

Guidelines for Applicants

Framework Agreement for the Supply of Agricultural Inputs: how to apply and become an approved supplier

Objective of this guide

This guide explains, in simple terms, how a company can apply to become an approved supplier of agricultural inputs to the Pro.UKR Programme. It explains what the Call for Interest is, what documents are needed, and how to complete them correctly.

It covers three documents:

- The Contract Notice – the official call for suppliers
- Annex I – Application Form
- Annex II – Identification Form

Step One: Before you start

Please read the Contract Notice and both annexes carefully and completely before filling anything in. These documents describe the legal, financial and technical conditions that must be respected. An incomplete or incorrect application may be rejected.

If anything is unclear, contact the Contracting Authority before submitting your application, so that mistakes can be avoided:

- Contact person: Iuliia Strelchenok
- Email: ciheam.bari.ukr@iamb.it
- Cc: gareappalti@iamb.it ; giacomo.perna@bari.ciheam.org ; flavio.longobardi@bari.ciheam.org
- Email Subject: QUERY – PROCUREMENT OF AGRICULTURAL INPUTS – Pro.UKR – [company name]

Step Two: Documents required for submission

A complete application must include:

1. Annex I – Application Form (including the signed Declaration on Honour at the end of the form)
2. Annex II – Identification Form (banking and company details)
3. Copy of the company's official registration certificate
4. Any other supporting document requested in Annex I (e.g. proof of turnover, proof of past experience)

All documents must be submitted as PDF files. Incomplete applications, or applications missing a signature or stamp, may be rejected. CIHEAM Bari may also request additional supporting documents or clarifications after submission.

Step Three: About the Contract Notice

What is this call for?

CIHEAM Bari is building a list of approved suppliers ('shortlist') for the following agricultural inputs:

- Chemical fertilizers (potassium, phosphate, urea)
- Concentrated fodder (sheep, goat, pig, cattle, poultry)
- Phytosanitary products (herbicides, fungicides, insecticides)
- Animal vaccines / medicines
- Irrigation and agriculture equipment
- Food processing equipment

A company may apply for one product category or several. This shortlist will remain valid for 4 years. Being on the shortlist does not guarantee orders, it means the company can be invited to quote whenever CIHEAM Bari needs to purchase.

Who can apply

- The applicant must be a registered company (legal entity)
- Registered in Ukraine, Moldova, Romania, Hungary, Poland or Slovakia
- Average annual turnover above €15,000
- Able to deliver to the programme's Agriculture and Livestock Service Centres (ALSCs) in: Berezivka rayon, Odesa rayon (Dobroslav and Velyki Dalnyk), and Rozdilna rayon
- Able to deliver within 10 days of receiving an order
- Has a bank account able to receive payment in EUR (from abroad) or UAH (inside Ukraine)
- Not listed on EU, UN, or other applicable sanctions lists

What can lead to rejection

- Being on a sanctions list at the time of the award decision
- Submitting more than one application (all related applications will be excluded)
- Missing signatures, stamps, or required documents
- False or inaccurate information

Note: This is a summary of the main requirements. The Contract Notice is the official and complete reference document and should be read to see the full list of requirements.

How to submit the application

By email, with all documents attached as PDF files:

- To: ciheam.bari.ukr@iamb.it
- Cc: gare.appalti@bari.ciheam.it; giacomo.perna@bari.ciheam.org; flavio.longobardi@bari.ciheam.org
- Email subject: PROCUREMENT OF AGRICULTURAL INPUTS – Pro.UKR – [name of the company]

Or by post, courier, or hand delivery to:

- CIHEAM Bari - Mediterranean Agronomic Institute of Bari, Marselska street 33/3, 65000 Kryzhanivka, Odesa, Ukraine
- To the attention of Iuliia Strelchenok

Applications may be submitted in English or Ukrainian. The **deadline is 1 month (30 days) after the publication** of the call, but applications may still be submitted afterwards and will be reviewed in later rounds.

What happens after you apply

1. CIHEAM Bari reviews each application against the eligibility and selection criteria.
2. Each applicant is informed by email whether they have been accepted onto the shortlist or not.
3. When CIHEAM Bari needs to purchase inputs, it sends a request for quotation to at least 3 shortlisted suppliers.
4. The supplier offering the best price-quality combination is awarded that specific order.
5. Payment is made by bank transfer (EUR from Italy or UAH from Ukraine) after successful delivery and inspection of the goods.

Step Four: How to complete Annex I (Application Form)

Annex I is the main document CIHEAM Bari uses to evaluate whether a company qualifies. It has six sections, plus a signed declaration.

1. **Submitted by** – company's name, and country of registration, exactly as on official documents.
2. **Contact person** – the company's legal representative, with which CIHEAM Bari should contact regarding this application.
3. **Economic and financial capacity** – declare turnover for the last financial year. Confirm the company is not in financial deficit.
4. **Professional capacity** – the country of your legal registration, and the sectors/products the company works with, and years of activity.

a. You **must provide your registration documents** demonstrating the compliance with the regulations of the country of registration.

5. **Technical capacity** – confirm ability to deliver to the ALSCs in the specified rayons. Provide the average delivery time. Describe available logistics (vehicles, warehouses, etc.). Specify which agricultural inputs you can supply.
6. **Statement** – signed declaration on company letterhead, confirming acceptance of the terms and absence from sanctions lists.

Declaration on Honour (at the end of Annex I): a signed statement confirming the company (and its owners/representatives) is not affected by bankruptcy, corruption, tax fraud, or breach of a previous EU-funded contract. This section it must include the full details of both the company and its legal representative

- Company full official name, legal form, statutory registration number, full official address, and VAT registration number (IIIIH);
- The legal representative's ID or passport number, telephone, e-mail address, residence address, and country.

Declaration on honour on exclusion criteria and selection criteria

The undersigned [*insert name of the legal representative*] representing:

Company data	Company legal representative data
Full official name:	ID or passport number:
Official legal form:	Telephone:
Statutory registration number:	e-mail address:
Full official address:	Residence address:
VAT registration number:	Country:

In addition, it **must be signed, dated, and stamped by the company's legal representative** on official letterhead.

IX - Declaration on honour on established debt to the union

The person, being a sole tenderer, submitting a request to participate/tender for the above procedure, declares that:

the tenderer [<i>name of the company legal representative</i>],	YES	NO
does not have an established debt to the European Union.	☐	☐

The above-mentioned person must immediately inform the contracting authority of any changes in the situations as declared.

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name	Date	Signature and stamp
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Step Five: How to complete Annex II (Identification Form)

Annex II is used so CIHEAM Bari can correctly identify the company and make payments once orders are placed. It has three parts:

1. **Organisation details** – official company name (national denomination, in the company's original language/alphabet, *plus* English or French translation if one officially exists), trading name, head office address, email.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling the form.

ORGANISATION DETAILS		National denomination and its translation in EN or FR if existing.	
Official name			
Business/Trading name			
Abbreviation			
Address of Head office			
Address			
Postal code		City	
P.O. BOX		Country	
E-mail			

2. **Organisation identifier** – legal form (the type of company registration), for-profit/non-profit status, national company registration number (use your ЄДРПОУ/EDRPOU code), VAT number (ІПІН), date and place of registration.

ORGANISATION IDENTIFIER	
Legal form	
Organisation type	For Profit ☐ Non For Profit ☐ NGO ☐ Yes ☐ No
NGO = Non Governmental Organisation, to be completed if NFPO is indicated.	
Main registration number	
Registration number in the national register of companies. See table with corresponding denominations by country.	
Secondary registration number (If applicable)	
Place of Main registration	Issuing country
Date of Main registration	
VAT number	

3. **Banking details** – account name, IBAN or account number, bank name, BIC/SWIFT code. This must be the company's own bank, not an intermediary bank.

The form must be signed and stamped by both the company's authorised representative and the bank.

If a recent bank statement is attached instead (confirming account name, IBAN/account number, and bank name), the bank's signature and stamp are **NOT** required.

Final notes

- All documents must be signed and stamped by the company's legal representative
- Make sure the information provided matches official company documents exactly
- For any question, contact the Contracting Authority before submitting (*see Step One*)