Charity Organization «Charity Fund named after Avhustyn Voloshyn»

Procurement Regulations

Approved
by decision of the Board of the Fund
Minutes No. 2 of 7 September 2026

English translation · the Ukrainian original prevails

Uzhhorod · voloshynfund.com · EDRPOU code 46220592

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PROCUREMENT REGULATIONS

1. General Provisions

1.1. These Procurement Regulations (hereinafter — the Regulations) establish the procedure for selecting suppliers of goods, works and services and the procedure for procurement by the Charity Organization «Charity Fund named after Avhustyn Voloshyn» (hereinafter — the Fund) in order to ensure transparency and cost-effectiveness and to prevent corruption risks.

1.2. The Regulations apply to all procurement financed from the Fund's resources, regardless of their source (own funds, grants, restricted donations), unless otherwise provided by the terms of a specific agreement with a donor.

2. Thresholds and Procurement Procedures

2.1. The procurement procedure depends on the value of the procurement (excluding VAT, for the entire term of the contract):

Procurement value	Procedure	Approval
Up to UAH 150,000 (low-value procurement)	Direct procurement from a single supplier	Project officer responsible
From UAH 150,000 to UAH 1,000,000	Comparison of price offers from at least 3 suppliers	Executive Director
Over UAH 1,000,000	Competitive procedure (request for price offers / tender) with tender documentation	Board of the Fund

2.2. The specific threshold amounts are set by a separate decision of the Board, taking into account the requirements of donors (if any), and are reviewed at least once a year.

2.3. Procurement financed from the funds of a particular donor is carried out in accordance with the procurement procedures established by the grant agreement where these are stricter than the Fund's internal thresholds.

3. Requirements for Suppliers

3.1. Suppliers that meet the following requirements may take part in procurement:

— they are registered in the manner established by law (as a legal entity or an individual entrepreneur);

— they are not in the process of termination, bankruptcy or liquidation;

— they are not related to members of the Board, the Executive Director or employees of the Fund involved in the procurement decision (unless a conflict of interest has been disclosed in writing and resolved in accordance with the Regulations on Conflict of Interest);

— they are not included in the internal list of counterparties with which cooperation is unacceptable (clause 2.3.2 of the Regulations on Financial Compliance).

3.2. For procurement above the thresholds set in clause 2.1, a preliminary check of the supplier (due diligence) is carried out: verification of registration data, the absence of tax debt and the availability of the necessary permits/licences.

4. Procedure for Competitive Procurement

4.1. For procurement requiring a competitive procedure, the officer responsible prepares terms of reference (a specification) clearly describing the subject of the procurement, the quantity, the deadlines and the requirements for the supplier.

4.2. A request for price offers is sent to at least three potential suppliers at the same time, with the same deadline for submitting offers.

4.3. The winner is selected on the basis of criteria defined in advance (price, delivery time, quality, supplier experience), which are recorded in the minutes of the evaluation of offers before the offers are received.

4.4. The results of the procurement are recorded in minutes signed by the officer responsible and approved by the person indicated in the «Approval» column of the table in clause 2.1. All price offers received are kept together with the minutes.

4.5. Selecting a supplier whose offer is not the best in terms of price is permitted only with a written justification (quality, deadlines, previous experience of cooperation, lack of alternatives) and additional approval by the Board.

5. Exceptional Cases (Procurement from a Single Supplier)

5.1. Procurement without a competitive procedure, regardless of its value, is permitted in exceptional cases:

1) there is only one supplier of the goods, works or services (monopoly position, copyright, official dealer);
2) urgent procurement is necessary to prevent or eliminate the consequences of an emergency threatening the life or health of beneficiaries;
3) the procurement is carried out as part of a humanitarian response where access to suppliers in the project area is limited.

5.2. Each such case must be justified in writing by the officer responsible and approved by the Executive Director (regardless of the value), with the Board being informed subsequently.

6. Documentation of Procurement

6.1. Each procurement is supported by a set of documents in accordance with Section 5 of the Regulations on Financial Compliance (contract, invoice, payment order, delivery note, acceptance and transfer certificate), as well as the minutes of supplier selection (for procurement requiring a competitive procedure) and the justification (for exceptional cases).

6.2. All documents relating to a procurement are kept together and are available for inspection by donors, auditors and supervisory authorities.

7. Final Provisions

7.1. These Regulations are approved by the Board of the Fund and reviewed at least once a year, as well as in the event of a significant change in the requirements of the Fund's main donors.

Charity Organization «Charity Fund named after Avhustyn Voloshyn»:

Chair of the Board _____ / V.A. Moskov /

7 September 2026



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