

## Call for Service: purchase and delivery of ICT & leisure equipment

FSM-2022-08-05

Solidarity Fund PL in Georgia is looking for company to provide ICT & leisure equipment for the modernized adapted "Open Space" in Ozurgeti (located at 11a, 26 May street, Ozurgeti)

### Service requested:

Provide ICT & leisure equipment needed for the modernized adapted "Open Space" in Ozurgeti (located at 11a, 26 May street, Ozurgeti)

### 1. The tasks under planned assignment are as follows:

1.1 Purchase and installation of the ICT & leisure equipment in Ozurgeti (located at 11a, 26 May street, Ozurgeti) as per specification.

### 2. Duration of the assignment:

Until 15 October, 2022

### 3. Place(s) of Assignment

Ozurgeti, Guria Region Georgia

### 4. Minimum requirements

The tenderer should:

- 4.1 Make sure the ICT & leisure equipment comply with specified requirements (technical specification)
- 4.2 Include in total pricing delivery of goods to the location of the Open Space.
- 4.3 Include in total pricing installment services at the location of the Open Space.
- 4.4 Include in total pricing maintenance service for a minimum period of 12 months.
- 4.5 Ensure that the guarantee period for all IT, audio equipment and large domestic appliances items is minimum 12 months
- 4.6 Ensure availability of regional maintenance centers (Ozurgeti, or other municipalities of Guria ).

### 5. Criteria for selection of the Applicant (max. 100 points) for a shortlisted applicant

5.1. The requirement related to the quality will be assessed as per below table:

Criterion	Maximum score
1. Quality of the equipment: <ul style="list-style-type: none"><li>• Number of items available from the technical specification Annex 1AA (max. 14 points)</li><li>• Internationally recognized brands with a warranty period (max. 10 points);</li><li>• Free-ofcharge installation service (max. 3 points)</li></ul>	35

<ul style="list-style-type: none"> <li>• Guarantee period for IT&amp;Audio equipment and large domestic appliances items is minimum 12 months (max. 5 points)</li> <li>• Extra guarantee for remaining items (max. 3 points).</li> </ul>	
2. Guarantee period for equipment items more than 12 months. (max. 10 points)	10
3. Availability of regional maintenance centers (max. 15points)	15
4. Dedicated Account Manager assigned specifically for SFPL (max. 10 points)	10
<b>Total</b>	<b>70</b>

## 5.2. The requirements related to financial (price) evaluation.

The financial evaluation will be made on the basis of the total cost of the financial evaluation (price of the offer), calculated on the basis of the cost simulation scenario provided in Application form

Assessment under the criterion „price” will be based on the following formula for each category:

$$P = P_{min} / P_{of} \times 30 \text{ points}$$

where:

$P_{min}$  - the lowest proposed price

$P_{of}$  - price presented in the examined offer

$P$  - the number of points awarded to the examined offer under the price criterion, rounded to the full number.

## 5.3. Award of the contract

The contract will be awarded to the most economically advantageous tender, which will be established by weighing technical quality against price on a 30/70 basis.

The final score will be calculated using the following formula:

$$\text{Final score} = \text{Technical score} \times 70\% + \text{Financial score} \times 30\%$$

The tender obtaining the highest final score will be deemed to be the most economically advantageous tender.

\*Comparison of the weight of Price and other criteria is 30/70.

## 6. Information about price:

6.1. The price should be specified in GEL and rounded to two decimal places. The price should be given on the basis of the cost simulation scenario provided in the Application form.

6.2. The price may be offered in NET (for physical persons) value, that must be clearly indicated, or GROSS, that should include all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), as well as the costs of accommodation in Georgia, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet / power point).

6.3. Settlements between the Contracting Authority and the Contractor will be conducted in GEL depending on the Contractor's place of tax residence and in relation to the current exchange rate of the National Bank of Georgia.

7. The application must contain **Fiscal Statement** and **Application FORM** (templates attached), signed and scanned in PDF format

## 8. SUBMISSION

Application must be submitted by September 9 2022 at 23:59 Tbilisi time to the address: [georgiarep@solidarityfund.pl](mailto:georgiarep@solidarityfund.pl)

9. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL\_GEO Facebook <https://www.facebook.com/solidarityfund.ge>

10. Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SF PL (except for personal data, which will be anonymized).

11. Solidarity Fund PL, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.

12. Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowicka 4, 01-612 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. Please be advised that Solidarity Fund PL has appointed a personal data protection inspector who can be contacted at: [iod@solidarityfund.pl](mailto:iod@solidarityfund.pl)