

**APPROVED**

Chairperson of the Non-governmental Organization  
"Ukrainian Pet Association Worldwide"

\_\_\_\_\_ O.V. Koshak

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**PROCUREMENT PROCEDURE POLICY**

Regulations on the Implementation of Procurement Procedures for Goods, Works, Services of Non-governmental Organization "Ukrainian Pet Association Worldwide"

**1. General Provisions**

**1.1.** Procurement of goods, works and services by Non-governmental Organization "Ukrainian Pet Association Worldwide" (hereinafter referred to as the "Organization") shall be carried out on the terms and conditions determined herein.

**2. Basic principles for the procurement of goods, works, services**

- 2.1.** Procurement of goods, works and services shall be carried out on the basis of the following principles:
- 2.1.1. cost-effectiveness and efficiency of procurement results for the Organization's activities;
  - 2.1.2. ensuring non-discriminatory access to the procurement procedure and fair conditions;
  - 2.1.3. competition between bidding participants;
  - 2.1.4. ensuring transparency of the procurement procedure;
  - 2.1.5. compliance with the rules of environmentally sound and responsible consumption when planning the procurement of goods and services (including logistics);
  - 2.1.6. sound ratio of price to quality of goods, works, services;
  - 2.1.7. the choice of goods having the same criteria shall be carried out with preference for the domestic manufacturer;
  - 2.1.8. maintaining a balance between wholesale purchases in order to provide humanitarian aid to animal guardians affected by hostilities, caregivers of homeless animals, shelters, veterinary clinics, canine units that are/were in the zones of hostilities and the saturation of the domestic market;
  - 2.1.9. supplier reliability

**3. Procurement Conditions**

- 3.1. Procurement shall be carried out on the basis of decision of the Chairperson of the Organization.
- 3.2. The main procedures for the procurement of goods, works and services shall be as follows:
- negotiation (simplified) procedure shall provide for the selection of goods, works and services in the amount of less than UAH 100,000 inclusive by the authorized person, and competitive price comparison shall not be carried out.
  - procurement procedure shall take place when concluding an agreement for the purchase of goods, works and services worth more than UAH 100,001. The Organization shall compare prices, quality and the higher bid.
- 3.2.1. If the Organization makes periodic purchases of goods/works or services from one seller, each of such purchases shall be subject to the procedure that corresponds to the limit of each purchase, regardless of the total amount of all purchases.
- 3.2.2. The sole source. Circumstances where competition is not possible/necessary shall be the exception, not the rule. If a decision is made to carry out procurement from a sole source, and the expected transaction amount is more than UAH 100,000, the responsible person shall fill out the Sole Source Procurement Justification Form.

The sole source procurement exception may apply in the following situations:

- Available substantially responsive tenders for goods and services: if, as a result of the procurement procedure, a supplier was selected who was unable to fulfill the terms of the agreement, a new procurement procedure shall not be carried out if there are other bids of the originally conducted procurement procedure, and it is possible to select the next supplier according to the conditions.
- Pre-existing agreements on project implementation: if potential suppliers were identified during the preparation of the project proposal as part of the proposal itself and included in the project budget.
- Utilities: implementation of standard procurement procedures while procurement of utilities (namely,

water supply, sewerage, electricity, gas, waste collection, heating) may not be possible due to natural monopolies on services. If there is only one utility provider, no procurement procedures shall be carried out.

- Proprietary materials or services and copyright: the required goods or services may only be produced by a single supplier as they are protected by patent, copyright or data rights. The responsible officer shall document that specific protected goods or services are required and there is no general alternative.
- specific technical requirements: due to the technical specification of services or goods, there may be only one supplier that can fully satisfy the requirements. Such a situation may be determined by the responsible person through a preliminary analysis of suppliers in the relevant market and, if necessary, initial consultations with likely suppliers to determine whether the technical requirements can be met.

#### **4. Conducting the Negotiation Procedure**

4.1. Chairperson of the Organization shall appoint a person responsible for conducting the simplified procurement procedure. The Organization shall carry out direct procurement, determining the seller of goods and/or services at its discretion. Options for consideration may be selected by the Organization based on the own experience or experience of partners, recommendations, other suggestions, etc.

4.2. Based on the results of consideration of the options for suppliers, the responsible person shall notify Chairperson of the Organization about the results of consideration, as well as how the price was determined, the grounds for the decision to select the supplier.

#### **5. Arrangement of Procurement Procedure**

5.1. The Organization shall analyze the bids and present the best one in terms of price and quality. The Organization shall not give preference to the bid with the lowest price.

5.2. When making a decision regarding the supplier of works, services, the Organization shall take into account work experience, education, knowledge, professionalism, authority in the service market, business reputation, efficiency, compliance with current legislation, a reasonable price and quality ratio, the potential ability of the service provider to successfully fulfill the concluded agreement, as well as other circumstances that the Organization considers important.

5.3. When making a decision on the supplier of goods according to the same criteria, the Organization may give preference to a supplier of domestic production and reliability of the supplier may be considered as well.

#### **6. Restriction of Participation in Procurement Procedures**

6.1. Requirements for participants that are not related to their professional qualities, experience and assets necessary for the proper performance of the procurement agreement shall not be set when carrying out the procurement procedure.

6.2. Participants in the procurement procedure for goods, works, services shall be residents of states with which:

6.2.1. the legislation of Ukraine establishes a ban (embargo) on trade;

6.2.2. the legislation of Ukraine, adopted in pursuance of the UN Security Council resolution approved on the basis of Chapter VII of the UN Charter, prohibits the import of goods and services, as well as settlements with persons who are residents of such a state.

#### **7. Special Conditions**

7.1. This Policy shall apply to all purchases made by the Organization both with its own funds and borrowed funds, with the exception of cases provided for in paragraph 7.2. herein.

7.2. If the contractual document with the Donor of the Organization provides for other limits, or other conditions and/or procedure for appointing and conducting procurement procedures than those established by this Policy, the rules established by the Donor of the Organization shall apply to activities related to the implementation of such a contractual document.