Development of Project and estimate documentation for water company in Sokyriany, Chernivtsi region	**Project number/ cost centre:** **G-012624-002**

Terms of reference

0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General terms and conditions of contract (‘local terms and conditions’) for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Ukraine
DBN	State Building Norms
FK	Expert
FKT	Expert days
KZFK	Short-term expert
LPA	Local Public Authority
SPZ	Sanitary protection zone
ToRs	Terms of reference
WSS	Water Supply and Sanitation
DIP	Detailed Implementation Plan

1. Context

The project ‘Support for mitigating the effects of the war on water supply and sanitation systems in the border region of Moldova and Ukraine’ (WASSER) is funded by the Federal Foreign Office (AA) and implemented by the German Society for International Cooperation (GIZ) GmbH. The project aims to strengthen the capacity of public authorities and local councils in the selected project region along the Ukrainian-Moldovan border to manage crisis situations in the water supply and sanitation sector effectively. The project’s target group is the residents of communities in the border region.

The project’s implementation approach focuses primarily on capacity building. The main emphasis is on developing capacity at the level of individuals, organizations and society. The project duration is from January 2025 to December 2027 (3 years).

The main areas of activity include: Outcome 1: Provision of basic information on water supply and wastewater management in crisis situations; Outcome 2: Development of measures to stabilize water supply and wastewater management in crisis situations on a cross-border scale; Outcome 3: Capacity building for staff in the field of water supply and wastewater management in crisis situations; Outcome 4: Gender-sensitive measures to raise awareness of crises relating to drinking water; Outcome 5: Strengthening cross-border exchange of experience on preventing crises in the field of water supply and wastewater management.

The town of Sokyriany (Chernivtsi region) operates a centralized water supply system comprising two active sources (an artesian well and a catchment) and two Rozhnovsky water towers. A significant proportion of the networks is in poor technical condition and requires reconstruction; there are also plans to connect new consumers. The town’s terrain is characterized by a significant difference in elevation (ranging from approximately 180 to 260 meters), which results in high pressure within the network; the possibility of diversifying the water supply sources is being considered (a new borehole and a water tower at the highest point of the town).

The aim of these services is to develop a complete set of design and cost estimate documentation at the ‘Working Design’ stage for the refurbishment and new construction of water supply networks (approximately 11.8 km), a water intake borehole and a water tower, including all associated engineering surveys, calculations, approvals and support for the state expert review

2. Tasks to be performed by the contractor

The Contractor is responsible for carrying out the following works:

Task 1 — Inception and methodology development

Task 2 — Technical reports on engineering surveys

Task 3 — Calculation and explanatory note with hydraulic model files

Task 4 — Complete set of working design and cost estimate documentation

Task 5 — Approval documents and expert opinion

2.1. Tasks

The contractor is responsible for providing the following work:

At the beginning of Task 1 and prior to the commencement of detailed design activitiesthe Contractor shall be obliged to draw up, agree with the Client (the Sokyriany City Council and the operating organisation (Municipal Enterprise “Sokyriany-Blahoustriy” of the town of Sokyriany) and submit to the Client(the Sokyriany City Council) for approval the Design Brief, drawn up in full compliance with Annex B of DBN A.2.2-3:2014 ‘Composition and content of project documentation for construction’. The specific allocation of facilities (artesian well, water tower) and individual sections of the water supply network by construction phase (with a clear definition of exactly which infrastructure elements and streets form part of each phase) shall be determined by the Contractor during the initial data collection stage and must be agreed in writing with the Client (the Sokyriany City Council) and the municipal enterprise “Sokyriyany-Blahoustriy” of the town of Sokyriany before being recorded in the Design Brief (the Design Brief is prepared based on the initial data provided by the Client, the site inspection report and the network layout).

Task 1 — Inception and Methodology Development

The Contractor shall establish the methodological and operational basis for the implementation of the assignment and ensure that all subsequent technical activities are properly planned and coordinated.

- Review the available project documentation, baseline data and information on the existing water supply system in Sokyriany, including its technical condition, key constraints, planned interventions and potential crisis-related challenges;

- Review available information relevant to the proposed water supply routes, water intake and water tower sites;

- Develop the methodology and implementation strategy for the subsequent engineering surveys and design activities, including data collection, analysis, hydraulic modelling, design development and construction phasing;

- Develop a Detailed Implementation Plan (DIP), including key activities, timeline, responsibilities, coordination mechanisms, required inputs, dependencies and key risks;

- Define the proposed approach and scope of the engineering surveys required for the development of the design documentation;

- Prepare the programme of engineering surveys, including the proposed methods, locations and scope of investigations;

- Coordinate the methodology, implementation approach and survey programme with GIZ, the Client (the Sokyriany City Council) and the Municipal Enterprise “‘Sokyriany-Blahoustriy” of the town of Sokyriany) and incorporate agreed comments;

- Prepare and submit the Inception Report in Ukrainian, documenting the agreed methodology, implementation strategy, DIP and survey programme.

Task 2 — Technical reports on engineering surveys

The Contractor shall conduct the engineering surveys required to provide reliable technical data for the preparation of the design and estimate documentation:

2.1*. Engineering and geodetic surveys (topographical plans showing underground utilities)*

- engineering and geodetic surveys of water supply network routes with a total approximate length of 11.8 km (4.7 km using the rehabilitation method, 7.1 km using the open-cut method); topographical survey of the city area for the purposes of a hydraulic model, taking into account elevation differences ranging from approximately 180 to 260 m; survey of the sites for the planned well and water tower;

2.2. Engineering-geological and hydrogeological surveys

- engineering-geological investigations along the specified utility routes and at the well and tower sites, to the extent necessary for the design of earthworks, trenches, chambers, wells, foundations and other underground and above-ground structures provided for in the project;

- engineering-hydrogeological surveys at the site of the proposed well — to assess the potential flow rate of the aquifer and the suitability of the site for well construction;

- desk-based analysis of the results and preparation of technical reports on the engineering surveys.

The location, length and boundaries of the plots are set out above and in Annex 1 (network diagram). The number, location and depth of exploratory boreholes, the scope of laboratory investigations, the methods of hydrogeological investigations, as well as the composition and content of the desk-based analysis of the results, shall be determined by the Contractor independently — based on actual conditions, the specified category of complexity of the engineering-geological conditions, and the requirements of the current DBN A.2.1-1-2008 and DSTU 9275.1:2024. The engineering survey program is subject to written approval by the Client (the Sokyriany City Council) prior to the commencement of field operations.

Topographic and geodetic surveys of the 11.8 km water pipeline route are to be carried out at a scale of 1:500, with a survey strip width within the red lines of the streets (approximately 30 metres). The total area covered by the 1:500 topographical survey, including linear sections and sites for structures, is approximately 36.0 hectares (to be specified by the Client (the Sokyriany City Council) and the designer during the initial data collection phase). Engineering and geodetic surveys must be carried out in full compliance with the requirements of DBN V.1.3-2:2010 and DSTU 9275.2:2024

The Contractor is entitled to engage specialized subcontractors for geodetic and geological (including hydrogeological) surveys, provided they meet the qualification requirements for Experts 2, 4 and 5 (Section 4); The Contractor shall bear full responsibility to the Client (the Sokyriany City Council) in all circumstances.

All results of engineering surveys must be agreed with the relevant parties (owners of adjacent networks, local authorities, landowners/land users, etc.) before they are used as input data for design purposes.

Task 3. Calculation and explanatory note with hydraulic model files

Based on the results of engineering surveys, the initial data provided by the Client/Municipal Enterprise “Sokyriany-Blahoustriy” of the town of Sokyriany, the materials and the report on the inspection of existing networks, applicable urban planning, technical and regulatory requirements, as well as the requirements of DBN A.2.2-3:2014, the Contractor shall carry out a comprehensive set of calculations and technical justifications necessary to determine the main design solutions and develop the working design.

The Contractor shall determine the consequence (liability) class of the facility in accordance with the applicable regulatory requirements and, on this basis, shall determine the complete set of project documentation required for the implementation of the facility.

The Contractor's scope of work includes the preparation of all volumes, sections, subsections, calculations, and graphic and textual materials, as stipulated by the current edition of DBN A.2.2-3:2014 and other mandatory regulatory documents for the relevant type and consequence class of the facility, regardless of whether their titles are listed as separate items in these Technical Specifications.

The Contractor is obliged, at the stage of preparing the calculation and justification section, to determine and technically justify the full set of design documentation required for the realization of the facility, and to take this into account when drawing up the Design Brief and the working design. The cost of developing all components of the project documentation required in accordance with the applicable regulatory requirements for this project and the specified consequence class must be included by the Contractor in the commercial proposal and the contract price.

Scope of work:

- analysis of the existing water supply system based on the initial data and survey materials of the existing networks provided by the Client, identifying the main technical and hydraulic constraints that influence design decisions regarding the reconstruction and development of the system.

- calculation of current and projected water consumption (taking into account new customers) in accordance with DBN V.2.5-74:2013, including the determination of design flow rates and fire-fighting flow rates;

- development and verification of a hydraulic model of the existing and proposed water supply system within the scope of the design project, taking into account actual input data, geodetic elevations and elevation differences, including the determination of the required pipe diameters, flow rates, water velocities, pressures and head at characteristic and critical points in the network, and verification of the system's operation under the main design conditions;

- determination of the network zoning scheme to ensure compliance with regulatory water supply parameters in elevated zones and to prevent excessive pressures in the lower zones of the network, justification of the parameters of the borehole and water tower (flow rate, volume, height, location); if the need for new facilities is not confirmed by the calculations — a written justification for an alternative solution;

- determination and justification of the main parameters of the proposed artesian well, taking into account the results of hydraulic calculations, engineering-hydrogeological surveys, studies of reference wells and, where necessary, exploratory drilling. Definition and hydraulic justification of the parameters of the water tower (regulating volume, height, location, operating modes); if the need for the construction of a water tower or other planned facilities is not confirmed by the calculations — provision of a written technical justification for an alternative solution.

- hydrogeological justification of the sanitary protection zone (SPZ). Determination of the boundaries and usage regime of the relevant zones of the SPZ for the proposed artesian well in accordance with current regulatory requirements. Where it is established that the regulatory dimensions of individual zones of the SPZ may be reduced — carrying out the necessary hydrogeological calculations and preparing the corresponding technical justification.

- Agreement with the Client (the Sokyriany City Council) on the actual number and boundaries of the construction phases (approximately 4–5). "For pricing purposes, the lump sum price for Task 4 shall cover the complete working design and cost estimate documentation for up to five construction phases."

Task 4. Complete set of working design and cost estimate documentation

Scope of work:

- development of a working design setting out the construction phases in their entirety, as determined by the results of Task 3 and set out in the Design Brief, in accordance with DBN A.2.2-3:2014 and other applicable regulatory documents, as required for the execution of construction works, approval and expert review of the project documentation.

- working drawings for the reconstruction of networks using rehabilitation and open-cut methods, and for the laying of new networks, including pressure-zoning and metering units (subject to confirmation of the feasibility and configuration as per Task 2);

- working drawings for a new artesian well, the parameters of which (operational flow rate, depth, design and type of pumping equipment, automation) are to be determined by the Contractor on the basis of estimated water consumption, hydrogeological conditions, a study of reference wells, or, where necessary, the results of exploratory drilling;

- working drawings of the water tower, utilizing and referencing standard design solutions (in particular TP 901-5-29 or equivalents), subject to confirmation of feasibility and configuration in accordance with Task 2

- cost estimate documentation for each phase separately, in accordance with the current Guidelines for determining the cost of design, scientific design and survey works.

Task 5. Approval documents and expert opinion

Scope of work:

- To ensure that all necessary approvals for design solutions are obtained (including from the owners of adjacent networks, the State Service for Food Safety and Consumer Protection, the State Emergency Service and the State Agency for Geology and Mineral Resources) within the Designer's area of responsibility in accordance with the requirements of DBN A.2.2-3:2014, unless otherwise provided for by the current legislation of Ukraine and these Technical Specifications.

- The organization, management and full payment for services relating to the comprehensive state expert review of the design documentation shall be carried out by the Contractor (the costs of the expert review must be included in the total price of the tender proposal).

- The Contractor shall be responsible for obtaining a positive conclusion from the state expert review, including the free revision of the documentation in accordance with the experts' comments until a final positive conclusion is received.

Milestones/partial works	**Deadline/place/person responsible**	**Criteria for acceptance**
Task 1 — Inception and methodology development	Two weeks after contract signing / Sokyriany /Contractor	Inception analytical report in Ukrainian language with detailed methodology, strategy and DIP has been developed.
Task 2 — Technical reports on engineering surveys: 2.1. Engineering and geodetic	Within 3 weeks after contract signing / Sokyriany / Contractor	Technical reports have been drawn up for all types of survey work, in accordance with DBN A.2.1-1-2008 and DSTU; the

surveys (topographical plans showing underground utilities). 2.2. Engineering-geological and hydrogeological surveys.		relevant approval documents are available
Task 3 — Calculation and explanatory note with hydraulic model files	Within 6 weeks after contract signing / Sokyriany / Contractor	Calculations have been carried out in accordance with the current State Building Regulations (DBN); the boundaries of the phases have been agreed in writing by the Client
Task 4 — Complete set of working design and cost estimate documentation	By the 10th December 2026 / Sokyriany / Contractor	Working design and cost estimate documentation has been drawn up in accordance with DBN A.2.2-3 and the design brief
Task 5 — Approval documents and expert opinion	By the 1st March 2027 / Sokyriany / Contractor	A positive conclusion was received from the state expert assessment

Period of assignment: from 12.11.2026 until 30.04.2027

2.2. Deliverables and Reporting:

The Contractor will be responsible for the following:

Reporting/ Deliverable #	**Requirements to the format**	**Anticipated period, by**
Inception and methodology development (Task 1)	Word, PDF. Language: Ukrainian, up to 30 pages.	Two weeks after contract signing
Technical reports on engineering surveys (Task 2)	Word, PDF, DWG. Language: Ukrainian, up to 200 pages.	Within 3 weeks after contract signing
Calculation and explanatory note with hydraulic model files (Task 3)	Word, PDF + model files in an editable format. Language: Ukrainian, up to 50 pages.	Within 6 weeks after contract signing
Complete set of working design and cost estimate documentation (Task 4)	In accordance with DBN A.2.2-3, Word, PDF, DWG. Language: Ukrainian, up to 300 pages.	By the 10th December 2026
Approval documents and expert opinion (Task 5)	Originals/official copies	By the 1st March 2027

All deliverables, reports, calculations, drawings and other materials produced under this Contract, including the files for the hydraulic network model, shall be formally transferred to GIZ, including the transfer of copyright, in both their original and edited formats.

GIZ shall subsequently transfer the accepted results of the work to the Recipient/Beneficiary (Municipal Enterprise ‘Sokyriany-Blahoustriy’ / the authorised local government body of the town of Sokyriany) for use for their intended purpose, in particular to obtain the necessary permits for the construction works. The procedure and deadlines for such transfer shall be determined by a separate agreement between GIZ and the Recipient/Beneficiary and are not the subject of this Agreement.

3. Concept (technical-methodological design)

In the bid, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

4. Personnel concept (proposed staff)

The Contractor is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 10), the range of tasks involved and the required qualifications.

The personnel must be provided for all positions, otherwise, the bid will be disqualified. Each expert can hold only one position, multiple position holding is not permitted.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader/ Chief engineer

<u>Tasks of the team leader</u>

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

- Overall technical responsibility for the quality and timely delivery of the technical outputs under the assignment;
- Coordination and supervision of the technical work of the project team and experts;
- Ensuring consistency and compliance of design solutions, engineering surveys, calculations and technical documentation with applicable standards and the ToR;
- Coordination of technical matters with GIZ, the Client, the municipal enterprise and other relevant stakeholders;
- Identification and resolution of technical issues and coordination of necessary technical inputs and decisions;
- Quality control and technical review of key deliverables, including the design documentation and expert review process.

Qualifications of the team leader

- Education (2.1.1): a higher education qualification (Master's degree) in 'Construction and Civil Engineering' or a related field.
- Language skills (2.1.2): C2 level proficiency in Ukrainian
- General professional experience (2.1.3): 10 years' experience in the engineering and construction sector and in the field of design
- Specialised work experience (2.1.4): 5 years as a chief project engineer (CPE) or project manager responsible for developing design documentation for water supply systems
- Leadership/management experience (2.1.5): 5 years' management/leadership experience as a project team leader or manager within a company
- Regional experience (2.1.6): 2 years' experience on projects in Ukraine

Certification:
A valid qualification certificate as a design engineer for consequence class CC3
In case of not provision of the relevant certificate the bidder will be disqualified.

Key expert 1: Design Engineer for Water Supply and Drainage

Tasks of key expert 1

- Carrying out calculations of the water consumption balance for the settlement and hydraulic modelling of networks to determine the optimum pipe diameters and parameters of structures
- Developing working drawings of networks, zoning nodes, and technical and structural solutions for above-ground/underground water intake structures (artesian wells and water towers).
- Preparation of final specifications for equipment, products and materials for each construction phase for submission to the cost estimation unit.
- Supporting and successfully defending the project during the expert review process, and promptly addressing experts' comments regarding pricing

Qualifications of Key Expert 1

- Education/training (2.2.1): a higher education qualification (Specialist/Master's degree) in 'Water Supply and Sanitation' or a related field
- Language proficiency (2.2.2): C2 level proficiency in Ukrainian
- General work experience (2.2.3): 10 years' experience in the design of engineering networks and structures
- Specialised work experience (2.2.4): 5 years' experience in developing detailed designs for water supply networks, water management structures and hydraulic calculations

Key Expert 2: Hydrogeological Engineer

Tasks of Key Expert 2

- collecting and analysing archive data on existing boreholes in the town of Sokyriany, determining the depth, thickness and protection of the target aquifer;
- designing the well: determining the optimal parameters and construction of the water extraction well;
- justification of the parameters for the well's sanitary protection zones;
- coordination with the State Geological Service regarding the documents required for the construction of the well.

Qualifications of Key Expert 2

- Education/training (2.3.1): a higher education qualification (Specialist/Master's degree) in 'Hydrogeology', 'Geology' or a related field
- Language proficiency (2.3.2): C2 level proficiency in Ukrainian
- General work experience (2.3.3): 10 years' experience in the field of engineering-geological and hydrogeological surveys
- Specialised work experience (2.3.4): 5 years' experience in the design of water intake wells for centralised water supply systems and the delineation of protection zone boundaries

Key Expert 3: Cost Engineer

Tasks of Key Expert 3

- Preparation of cost estimate documentation for each construction phase: compiling site-specific and project-specific cost estimates, as well as consolidated cost estimates for the construction costs separately for each approved phase

Qualifications of Key Expert 3

- Education/training (2.4.1): a higher education qualification (Specialist/Master's degree) in a construction-related field
- Language proficiency (2.4.2): C2 level proficiency in Ukrainian
- General work experience (2.4.3): 10 years' experience in preparing cost estimate documentation for construction projects
- Specialised work experience (2.4.4): 3 years' experience in preparing cost estimates for water supply and/or drainage projects

Certification:

Qualification certificate as a cost engineer – "Cost Estimation Documentation" Certificate
In case of not provision of the relevant certificate the bidder will be disqualified.

Key Expert 4: Surveying Engineer

Tasks of Key Expert 4

- organising and carrying out topographic and geodetic surveys of network routes, well sites and derricks, as well as the surrounding area for the purposes of the hydraulic model (Task 2);

- quality control of field surveying works and the office-based processing of results;
- formal approval of engineering and topographical plans with all relevant organisations, enterprises and services in the town of Sokyriany and the Chernivtsi region that operate adjacent underground and above-ground utilities (power networks, gas pipelines, telecommunications, etc.).

Qualifications of the key expert 4

- Education/training (2.5.1): a higher education qualification (Specialist/Master's degree) in 'Surveying' or a related field
- Language proficiency (2.5.2): C1 level proficiency in Ukrainian
- General work experience (2.5.3): 10 years' experience in engineering and geodetic surveys
- Specialised work experience (2.5.4): 5 years' experience in carrying out topographical and geodetic surveys for engineering infrastructure projects

Certification:

A valid qualification certificate as a design engineer specialising in engineering surveys – "conducting engineering surveys" Certificate.
In case of not provision of the relevant certificate the bidder will be disqualified.

Key Expert 5: Engineering Geologist

Tasks of Key Expert 5

- organising and carrying out engineering-geological surveys along the network routes and at the site of the tower and the planned well (Task 2);
- determining the complexity category of the engineering-geological conditions and the corresponding survey programme.

Qualifications of Key Expert 5

- Education/training (2.6.1): a higher education qualification (Specialist/Master's degree) in 'Geology' or a related field
- Language skills (2.6.2): C1 level proficiency in Ukrainian
- General work experience (2.6.3): 10 years' experience in engineering-geological surveys
- Specialist work experience (2.6.4): 5 years' experience in carrying out engineering-geological surveys for linear structures and engineering infrastructure projects

Soft skills of team members
In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses – Not applicable

Specification of inputs

Contracts for works:

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your works at a lump sum price.

Milestones/partial works	**Estimated expert days for orientation**	**Anticipated deadline/place/person responsible**
Milestone 1 Inception report (Task 1)	**7** (Team leader/Chief Engineer)	Two weeks after contract signing / Sokyriany / Contractor
Milestone 2 Completed technical reports on engineering surveys and Calculation and explanatory note with hydraulic model files, including the relevant approval documents and written agreement of the phase boundaries with the Client. (Tasks 2 and 3)	**82** 12 – Team leader/Chief Engineer 14 – Key Expert 1 14 – Key Expert 2 14 – Key Expert 3 14 – Key Expert 4 14 - Key Expert 5	Within 6 weeks after contract signing / Sokyriany / Contractor
Milestone 3 Complete set of working design and cost estimate documentation (Task 4)	**95** 35 - Team leader/Chief Engineer 30 – Key Expert 1 10 – Key Expert 2 20 – Key Expert 3	By 10th December 2026 / Sokyriany / Contractor
Milestone 4 Final documentation incorporating all comments and revisions required by the state expert review, together with the final positive conclusion of the state expert review (Task 5)	**26** 14 - Team leader/Chief Engineer 12 – Key Expert 1	By 1st March 2027 / Sokyriany / Contractor

6. Inputs of GIZ or other actors – Not applicable

7. Financial provisions

7.1. Contract value

The contract value shall be calculated according to the format of the financial bid (price schedule).

7.2. Financial bid (price schedule)

The total cost of the Contract is set in UAH, including all direct and related expenses, taxes and fees, *incl. VAT if applicable.*

All costs connected to the contract implementation, e.g. connected management staff, should be covered according to the received amount of the total value of the Contract. No additional budget lines are allowed.

7.3. Payment Conditions

- The Contractor shall be paid 100% post payment upon completion of **each Milestone** on monthly basis.
- All the payments shall be done exclusively in the national currency of Ukraine (UAH) by means of a bank transfer to the bank account of the Contractor;
- All the activities shall be done exclusively within the timeframe of the Contract;
- All the payments shall be done exclusively for the actually performed works/services (“up to”), on the ground of scan copies invoices, acts of acceptance, submitted via e-mail within 15 working days after their submission by the Contractor and acceptance by GIZ. The invoice is considered not accepted for payment in case of errors and/or provision of an incomplete package of documents for payment

7.4. Requirements to the submission of the financial reporting documents

- Invoices, acts of acceptance etc. shall be scanned and send as an attachment to the e-mail of the GIZ Project Representatives (the e-mail shall be provided additionally) together with the technical documents (reporting/ deliverables) and other financial supporting documents as and if stipulated by the Contract;
- Originals of above mentioned documents shall be submitted to GIZ upon GIZ request.
- Each invoice and act of acceptance shall contain the Project Number, contract number
- By submitting the Invoice the Contractor should indicate (in the invoice) whether the Contractor is a Single Tax Payer (e.g. 5%, 2%)

Act of acceptance for completed works /services standard template can be found here: https://www.giz.de/sites/default/files/media/els-document/2026-03/act-service-acceptance-final_0.doc

8. Other Provisions

8.1. General

The Contract and annexes sent by the Parties by electronic means in the form of scanned copies signed by the Parties shall have full legal force and shall be recognized as documents confirming the will of the Parties until the originals of such Contract, annexes are received. In this case, the Party that sent the Contract, annexes, is responsible for the authenticity of the signatures of its authorized representatives and imprint of seal (if any).

The implementation of activities under present Contract can be started only after the Contact enters in force.
At the same time, the Period of Assignment, during which the Contractor is anticipated to work in order to perform the Contract, is defined by the Article 2 of this Contract.

Implementation of any activities under the present Contract /Supplement to this Contract (if any) can be started only after the Contact/Supplement (if any) enters in force and must take place only during the Period of Assignment.
Costs that are incurred outside the Period of Assignment are not eligible.

With signing of this contract, the parties are fully aware of the respective GIZ provisions, namely General terms and conditions of contract for supplying services and work on behalf of the Deutsche Gesellschaft fur Internationale Zusammenarbeit GmbH in Ukraine, Code of Conduct for Contractors of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) published on the link Ukraine Tenders | GIZ (section “Terms of procurement of services”/ секція “Умови закупівель послуг”) and such provisions shall be binding on the parties as if stated in full in this agreement.

On the date of signing this Contract, the Contactor confirms that in accordance with the Tax Code of Ukraine, the Contractor is/is not *(shall be specified at the time of contract preparation by the procurement unit responsible for contract preparation)* a payer of value added tax under general conditions.

In case if on the date of Contract signing the Contractor is not registered as a VAT payer and during execution of the Contract the Contractor becomes registered as a VAT payer, and **the given procurement of services/ works upon the Contract shall not be determined free from VAT,** the cost of the Contract remains unchanged and is to be considered with VAT.

The Contractor shall be responsible for all taxes and other payments according to the Ukrainian law. Taxes, levies or fees to the Government of Ukraine shall be paid by the Contractor.

Contact person from GIZ side responsible for contract implementation and communication with the Contractor _____ *(shall be specified at the time of contract preparation by the procurement unit responsible for contract preparation)*

The Contractor shall be solely responsible for all the security issues according to the own security concept during the implementation of the Contract. GIZ shall not be reliable and/or responsible for any damages and/or injuries occurred during the implementation of the Contract by any Person directly or indirectly involved into the implementation of the Contract and/or by any other third Person.

The Contractor is obliged to provide the originals of documents indicated in the special agreement at his own expense.

Additionally, the Contractor must:

- be a registered legal entity/private entrepreneur in Ukraine;
- not be on the sanctions list of Ukraine, the EU, the UN;
- ensure that the final beneficiaries/participants are not on the sanctions list of Ukraine, the EU, the UN;
- not be in the process of termination;
- not be registered on temporary occupied territories of Ukraine;
- not have the ultimate beneficial owner, member or participant (shareholder), having a share in the authorized capital of 10 percent or more, which is the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran, a citizen of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran except for those who live on the territory of Ukraine on legal grounds, or a legal entity created and registered in accordance with the legislation of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran.

GIZ reserves the right to verify the information at any time. The tenderer confirms that he agrees to the processing of personal data in accordance with the provisions of the EU General Data

Protection Regulation (GDPR) and the Law of Ukraine "On the Protection of Personal Data" No. 2297-VI dated 01.06.2010.

8.2. VAT Exemption – Not applicable

9. Outsourced processing of personal data – Not applicable

10. Requirements to the format of the bid

10.1. Documents to be submitted

10.1.1. Technical bid

Tenderers must provide the following documents:

- a technical bid containing a description of the methodology proposed in relation to the identified tasks. **Technical bid must be signed and stamped (if stamp is used);**
- tentative work plan;
- personnel (team) concept
- CVs of all experts with relevant work experience, qualifications (education).
- Certificates **(In case of not provision of the mandatory Certificates, the bid will be disqualified)**.

The structure of the technical bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The technical bid must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in Ukrainian (language).

The complete technical bid must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application (if such format of CV is set). The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must be drawn up in Ukrainian (language).

The technical bid must not include any financial information such as daily fees for experts or any other payments. Otherwise, the bid will be disqualified.

10.1.2. Financial bid (Price schedule)

The financial bid must include the costs associated with the implementation of the assignment and must be provided according to the format provided in the tender documentation.

Financial bid (price schedule) must be signed and stamped (if stamp is used).

10.1.3. Registration documents of the tenderer

Shall be provided according to the requirements of tender documentation

The tenderer must:

- be a registered legal entity/private entrepreneur in Ukraine;
- not be on the sanctions list of Ukraine, the EU, the UN;
- ensure that the final beneficiaries/participants are not on the sanctions list of Ukraine, the EU, the UN;

- not be in the process of termination;
- not be registered on temporary occupied territories of Ukraine;
- not have the ultimate beneficial owner, member or participant (shareholder), having a share in the authorized capital of 10 percent or more, which is the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran, a citizen of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran except for those who live on the territory of Ukraine on legal grounds, or a legal entity created and registered in accordance with the legislation of the Russian Federation, the Republic of Belarus, the Islamic Republic of Iran.

GIZ reserves the right to verify the information at any time. The tenderer confirms that he agrees to the processing of personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the Law of Ukraine "On the Protection of Personal Data" No. 2297-VI dated 01.06.2010.

11. Annexes

Annex 1 – Sokyriany_WSS_network