

The Order for filling in the Commercial Offer Form and compiling a set of documents for it

All sections and items are mandatory to fill out in a simple correspondence with the questions provided.

If a specific question is not applicable or is unrelated to the Company's activities submitting the Commercial Offer (hereinafter referred to as the CO) or the information is currently unavailable – in that case, “no information available” or “N/A” should be indicated in the corresponding field.

Sections 2, 3, 4 are to be filled out in the CO form for each unit of the product separately, with the addition of a new "Goods (2, 3, 4...)" sheet for each subsequent unit of the Goods.

List of documents to be provided for consideration along with the CO (copies to be uploaded exclusively in PDF format on the Agency's website: (<https://dpa.mod.gov.ua/commercialoffer.html>):

- Statute (extract from the statute) which proves the Company's business activities in the respective direction.
- Extract from the official State registers of the company's activities.
- Information on the ownership structure of the company in schematic form and/or information about the ultimate beneficial owners of the company in the form of a certificate from the Company.
- Certificates/licenses/permits for activities related to the subject of the CO.
- A document which confirms the right to conduct international transfers of Defence goods, works and services.
- A confirmation letter that the Company does not cooperate with legal/physical entities who are citizens/residents of states engaged in armed aggression against Ukraine (russia, belarus).

If the CO is submitted by domestic economic entities authorized to import military and dual-purpose goods, then the mentioned documents are submitted concerning manufacturers and/or non-resident suppliers with whom external economic contracts for the purchase of the subject of procurement specified in this CO are concluded.

In case of impossibility to obtain the above-mentioned documents from the manufacturer and/or actual owner, it is necessary to attach a Guarantee Letter from the manufacturer/actual owner in the format provided in the "dpa_co_ua_Eng.xlsx" file on the "Guarantee letter" sheet.

If the CO is submitted by a company that has previously provided the list of documents mentioned above under different COs, only changes to the specified documents are provided if they have occurred.

All documents must be properly certified (signed and sealed/stamped) and have official status.

The CO is provided in the form of an Excel spreadsheet and in PDF format with the signature of the authorized person.

For domestic economic entities, the CO is to be filled out in Ukrainian, while for non-residents, it should be in English.

The Agency reserves the right to request additional documents from the counterparty regarding statutory and financial activities to avoid reputational risks when concluding state contracts (agreements) in the future.