**INTERNATIONAL BLUE CRESCENT RELIEF and DEVELOPMENT FOUNDATION (IBC)**

**Ref Project:** IDR0525960IBC - Integrated Shelter and Accessibility Solutions for Conflict-Affected Households, Persons with Disabilities, and Veterans in Ukraine funded by the UMCOR, implemented by the IBC.

**Call for Open Tender IBC – Ukraine**

**Part A – Instructions to bidders and invitation and**

**Tender Publication Date: 10/09/2025**

**Tender Reference: IDR** **0525960IBC – 02 Assistive Equipment and Relief Dignity Kits**

International Blue Crescent Relief and Development Foundation (IBC) has been implementing “Integrated Shelter and Accessibility Solutions for Conflict-Affected Households, Persons with Disabilities, and Veterans in Ukraine” with funding from the United Methodist Committee on Relief (UMCOR).

In this context, IBC is launching a competitive bidding process and invites qualified bidders to submit detailed written proposals for the procurement and delivery of assistive equipment and relief dignity kits in Odesa, Kherson, and Mykolaiv Oblast, Ukraine. The objective of this initiative is to ensure sustained access to essential assistive equipment relief and dignity kits for conflict-affected populations residing in Odesa, Kherson and Mykolaiv Oblasts. The distribution primarily targets vulnerable groups, including women, persons with disabilities, the elderly, and other at-risk individuals. By supporting the provision of assistive equipment and hygiene dignity items, the project aims to enhance the well-being, safety, and dignity of affected individuals while addressing urgent humanitarian needs and their resilience. The intervention also contributes to creating a safe, inclusive, and protective environment for displaced and host communities alike.

**1. Supply Specifications**

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| 1. Description | |  | | --- | |  |  |  | | --- | | **Lot 1: Assistive Equipment - Procurement and distribution of essential assistive equipment** such as wheelchairs, crutches, walkers, and other mobility aids. The equipment will be high-quality, durable, and selected based on the specific needs of persons with disabilities among the affected population. The lot includes supply, possible customization, and delivery to end users.  **Lot 2: Relief Dignity Kits - Provision and distribution of Relief Dignity Kits** designed to support individuals unable to meet their basic self-care needs due to displacement, vulnerability, or limited access to essential items. The kits will include hygiene and personal care products, tailored particularly for women, children, the elderly, persons with disabilities, and veterans, to promote dignity, cleanliness, and well-being under challenging living conditions. | |
| 1. Product class/category | Provision and delivery of essential medical, assistive equipment and dignity relief kits. |
| 1. Made in (Service origin) | National or International |
| 1. Product stage | Finished (Ready for direct distribution and beneficiary delivery) |
| 1. INCOTERM | DDP – Ukraine, Odesa, Kherson and Mykolaiv Oblasts. |
| 1. Quantity | As per the offer form – PART B |
| 1. Detailed description of the items (**please also refer to PART B**)   **Lot 1: Assistive Equipment for Persons with Disabilities, Veterans, and the Elderly**  This lot involves the procurement and distribution of essential assistive devices aimed at improving mobility, independence, and quality of life for vulnerable individuals with physical limitations, particularly:  **Target Groups:**   * Persons with physical disabilities * Elderly individuals with mobility challenges * Injured persons or veterans in need of rehabilitation support.   **Indicative Equipment:**   * Manual wheelchairs (foldable, standard and heavy-duty) * Crutches (adjustable, elbow or underarm types) * Walkers (with or without wheels) * Walking canes * Commode chairs or hygiene support items * Orthopaedic support items * Adult incontinence diapers for immobile or elderly persons.   **Minimum Requirements:**   * All items must be new, unused, and durable * Equipment must meet CE standards or equivalent quality certifications * Supplied in various sizes (adult/child) and adapted to terrain where needed * Delivered fully assembled or with easy assembly instructions * Packaging should ensure safe transport and storage.   **Additional Considerations:**   * Equipment must be user-friendly and culturally appropriate * Delivery must be made in coordination with IBC distribution teams.   **Lot 2: Relief Dignity Hygiene Kits**  This lot entails the procurement, packaging, and distribution of Relief Dignity Kits to support individuals affected by displacement, poverty, or limited access to basic services, particularly in crisis or post-crisis contexts. The aim is to help preserve personal dignity, hygiene, and well-being under challenging living conditions.  **Target Groups:**   * Women and girls (including menstrual hygiene needs) * Children and infants * Elderly individuals * Persons with disabilities (PwDs) * Injured individuals and veterans.   **Packaging and Delivery Requirements:**   * Kits must be pre-packed in durable, moisture-resistant boxes or bags * Clearly labelled according to recipient category (e.g. adult/child, M/F) * Compliant with international humanitarian standards and national hygiene regulations * Delivered to designated warehouses or distribution points as per the IBC delivery plan. | |

**2. Responsibilities of the Bidders**

1. Terms of Delivery: DDP (Ukraine, Odesa, Kherson and Mykolaiv Oblasts)
2. Date of Delivery: SupplyThe delivery shall take place between October and December 2025.
3. Validity of the Offer: 90 days

**3. Specific conditions**

1. Prices of the above procurement must include custom duties/taxes.
2. Bidders are requested to fill in, sign and return **Part A** (Instruction to Bidders), **Part B** (Offer Form), and **Part C** (Ethical Declaration and Checklist) according to IBC formats.
3. All bidding documents must be filled in English.
4. Offers may only be submitted in their original format, typed electronically in the Latin alphabet, and enclosed in sealed envelopes.
5. Prices must be quoted in American Dolars (USD).

**4. General Conditions**

a) This tender closes on **24/09/2025 at 10:00 a.m. (Ukraine, Odesa time).** Only hand-delivered offers to the IBC HQ and Ukraine Country Office will be accepted at:

IBC HQ Office: Bağdat Caddesi No 450/4 34340 Suadiye İstanbul Türkiye

Or   
Odesa Country Office: Troiskaya Str. 36, Office 1, Odesa M, Odeska Oblast, 65011 Ukraine.

b) Tenderers must sign and submit the Offer Form in the IBC format.

c) Submitting an offer does not guarantee contract award.  
i. IBC is not obliged to follow public tender rules and may choose to hold or cancel the tender.  
ii. IBC can reject any or all bids and decide whether or not to award a contract.

e) IBC may cancel the tender if:  
i. No suitable or affordable bids are received.  
ii. Project conditions change significantly.  
iii. Force majeure or other events prevent project implementation.  
iv. All bids exceed the available budget. IBC may then cancel and reissue the tender or continue as an auction.  
v. IBC is not responsible for any damages related to tender cancellation, even if warned.

Important: To ensure funds are used properly and comply with donor rules, contractors must not be on anti-terrorism lists. IBC may conduct anti-terrorism checks on contractors, staff, volunteers, consultants, and subcontractors.

**5. Required documents and way of submission**

All documents and offers must be in English or include an accurate English translation. Please ensure that all forms are completed electronically to prevent any writing errors or legibility issues.

Please note that formal documents including company registration and tax certificates are required during the contracting phase.

**6. Technical specification of supplies**

All items included in the additive equipment and relief dignity kits must fully comply with hygiene and safety standards and align with recognized humanitarian principles. Products must be safe, culturally appropriate, and suitable for vulnerable individuals. Hygiene items such as sanitary pads and adult diapers must be provided in various sizes to ensure dignity, comfort, and usability. If your company is unable to supply products that meet these quality, safety, and humanitarian standards, please refrain from submitting an offer to IBC.

All items must be new, unused, clean, and in good condition, with at least 6 (six) months of self-life where applicable.

Packaging should be durable, tamper-proof, and suitable for individual or household-level distribution.

**Packaging Requirements**

All equipment and kits must be packed in strong, thick boxes.

These boxes should be water-resistant and suitable for cold and humid weather.

Boxes must be made of coated corrugated cardboard or plastic and should not collapse when stacked.

Each kit box should be light enough to carry by hand. Ideally, the weight should not be more than 15–16 kg.

All assistive devices must be safely and properly packed to protect them during transport, storage, and delivery.

**General Requirements:**

* Protective packaging (bubble wrap, foam, or similar) must be used to avoid damage during handling,
* Packaging must be weather-resistant and durable,
* Each item must include basic user instructions (in Ukrainian, if possible).

**Item-Specific Guidelines:**

* **Wheelchairs:**
  + - Folded and packed, protected with foam or plastic padding inside
    - Box should be labelled with model, size, and user weight capacity.
* **Crutches / Canes:**
  + - Packed in pairs, wrapped in bubble wrap or foam
    - Bundled and boxed in sets (maximum 5 pairs per box recommended).
* **Walkers:**
  + - Disassembled if foldable, or packed fully assembled with corner protection
    - One walker per box, or grouped depending on size and type.
* **Commode chairs or hygiene supports:**
  + - Covered in protective plastic
    - One item per box or crate with instruction leaflet included.

**7. Contract penalties and rejection of supplies**

* Any items that do not meet these requirements will be rejected and must be replaced by the supplier at their own cost.
* If the supplier cannot or refuses to replace faulty items, IBC will buy them from the market and charge the supplier for all costs.
* If goods are damaged during transport, IBC will record the damage and reject the items. The supplier must deliver replacements as soon as possible.
* For each day of delay beyond the agreed delivery date, IBC will reduce the payment by 5% of the total lot price.
* For delays within the delivery period, a 1% daily penalty applies.
* If items are missing, IBC will not pay for them and will buy replacements at the supplier’s cost.
* If problems happen more than twice, or total penalties exceed 10% of the contract value, IBC may cancel the contract immediately.

**8. Terms of Payment**

* Payment will be made according to deliveries completed.
* No advance payment will be made.
* Payments will be made in cash and in USD within five (5) working days after IBC has received the invoice for each completed delivery of goods and/or services.
* Any applicable contractual penalties will be deducted from the respective payment instalment.
* The payment currency is American Dollars (USD).
* If the supplier is required to reimburse IBC for emergency purchases made due to the supplier’s failure to deliver, the reimbursement must be completed within five (5) days of receiving the payment request from IBC.

**9. Contract conditions**

**General Conditions**

* This tender does not oblige IBC to pay any costs for preparing bids or to purchase goods/services.
* IBC can decide to hold or cancel the tender at any time, reject any or all bids, and is not bound to award a contract.
* IBC may cancel the tender if:
  + - No suitable bids are received, or no bids at all.
    - The project’s economic or technical parameters change significantly.
    - Force majeure or exceptional events prevent project performance.
    - All compliant bids are too expensive; IBC may cancel, repeat, or continue as an auction.
* Any bid is an offer by the bidder, not acceptance of IBC’s offer.
* IBC is not liable for any damages if the tender is cancelled.

**Submission and Evaluation of Bids**

* Bids must be submitted as described.
* IBC may reject bids that are unclear, incomplete, or not in the requested format.
* Amendments or additional info after the deadline may be rejected.
* Late bids or bids sent by email/fax will be rejected.
* No information about the evaluation or contract award will be shared during the process.
* Attempts to influence IBC’s evaluation will lead to immediate rejection.
* Bids not fully meeting requirements will be rejected with no chance to correct them.
* Unsuccessful bidders will be informed in writing.

**Tender Evaluation and Award**

* If the bid meets formal criteria and the bidder is eligible, the financial offer decides the award.
* IBC may split awards or awards different quantities than offered.
* The tender does not guarantee a contract.
* Successful bidders will be notified in writing or by contract.
* Contracts will be in English.
* UMCOR and its authorized representatives reserve the right to audit and inspect all project-related records, financial documents, and supporting materials to ensure compliance with the terms and conditions of the agreement.

**Ethical Standards**

* Bidders must maintain high ethical standards during the tender and contract.
* Collusive or anti-competitive behaviour is prohibited.

**Exclusion Criteria: Bidders will be excluded if:**

* They are bankrupt or under court administration.
* They have been convicted of professional misconduct or fraud.
* They have unpaid taxes or social security contributions.
* They are under administrative penalties.

**Bidder’s Declaration**Bidders confirm that:

* They perform duties professionally.
* No conflicts of interest exist.
* They respect ethical, social, and environmental standards.

**10. Force Majeure**

* Neither party is liable for delays caused by force majeure (e.g., war, natural disasters).
* If delays last more than 1 month, IBC may terminate the contract immediately.

**Annexes to this document**

The following annexes are attached to this document:

* PART A: Instructions for bidders
* PART B: Offer Form
* PART C: Bidder’s ethical declaration
* PART D: Bid Envelope Delivery Page

Sincerely yours,

International Blue Crescent Relief and Development Foundation (IBC)

Mevlüt Ezberci

IBC, Senior Administrative and Logistics Officer

**For Bidder’s Use**

I undersigned ……………………the Bidder, agree with the instructions and general conditions of this Call for Tender.

Company Name: ……………………………………………………………………………………………………………………..

Authorized Representative Name: ………………………………………………………………………………………….

Signature: ……………………………………………………………………………………………………………………………….

Date: ………………………………………………………………………………………………..