NEW DAWN
БО БФ РАНОК ВІДРОДЖЕННЯ

History:

Version	*Titel*	*Prepared by:*
4.0	*Policy of procurement of goods, works and services*	*February .2025*

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1. Procurement policy for goods, works and services.

CO CF New Dawn strives to use professional approaches for the effective procurement of goods, works and services necessary for the fulfilment of the statutory objectives of the organisation. This Procurement Policy for Goods, Works and Services (hereinafter referred to as the 'Policy') has been developed for the implementation of projects of the CO CF New Dawn (hereinafter referred to as the 'Organisation').

The purpose of the Policy is to ensure the rational and efficient use of the financial resources of the organisation, as well as to prevent corruption and fraud in the procurement of goods, works and services by the organisation.

The Policy defines the rules that should be applied in the organisation when procuring goods, works and services and is binding.

The main principles of organising procurement of goods, works and services at the appropriate level are as follows:

- Procurement should be transparent;
- Quantitative procurement indicators should be based on the approved budget and (or) a reasonable assessment of actual needs;
- Procurement shall be carried out using competitive methods;
- The quality of products must meet the requirements established by the legislation of Ukraine.
- Purchased goods shall be used only for their intended purpose.

2. General principles for organising the procurement procedure.

2.1 The Chairman of the Board of the Organisation shall appoint responsible persons (at least one) from among the employees who will carry out procurement, according to the staffing table. All decisions of responsible persons regarding procurement procedures shall be thoroughly documented.

2.2 Procurement of goods, works and services costing less than UAH 42,000.00:

- Twice a week, the responsible person prepares a written request for the purchase of goods based on the remaining stock or the need for services;
- Submits the request in written form to the Organiser of the Management System;
- After approval, prepares invoices for the Finance Department (with preliminary research of market prices for the relevant procurement item) and submits them to the Organiser of the Management System;
- The invoice with a resolution from all responsible persons (four responsible persons) is sent to the accountant for payment.

2.3 The procurement of goods, works and services costing more than UAH 42,000.00 shall be initiated on the basis of a procurement request (hereinafter referred to as the 'Procurement Request'), unless otherwise provided by the terms and conditions of the donor organisation. In order to select a supplier, the procurement request is sent to at least three potential suppliers who prepare commercial offers, which are then submitted to the tender committee, which selects the winner using the evaluation criteria. If the number of potential suppliers is less than three, the reasons for this should be documented in the protocol, but it is considered necessary to conduct market research to obtain at least three commercial offers.

The following types of quotations may be accepted for consideration, indicating groups of homogeneous goods/works/services:

- invoices;
- commercial offers.

2.4 The procurement of goods, works and services costing more than UAH 630,000.00 shall be carried out by open tender through online platforms in accordance with clause 5 of this policy.

2.5 Procurement of goods, works and services costing more than UAH 2,100,000.00 shall be carried out by open tender through online platforms in accordance with clause 5 of this policy with the participation of a representative of the donor organisation.

3. Procurement planning procedure.

Procurement planning is carried out to ensure the timely and efficient use of project funds by aligning procurement with the objectives, budgets and timelines of each project.

The project manager of each project compiles a list of requirements in accordance with the project objectives, checks the requirements for compliance with the budget and approves them before submitting them to the procurement department.

Each requirement is documented in a special project form ('Request for Tender' or 'Purchase Request').

Based on the Requests, a weekly procurement plan is drawn up.

The plan is approved by the Organiser of the Management System.

4. Procurement Budget and Proposed Procurement Method

4.1 In response to a Procurement Request, the Procurement Manager shall select a procurement method in accordance with this policy.

The Procurement Request shall contain the following information:

- Project name and code

- Name and position of the initiator

- Procurement description (technical requirements to the subject of procurement) - a detailed description of goods, works and services to be procured. References to trade marks, articles or other similar classification features should be avoided. If a trademark, model name, or part number of a specific manufacturer is necessary to clarify an incomplete specification, the words 'or equivalent' should be added after such reference. The description shall permit the acceptance of proposals for goods that have similar characteristics and provide results that are at least substantially equivalent to those required.

- Quantity.

- Expected budget in UAH and in the currency of the project.

- Desired date of delivery of goods/services.

- Place of delivery.

4.2 Method of procurement - determined according to the amount of procurement:

Total procurement amount of homogeneous	**Procurement method**	**Decision-making authority on supplier selection**	**Supporting documents**

goods (within one project)			
Up to 42,000.00 UAH	Direct contact	Responsible person for procurement	1) Contract with the selected supplier 2) Invoice 3) Acceptance certificate or invoice proving that the goods/services/works have been delivered / provided in the required quality/quantity. 4) Payment order 5) Quality certificates for goods or services, if required by the type of goods/services.
From 42,001.00 UAH to 630,000.00 UAH	Competitive quotations	Managers—the chairman of the board, the financial director, and the person responsible for the purchase — will evaluate the submitted price proposals according to the	1) At least three quotations 2) Contract with the selected supplier 3) Invoice 4) Acceptance certificate or waybill proving delivery/service/work in required quality/quantity 5) Payment order 6) Quality certificates for goods/services if required

		company's internal tender.	by the type of goods/services
From 630,001.00 UAH to 2,100,000.00 UAH	Open tender	The tender committee and the financial director - to evaluate the submitted price proposals according to the company's open tender.	1) Tender proposal (posted on open trading platform) 2) Legal and financial supporting documents of tender participants and their commercial proposals 3) Protocol confirming selection by the tender committee signed by its members 4) Contract with the selected supplier 5) Invoice 6) Acceptance certificate or waybill proving delivery/service/work in required quality/quantity 7) Payment order 8) Quality certificates for goods/services if required by the type of goods/services

From 2,100,001.00 UAH	Open tender	The organization's tender committee and donor organization representative	1) Tender proposal (posted on open trading platform) 2) Legal and financial supporting documents of tender participants and their commercial proposals 3) Protocol confirming selection by the tender committee and donor organization representative 4) Contract with the selected supplier 5) Invoice 6) Acceptance certificate or waybill proving delivery/service/work in required quality/quantity 7) Payment order 8) Quality certificates for goods/services if required by the type of goods/services

5. Open tender

An open tender is a type of public procurement procedure in which the customer announces the need for goods, works or services, and any interested supplier can submit its offer to participate. This procedure is aimed at ensuring transparency, competition and equal access to participation in procurement. The open tender procedure is used for procurements with a budget of more than UAH 630,001.00

Procedure:

5.1 The Project Manager prepares a 'Request for Tender' and submits it to the Procurement Manager.

5.2 Based on the data from the 'Request for Tender', the Procurement Manager prepares the tender documentation, which includes:

- a commercial offer template
- declaration of standards
- technical specifications
- draft contract
- invitation to participate in an open tender.

The full package of documents is attached to the tender announcement, which is posted on an open online platform (https://zakupivli.pro).

5.3 The term for posting the tender announcement is 14 calendar days. The term may be changed in accordance with the donor's requirements if the donor requires a longer period for the announcement.

5.4 Tender documents must contain clear criteria for evaluating the supplier. The evaluation criteria are not fixed and must be consistent with the characteristics of the procurement item. There are basic criteria:

- Provision of similar contracts by the tenderer (by classifier) executed in the previous 2 years. At least 3 contracts. Prove the fulfilment with invoices, acts.
- Provide letters of feedback from previous counterparties under similar contracts for the previous two years (at least three).
- Availability of feedback on the tender platform, successful previous tenders, information on the resources 'you control' and 'opendatabot'.

- Availability of all supporting documents (constituent documents, tax documents, financial statements for the previous reporting year, 20-OPP certificate, staffing table, certificates, signed templates from the organisation).

- The lowest estimated cost of the product (including delivery, packaging, taxes and mandatory payments).

The evaluation criteria also include delivery time, payment terms, warranty for the procurement item, certification, compliance with the technical characteristics of the procurement item, and additional services provided by the supplier.

Each evaluation criteria has its own weight in points or percentage, which makes it possible to evaluate the supplier transparently and impartially and select the best offer.

5.5 The tender committee shall select the winner based on the submitted tender proposals, clearly taking into account all the specified evaluation criteria.

The list of employees who can be members of the tender committee is specified in the Protocol No. 1.14 of 04.11.2024 'On approval of the decision to amend the Tender Committee within the Organisation in order to streamline internal documentation and conduct procurement on the basis of competition and transparency'. There are 11 members to provide for majority decision-making.

The Tender Committee always consists of an odd number of members (3-5-7), at least three. The committee members must be independent, impartial and competent in the field of the tender subject matter and must represent different departments. Employees with expertise in procurement, finance, law or a relevant technical field should be involved. Committee members should have an impeccable business reputation and avoid conflicts of interest. An important factor in the selection of committee members is their ability to be present during the review and evaluation of tender proposals. The procurement manager may moderate the tender, but may never be a member of the tender committee and may not evaluate the tender proposals.

The committee shall evaluate the proposals based on the criteria set out in the tender documents.

The committee shall independently evaluate the proposals and assign scores to the tenderers in accordance with the established criteria.

The tender moderator submits all the scores in a special document (Evaluation of Tender Proposals). Each of the criteria is accompanied by comments explaining the score.

The winner of the tender with the highest total number of points is determined by calculating the scores.

In the event of a point equality, preference may be given to the tenderer with the lowest price or other additional criteria.

5.6 The results of the open tender shall be announced no later than 15 working days from the end of the tender. The successful Tenderer shall be notified of the victory by an e-mail with a final confirmation of the intention to cooperate on the terms and conditions specified in the Price Proposal.

All other tenderers shall receive feedback from the Procurement Manager.

5.7 Other conditions.

The Management of the Fund reserves the right to cancel the tender or reject all proposals without assigning any reason.

All documents and information provided by the Tenderers will be treated confidentially.

The submission of the tender proposal means compliance with the conditions of fixing the bid and technical specifications, which are unchanged. If necessary, changes shall be made by filling in the 'Application for Changes' by the Procurement Manager and submitting it to the CFO for approval.

6. General criteria for selecting a supplier for the purpose of procurement.

The following criteria are taken into account when selecting a supplier:

- price
- quality
- availability;
- reputation and past experience of the seller (service provider or contractor);
- warranty service;
- independence of the counterparty (no conflict of interest);
- financial stability of the supplier.

Supplier selection criteria include:

- assessment of the supplier's credibility and reliability (e.g., a business entity will be excluded if it is bankrupt, insolvent, has a criminal record, is under sanctions, or offers goods from the Russian Federation or Belarus, etc;)
- assessment of the professional and technical capacity of the tenderers to assess whether the supplier has the capacity to perform the services (e.g. skills and experience of key personnel, previous goods/services/works provided to the partner organisation or other partner NGOs; results of references provided by the suppliers);
- assessment of the financial and economic capacity of the tenderers to

determine their financial stability.

- the selection criteria should be in a YES/NO format to allow for a clear assessment of whether a proposal meets them.

The organisation reserves the right to select a supplier based on the price criteria, but also to consider other factors (e.g. speed of delivery and availability of goods). The entire supplier evaluation process shall be documented and signed by the members of the tender committee.

7. Request and approval of deviations from the procurement process.

Deviation from the standard procurement process is possible in the event of: emergencies, natural disasters or other circumstances when the standard procurement procedure cannot be carried out due to limited time.

Deviations from the procurement process may only be granted on a justified basis, which shall be set out in detail in the Request for Deviation from the Procurement Procedure.

7.1 Requirements for the request:

- Description of the situation (reason for emergency procurement).
- List of goods, works or services to be procured.
- Justification of the need to deviate from the standard procedure.
- Risks that may arise if the normal process is not followed.

7.2 Consideration of the request and decision-making:

- The request is reviewed by the tender committee or an authorised person.
- The Legal Department checks whether the deviation complies with the applicable law.

- The Finance Department assesses the appropriateness of the proposed expenditure.
- Final approval from the donor organisation.

Deviations from the standard procedure should be exceptional, transparent and justified.

Maximum transparency should be ensured, even in the case of emergency procurement, to avoid the risk of corruption or misuse of funds.

8. Groups of responsible persons for procurement.

8.1 After the closing date for receipt of bids and until the decision on the winner of the Bid Competition is made, the members of the Bid Review Committee and employees shall not disclose:

- the composition of the Committee for Review of Price Proposals;

- the content of price proposals;

- the content of discussions at the meeting of the Price Proposal Review Committee;

- personally engage in any communication with representatives of suppliers regarding the local procurement procedure, except for written communication on behalf of the Organisation to clarify the content of price proposals.

9. Ethical standards and rules of the tender committee

To ensure transparency, integrity, efficiency and accountability in the procurement process, the following ethical standards have been established:

- Transparency

All activities of the tender committee must be open, accessible for inspection and comply with the current legislation of Ukraine.

- Equality and non-discrimination

Tenderers shall be provided with equal conditions without favouring certain suppliers.

- Confidentiality

Information related to the tender process and bids shall not be disclosed until the official announcement of the results.

- Good faith

The members of the tender committee shall act solely in the interests of the Organisation, avoid conflicts of interest and illegal benefits.

- Economic feasibility

The selection of suppliers is based on the best value for money that meets the needs of the Organisation and its beneficiaries.

Responsibilities of the Tender Committee:

- To comply with the legislation of Ukraine and the internal rules of the Organisation.
- Avoid conflicts of interest and immediately report them.
- Consider all tender proposals objectively, without prejudice.
- Maintain documentation in accordance with the established procedures.
- Promote the efficient use of the Fund's resources.

Resolve conflicts of interest:

- A committee member is obliged to declare a potential or actual conflict of interest.

- In case of confirmation of a conflict of interest, such a member shall be removed from participation in decision-making on the relevant tender.

Members of the tender committee are prohibited:

- Receive any gifts, services or other forms of remuneration from tenderers.
- Disclose confidential information related to the tender process.
- Take actions that may negatively affect the reputation of the fund.

In case of detection of any violation of the terms of this Policy by the members of the Tender Committee, they may be brought to disciplinary, administrative or criminal liability in accordance with the current legislation of Ukraine.

10. Final clauses.

The Policy comes into force from the moment of its approval.

This Policy may be amended in accordance with the development of the organisation and its needs, but not to contradict the general principles. Changes may be initiated by members of the Board, members of the organisation and adopted by the General Meeting.

Approved and signed by

Yulia Pogrebna ____________________

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