Service provider’s Application Form**[[1]](#footnote-2)** for Hotel Accommodation Service and Meeting Facilities in Kutaisi, Georgia

FSM-2024-08-21

1. **Economic Operator/Applicant:**

…………………………………………………………………………

*(Full name (Physical person)/company (name, address, e-mail, phone number, tax identification number if relevant)*

represented by:

…………………………………………………………………………

*(Name, surname, position/the basis for representation)*

by joining the public procurement procedure conducted by Solidarity Fund PL in Georgia for the **selection of the Hotel Accommodation Service and Meeting Facilities**  submit the following offer and:

1. I declare that I have read the requirements of the Contracting Authority regarding the subject of the order, included in the Call for Service and I do not raise any objections to them.

2. I undertake to perform the subject of the contract on the financial conditions specified in the request for proposal.

3. I declare that I have fulfilled the information obligation on the protection of individuals with regard to the processing of personal data and on the free movement of such data towards natural persons from whom personal data (employees, associates) or indirectly (third parties) have been acquired and made available in order to apply for the award of a public contract in these proceedings.

4. I declare that I consider myself bound by this offer for a period of 30 days from the deadline for submission of tenders.

5. I declare that I am not subject to exclusion due to the fact that I haven’t been convicted for a crime of:

1. participation in an organized criminal group or association aimed at committing a crime or a fiscal offence
2. human trafficking
3. supporting terrorist offences
4. money laundering
5. crime against credibility of documents
6. tax offence

6. I declare that I am not subject to exclusion due to the fact that I am not a person against whom a final court judgment or a final administrative decision has been issued in arrears with the payment of taxes, fees or social or health insurance contributions and who has not complied with the above indicated judgments or administrative decision.

7. I declare that I am not subject to exclusion due to the fact that I haven’t been legally prohibited from applying for public contracts.

8. I declare that I am not subject to exclusion due to the fact that in relation to the entity I represent, liquidation has been opened, bankruptcy has been announced, assets are managed by a liquidator or court, an arrangement with creditors has been concluded, business activity is suspended or the entity is in a different situation of this type resulting from a similar the procedure provided for in the provisions of the place of initiation of this procedure.

9. In the event of the offer being secret, the Contractor shall be able to demonstrate that the proprietary information is a trade secret not later than on the submission date. A trade secret is specific information if it meets 3 conditions in total:

9a. is technical, technological, organizational of the enterprise or is other information of economic value,

9b. has not been disclosed to the public,

9c. the necessary measures have been taken in order to maintain confidentiality.

**10.** TECHNICAL AND PROFESSIONAL CAPACITY**:**

*Please answer the following questions*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column 1 | Column 2 | Column 3 | Column 4 | |
| Criterion | YES | NO |  | |
| Does the hotel have at least 3 years of experience in providing accommodation and related services? |  |  |  |
| Does the hotel have multi-lingual staff available, with Georgian and English as a mandatory language? |  |  |  |
| Are you able to assign a dedicated focal point for SFPL, preferably a manager or accountant, speaking at least one of the following foreign languages, Georgian and/or English? |  |  |  |
| Can guests access the hotel 24 hours a day, with on-duty staff available to facilitate this? |  |  |  |
| Are there available rooms for 25 participants? (10 twin rooms, 5 single rooms) |  |  |  |
| Is a meeting facility available that can accommodate 20-25 people? |  |  |  |
| Can the hotel accommodate the group(s) and the meeting at the same location ? |  |  |  |
| Are catering services available for breakfast, lunch, and dinner during the training sessions, including on-site catering before and during events? |  |  |  |
| Is complimentary Wi-Fi or internet connection provided with a minimum speed of 10 Mb/s? |  |  |  |
| Does the hotel offer a luggage-keeping service? |  |  |  |
| Can the hotel maintain a consistent rate for booking rooms in Kutaisi? |  |  |  |
| Are the rates reasonable and the quality of service appropriate for hosting events? |  |  |  |
| Can the hotel provide registration desks ? |  |  |  |
| Does the hotel offer parking spaces? (Usually up to 5 pax.) |  |  |  |
| Can the service provider handle cases of dissatisfaction effectively in a polite and discrete manner? |  |  |  |
| How responsive can you be to our email? Are you able to respond within 24 hours, within 48 hours, or within 72 hours or more? Indicate your answer in column 4. |  |  |  |

**11. Service Description**

*Please provide us with information about the service. (rooms for accommodation, rooms for meetings, etc.)*

|  |  |  |
| --- | --- | --- |
| **N** | **Service** | **Additional service** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
|  | **Total** |  |

*Please attach to the document a description of the hotel and/or a brochure (indicating the assigned star category, the exact location of the hotel, the number of rooms, the type of service and facilities), including whether the facilities necessary for meeting are available.*

**12. Price**

*Please indicate the price of the service(s) you offer in GEL for the following modeled scenario "Cost of hotel services for two-day training for 25 participants"*

|  |  |  |
| --- | --- | --- |
| **Type of Service** | **Additional Service** | **Price in GEL** |
| 5 single rooms (2 nights) |  |  |
| 10 double rooms for participants (2 nights) |  |  |
| 1 conference hall for 25 participants (2 days) |  |  |
| Catering for 25 participants (Breakfast, lunch, dinner) (2 days) |  |  |
| 2 Coffee Breaks for 25 participants (2 days) |  |  |
| Additional expenses (if necessary) |  |  |
| **Total** | |  |

**13. Regarding the price offer**

*Please mark one of the following options:*

I declare that the price includes all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), computer equipment, cellular communication and software (word processor / spreadsheet) 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).

"I declare that the price offer does not include the following costs incurred by the Economic Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_"

14. I declare that all information and statements given in the above offer are up-to-date

and truthful and have been presented with full awareness of the consequences of misleading the ordering party in presenting the information.

**15. The attachments to this form, which form an integral part of the offer is:**

1. **Service Provider Fiscal Statement Form**
2. **Photocopies of the document(s) confirming the detailed description of the hotel's services and photos confirming the meeting facilities.**
3. **Links for the website or social media of the hotel.**

|  |  |  |
| --- | --- | --- |
| *(place, date)* |  | *(Signature of an applicant, or authorized representative*  *to represent the applicant)* |

1. Failure to provide the information requested on this application, or late submission, may result in not considering your application. [↑](#footnote-ref-2)