

# Call for Service: Graphic Design Service

**FSM-2024-02-10**

Solidarity Fund PL in Georgia is looking for a for a qualified company or individual to provide graphic design services in multi-range activities.

## **Service Requested:**

Graphic design for various projects of the SFPL in GEO office

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

- 1.1. Create graphic design for various promo materials such as, flyers, banners, leaflets, business cards, t-shirts, mugs, etc.
- 1.2. Create or edit design for PPT presentations.
- 1.3. Provide requested materials in a format suitable for printing.

*All materials should be prepared in accordance with the SFPL brank book.*

### **2. Duration of the assignment:**

Upon request during the year of 2024, until December 31st, including, with possible term of extension, subject to terms and conditions of the agreement to be signed between parties.

### **3. Place(s) of Assignment**

Tbilisi, Georgia

### **4. Minimum requirements**

4.1 Minimum 2 years of working experience in the field.

4.2 A dedicated focal point for SFPL speaking at least one of the following languages Georgian and/or English and/or Polish).

### **5. Selection criteria for shortlisted applicants (max. 100 points)**

<b>Criterion</b>	<b>Maximum score</b>
1. Quality of the designed promo materials (to be assessed based on the portfolio submitted by the applicant) (max. 15 points);	15

2. Offering various choices and design options developed according to the organization's brand book (max. 10 points);	10
3. Preparation of various PR materials in accordance with the topic together with the project team (max. 10 points);	10
4. Time of preparation of the requested materials (max. 10 points);	10
5. Determining printing requirements for designed materials (max. 10 points);	10
6. Responsiveness (If you are able to respond to our email within 24 hrs - 5 p., within 48 hrs – 2.5 p., 72 hrs or more – 0 p.) (max. 5 points).	5
<b>Total</b>	<b>60</b>

## FINANCIAL (price) EVALUATION

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

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

$$P = P_{\min} / P_{\text{of}} \times 40 \text{ points}$$

where:

$P_{\min}$  - the lowest proposed price

$P_{\text{of}}$  – 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.

## 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 60/40 basis.

The final score will be calculated using the following formula:

$$\text{Final score} = \text{Technical score} \times 60\% + \text{Financial score} \times 40\%$$

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 40/60%

## **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) if any.

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 FORMS** (templates attached), signed and scanned in PDF format.**

## **8. SUBMISSION**

**The application must be submitted by the 24<sup>th</sup> of March 2024, 24:00 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> and website <https://participatoryhub.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 SFPL (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. The data controller is Solidarity Fund PL in Georgia, 20 Chavchavadze Avenue, Apartment #3, floor 2, 0179 Tbilisi, Georgia. To exercise your rights, please contact the SFPL in Georgia directly at [georgiarep@solidarityfund.pl](mailto:georgiarep@solidarityfund.pl) – we are committed to protecting your rights to the best of our ability.