract with your company.

3. PROCUREMENT INFORMATION

3.1. DOCUMENTS ATTACHED TO THE INVITATION TO BID

The following Annexes form an integral part of this Invitation to Bid:

Annex A: Technical Bid Form;

Annex B: Financial Bid Form;

Annex C: Supplier Registration Form;

Annex D: Mission Kharkiv Supplier Code of Conduct.

3.2. ACKNOWLEDGEMENT OF RECEIPT OF THE INVITATION TO BID

We would appreciate it if you could acknowledge receipt of this Invitation to Bid by replying to procurement@missionkharkiv.org and providing the following information:

- confirmation that you have received this Invitation to Bid;
- whether you intend to submit a bid;
- the source from which you learned about this procurement (e.g. email, Mission Kharkiv's official website, Hromadskyi Prostir, Tender.in.ua, etc.).

3.3. QUESTIONS AND CLARIFICATIONS

Potential bidders must submit any requests for clarification regarding this Invitation to Bid exclusively by email to: procurement@missionkharkiv.org.

Deadline for receipt of clarification requests: 16 September 2026, 09:00 (Kyiv time).

Deadline for Mission Kharkiv to provide responses: 17 September 2026, 15:00 (Kyiv time).

Mission Kharkiv may, at its discretion, circulate its response to any specific question simultaneously to all other invited bidders.

3.4. BID

Your bid must be legible and prepared in Ukrainian. Please submit your bid using the provided Annexes (A, B and C). Bids that do not follow the prescribed formats may not be accepted for consideration.

IMPORTANT:

Sending the bid to any email address other than the designated submission address will result in disqualification. Please submit your bid directly to: procurement@missionkharkiv.org.

Your bid must contain the following two sets of documents, submitted in separate emails:

1. Technical Bid

- duly completed Annex A "Technical Bid";
- duly completed Annex C "Supplier Registration Form";
- mandatory supporting documents to be included in the Technical Bid.

Additional information (mandatory supporting documents) to be submitted as part of the Technical Bid:

Registration documents:

- 1) Certified copy/extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Associations;
- 2) Certified bank account confirmation;
- 3) Certified copy of a document confirming the bidder's tax status;
- 4) At least two similar contracts (if available);
- 5) Product quality certificates, declarations of conformity, technical data sheets/passports, evidence of valid software licensing, warranty documents, etc.;
- 6) Any other documents the bidder considers necessary to demonstrate its competence and capacity.

A detailed description of the technical characteristics of the goods required by Mission Kharkiv is provided in Annex A.

Your Technical Bid must clearly demonstrate your capacity to supply the full quantity of goods in accordance with the technical requirements set out in Annex A.

2. Financial Bid

- duly completed Annex B "Financial Bid Form".

Your separate Financial Bid must be submitted in one currency only – Ukrainian hryvnia (UAH). If your company is selected for contracting, all payments will be made in UAH.

The Financial Bid must be submitted in accordance with Annex B "Financial Bid Form". Bids using a different financial bid structure may not be accepted.

The prices quoted in the bid must remain valid throughout the procurement process and for the term of the Contract.

3.5. SUBMISSION OF BIDS

Bids must be submitted by email only to the following address: procurement@missionkharkiv.org.

Please note: a bidder may submit a bid for the entire procurement or for an individual lot.

All bid Annexes (Annex A, Annex B and Annex C) must be submitted in PDF format, signed and stamped where a company stamp is used. As a supplement, copies of Annexes A and B may also be submitted in Excel format.

The Technical Bid and Financial Bid must be clearly separated and sent in separate emails. No financial information, including prices, may be included in the Technical Bid. Failure to comply with this requirement will result in disqualification.

Deadline for submission of bids: 18 September 2026, 12:00 (Kyiv time).

IMPORTANT:

Any bid received after 18 September 2026 at 12:00 (Kyiv time), or sent to any other Mission Kharkiv email address, will be rejected. Mission Kharkiv may, at its discretion, extend the bid submission deadline by notifying all potential bidders simultaneously through available information channels (Mission Kharkiv's official website, Hromadskyi Prostir, Tender.in.ua, etc.).

Please include the following information in the email subject line:

- ITB 2026-003;
- your company name and the name/type of the submission;
- the number of the email in the sequence (e.g. 1/2, 2/2);
- whether the email contains the Technical Bid or the Financial Bid.

IMPORTANT:

No pricing information may be included in the Technical Bid. Failure to comply with this requirement will result in disqualification. The Technical Bid must contain all required information.

Examples:

- ITB 2026-003 Company XXX Technical Bid (email 1 of 2);
- ITB 2026-003 Company XXX Financial Bid (email 2 of 2).

3.5.1. PROCEDURE FOR SUBMISSION, EVALUATION AND CONTRACT AWARD BY LOT

1. The procurement is divided into separate lots. A bidder may submit a bid for one, several or all lots.
2. For each selected lot, the bidder must submit separately completed Technical and Financial Bids, clearly indicating the lot number and title.
3. A bid for a lot must cover all line items and the full quantities specified for that lot. Partial bids for individual items within a lot will not be accepted. Failure to complete or quote a price for even one line item constitutes grounds for rejection of the bid for the relevant lot.
4. General qualification and registration documents may be submitted once, regardless of the number of lots for which the bidder is applying.
5. Administrative, technical and financial evaluations will be conducted separately for each lot. Non-compliance with the requirements of one lot will not affect the bidder's eligibility to participate in or win another lot.
6. Only bids that pass the administrative review, meet all mandatory technical requirements and achieve the established minimum technical score will proceed to financial evaluation for the relevant lot.
7. The evaluated price will be the final total price for the relevant lot, inclusive of all taxes, duties, packaging, delivery, unloading and any other costs required for contract performance.
8. The winner for each lot will be the bidder whose bid meets all mandatory requirements and achieves the highest combined technical and financial score.
9. Mission Kharkiv may select different winners for different lots. One bidder may be selected as the winner of one, several or all lots.
10. Individual line items within a single lot will not be awarded to different bidders.

11. Contracts may be concluded separately for each lot or under one contract identifying the relevant lots where one bidder wins several lots.
12. If a bidder offers a discount conditional upon winning several lots, the bidder must nevertheless state a separate final price for each lot. A bundled discount will not be taken into account in the evaluation unless it can be clearly and unambiguously allocated among the individual lots.

3.6. ACCEPTANCE OF BIDS

Where duly justified exceptional circumstances exist, Mission Kharkiv may extend the bid submission deadline by notifying all bidders in writing.

An extension of the deadline may be accompanied by amendments to the documentation issued by Mission Kharkiv, either on its own initiative or in response to clarifications requested by a potential supplier.

Mission Kharkiv reserves the right to accept or cancel the entire procurement at any stage of the procurement process.

Please note that Mission Kharkiv is under no obligation to select any company submitting a bid and is not bound to select the company offering the lowest price. The Contract will be awarded to the bidder whose bid is considered to best meet Mission Kharkiv's needs and general principles, including economy, efficiency and best value for money.

3.7. BID EVALUATION

Each bid will be reviewed separately and independently. Bidders must submit a bid specifically for this procurement and use all forms provided. References to previous or current bids will not be considered. The existence of previously signed contracts with Mission Kharkiv will not be treated as an advantage or a guarantee in future award decisions. The Contract will be awarded to the supplier that achieves the highest total score after meeting all mandatory requirements.

3.7.1. Supplier Registration

Potential suppliers will be added to Mission Kharkiv's Supplier Database after their capacity to meet the procurement requirements has been assessed on the basis of the documents submitted with their bids.

At a later stage, supplier performance may be assessed, including:

- compliance of services provided/goods supplied with Mission Kharkiv's requirements;
- ability to respond promptly to Mission Kharkiv's needs;
- timeliness of service delivery/goods supply;
- quality of goods.

3.7.2. Evaluation of the Technical Bid

All bids submitted by potential suppliers will be assessed against the evaluation criteria set out in Annex A "Technical Bid Form". Mandatory requirements will be assessed on a "YES/NO" and "PROVIDED/NOT PROVIDED" basis. Bids that fail to meet any mandatory requirement will not proceed to further evaluation.

The Technical Bid will be evaluated using a 70-point scoring system. In addition, mandatory requirements will be assessed on a YES/NO basis. If any mandatory requirement is not met, the bid will be rejected and will not proceed to further evaluation. Incomplete information or the absence of supporting documentation for any mandatory requirement may result in that requirement being deemed not met.

Technical Evaluation Scores:

Procurement items will be scored according to the following criteria:

No.	Evaluation Criterion	Maximum Score	Scoring Method
1	Technical compliance, quality and warranty	50	Compliance with technical specifications – maximum 30 points. 30 points – the proposed goods fully comply with all technical and functional requirements of the Technical Specification. 20 points – the goods meet all key technical requirements but have minor deviations that do not affect functionality, performance or intended use. 10 points – the goods meet the

No.	Evaluation Criterion	Maximum Score	Scoring Method
			main functional requirements but have several deviations or limitations that partially reduce their suitability for Mission Kharkiv's needs. 0 points – the goods fail to meet one or more critical technical requirements, making them unsuitable for the Project. The bid is rejected. Quality characteristics – maximum 10 points. 10 points – the proposed goods are of an appropriate quality level, new, unused and not refurbished, and meet the stated purpose and Mission Kharkiv's needs. 7 points – the goods generally meet the quality requirements but have minor shortcomings or less advantageous characteristics compared with the requirements or other bids. 3 points – the goods meet a minimum acceptable quality level, but certain characteristics may limit convenience, reliability or useful life. 0 points – the quality does not meet Mission Kharkiv's needs, or used, refurbished or otherwise unsuitable goods are proposed. Warranty – maximum 10 points. 10 points – an official manufacturer, supplier or authorized service-centre warranty in Ukraine is provided and meets or exceeds: laptops, tablets and phones – at least 24 months; multifunction devices – at least 24 months; power stations – at least 24 months; projectors – at least 24 months; other electronics – at least 12 months. 7 points – the warranty period meets the minimum requirements, but the warranty/service terms contain certain limitations. 3 points – a warranty is provided, but its term or conditions are less favourable to Mission Kharkiv and below the desired indicators. 0 points – no warranty is provided or the warranty period is below the minimum acceptable period.
2	Delivery time and logistics	10	Delivery time – maximum 10 points. Evaluation is based on the period from the date of contract signature to actual delivery. 10 points – delivery within 14 calendar days. 5 points – delivery within 15–21 calendar days. 0 points – delivery exceeds 30 calendar days.
3	After-sales service, supplier experience and compliance	10	After-sales service. 6 points – the bidder confirms the

No.	Evaluation Criterion	Maximum Score	Scoring Method
			availability of an authorized manufacturer service centre in Ukraine (or an official service partner), guarantees a response to service requests within 5 working days, and provides warranty service in accordance with the manufacturer's requirements. 3 points – two of the above conditions are confirmed. 0 points – fewer than two conditions are confirmed or no information is provided. Supplier experience – maximum 4 points. 4 points – the bidder provides at least two verified references or contracts for the supply of similar goods, including to international, humanitarian or public-sector organizations. 2 points – the bidder provides one verified reference or contract for the supply of similar goods. 0 points – no verified experience in performing similar contracts is provided.

Maximum technical score: 70 points.

Minimum passing technical score: 35 points.

If a Technical Bid scores below the minimum passing score, it will be considered technically non-compliant and will be rejected from further evaluation.

3.7.3. Evaluation of the Financial Bid

The Financial Bid will be opened and evaluated only for bids that have successfully passed the Technical Bid evaluation.

The Financial Bid will be evaluated as follows:

- the maximum score (30 points) will be awarded to the lowest-priced bid, based on comparison with the other price bids;
- all other Financial Bids will receive scores in inverse proportion to the lowest price according to the following formula:

$$\text{Financial Bid Score} = 30 \times \text{Lowest Price} / \text{Bid Price}$$

The evaluated price is the final total price for the relevant lot in UAH, inclusive of all taxes, delivery, packaging and unloading.

The total Technical and Financial score will be calculated as follows:

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

The bidder achieving the highest total score will be selected as the winner.

If two or more bids for the relevant lot receive the same total score, preference will be given to the bidder with the higher Technical Bid score. If the technical scores are also equal, preference will be given to the bid with the lower final evaluated price for the lot. If the prices are also equal, the winner will be the bidder that offered and documented the shorter delivery time. The application of these criteria and the justification for the final decision will be recorded in the bid evaluation minutes.

The successful bidder and all other bidders will be notified of the procurement results.

3.8. CONTRACT AWARD

Mission Kharkiv may enter into a Contract with one or several bidders. Mission Kharkiv reserves the right to postpone the signing of the Contract with the successful bidder(s) for an indefinite period after the procurement results have been announced.

After the Contract has been concluded, either party may terminate it only by giving the other party at least 10 working days' prior written notice, including notice by email.

3.9. CURRENCY AND PAYMENTS

Payment for the goods will be made under the Contract concluded as a result of this procurement. The Contract will be denominated in the national currency of Ukraine – Ukrainian hryvnia (UAH). Payments will be made in UAH in accordance with Mission Kharkiv's standard contractual terms.

We look forward to receiving your bids!

Thank you for your attention!