

# Call for Service: Hotel Service and meeting facilities in Kutaisi, Georgia

FSM-2024-08-21

Solidarity Fund PL in Georgia is looking for a qualified company to provide hotel accommodation service and meeting facility in Kutaisi.

## Service Requested:

*Hotel accommodation services and meeting facility in Kutaisi, Georgia for Solidarity Fund PL in Georgia to conduct 4 training sessions from late September to late November, as part of the project "Local Media Accelerator": be well informed.*

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

- 1.1. Provision of 15 to 20-room hotel accommodation in Kutaisi for 20-25 people participating in the events planned by the Solidarity Fund PL in Georgia.
- 1.2. Provision of catering service including breakfast, lunch and meals during breaks between training.
- 1.3. Provision of a meeting place for training sessions planned by the Solidarity Fund PL in Georgia.

## 2. Duration of the assignment:

From September 17<sup>th</sup>, 2024 to November 25<sup>th</sup>, 2024.

## 3. Place(s) of Assignment

Kutaisi, Georgia

## 4. Minimum requirements

- 4.1 The hotel shall have a 3-star rating or higher according to the hotel classification standards in force in Georgia.
- 4.2 The hotel shall be in Kutaisi.
- 4.3 SFPL shall have the right to cancel bookings up from 1 week to 48 hours prior to the day of arrival without any charge.
- 4.4. Multi-lingual staff available, with English as a mandatory requirement;
- 4.5. All areas of operation shall meet a high level of quality for cleanliness, maintenance, hospitality, and delivery of services;
- 4.6. Once registered, guests should have 24-hour access to the hotel, facilitated by on duty staff;
- 4.7. Catering services available for breakfast, lunch and dinner during the training sessions;
- 4.8. Complimentary Wi-Fi or internet connection with a minimum internet speed of 10 Mb/s;
- 4.9. The hotel shall provide the service of luggage-keeping;

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

Criterion	Maximum score
<b>1. Quality of the accommodation services:</b> - Quality of the facilities (max. 20 points); - Offered additional services (max. 10 points).	<b>30</b>
2. Cancellation policy (max. 10 points)	10
3. Contract implementation team (max. 10 points)	20
<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 FORM** (templates attached), signed and scanned in PDF format.**

## **8. SUBMISSION**

The application must be submitted **by the 5th of September 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.