

Call for Service: to Purchase the Civil (Planning/Renovation) Services

FSM-2024-10-27

Solidarity Fund PL in Georgia is looking for the company that will provide quality planning, dismantling and rehabilitation (hereinafter, „civil works”) services in village Chrebalo, Ambrolauri Municipality.

Rural Empowerment through Digital Inclusion (REDI) is an EU funded project that Solidarity Fund PL in Georgia (SFPL in GEO) began implementing on December 1st, 2023, together with Estonian partner - the e-Governance Academy (eGA). REDI aims to bridge the digital gap between rural and urban areas in Georgia through improved connectivity infrastructure and enhanced digital literacy. In the framework of the project, public internet access points and digital rural hubs will be established in up to 200 villages of Georgia.

The project team decided to pilot the establishment of digital rural hub in village Chrebalo, Ambrolauri Municipality. For the establishment of pilot digital rural hub, the Village Club building is selected, particularly one room and wet area within it, that requires urgent civil (renovation) works. In this regard, the REDI team is looking for a renovation service provider with extensive experience.

Service Requested: Provision of quality **civil (planning, dismantling and rehabilitation) works** in 1 (one) room and bathroom of the Village Club building located in village Chrebalo, Ambrolauri Municipality.

1. Place(s) of Assignment:

Village Chrebalo, Ambrolauri Municipality.

2. Duration of the Assignment:

Upon request during the year 2024, December 31st (including), subject to terms and conditions of the agreement to be signed between parties, and in terms of fulfilling obligations, until the requested work is fully and properly completed.

3. The brief description of the facility and requested work

The rehabilitation facility is located in Tchrebalo village of Ambrolauri Municipality in Racha region, particularly, in the building, standing on the plot of land - ID 86.07.22.007.031 - "Village Club".

The building has two floors. In general, it is sustainable and meets operational conditions. It was built in the 60s of the last century.

The rehabilitation room is located on the second floor, northeast of the building. The room has an area of 27 sq.m. and is in a state of complete repair.

Attached **project documentation** describes in detail the building, rehabilitation space and the detailed list of requested works ([see დანართი 1. საპროექტო დოკუმენტაცია Annex 1. Project Documentation](#)). In addition, the project documentation includes the recommended materials that are preferable for carrying out the work. The applicants will have an opportunity to propose alternative materials, provided that the commitment to perform the work with high standard and sustainable principles is maintained.

4. Minimum requirements of the services to be provided:

4.1 Technical and professional ability to execute all works defined by the attached **project documentation** provided by the customer.

4.2 At least 3 years of experience in the field of civil (planning/renovation) works (proved based on presenting portfolio or other proof of experience).

4.3 Fully presenting the documentation requested by the call for service.

The offers that do not meet the minimum requirements listed in the given chapter will be excluded from the competition.

5. Assessment Criteria for the selection of the most advantageous tender (max. 120 points)

5.1 Experience of functioning in the field of civil (planning/renovation) works (max. 10 points)

- More than 5 years – 10 points
- From 3 to 5 years – 5 points
- 3 years – 2 points

5.2 Cost of service (max. 20 points)

Assessment under the criterion „cost of service” will be based on the following formula:

$$P = P_{\min} / P_{\text{of}} \times 20 \text{ points}$$

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.

All prices must be submitted in GEL, excluding VAT, and include any and all costs required to perform the work (including costs for planning, dismantling and rehabilitation works, construction materials and equipment, transportation etc.)

5.3 Term of service provision (max. 30 points)

(Will be assessed based on adequate and minimum time proposed for full and quality completion of works defined by the **project documentation**).

5.4 The quality of construction materials and equipment to be used during implementation of the work (max. 20 points)

(Will be assessed based on compliance of the list of construction materials and equipment to be used with the requirements and recommendations defined by the attached **project documentation**).

5.5 Warranty conditions (max. 20 points)

(Will be assessed based on a detailed description of the warranty conditions of the performed work, including the information regarding the services responding to identified technical errors after the completion of works and time required to solve the problem).

5.6 Interview (max. 20 points)

*Only shortlisted bidders will be invited to the interview process.

6. Settlements between the Contracting Authority and the Contractor will be conducted in GEL based on the contract signed with the winning applicant.

7. Requested Documentation

7.1 **Fiscal Statement** filled in Georgian and English languages (see, [დანართი 2. ფისკალური განაცხადის ფორმა Annex 2. Fiscal Statement Form](#)) signed and scanned in PDF format.

7.2 **Application FORM** filled in Georgian or English language (see, [დანართი 3. აპლიკაციის ფორმა Annex 3. Application Form](#)) signed and scanned in PDF format.

7.3 **Cost Accounting** in Microsoft Excel format (see, [დანართი 4. ხარჯატრიცვის მახლონი Annex 4. Cost Accounting Template](#)).

The cost accounting presented by the candidate should include:

1. The terms of performing works defined by the attached **project documentation**;
2. The list of construction materials and equipment to be used and the information defining their quality (if such exists);
3. The detailed pricing of the service covering all costs related to the requested works, including the costs for planning, dismantling and rehabilitation works, the construction materials and equipment, transportation etc.

8. SUBMISSION

Application for participation in the tender must be submitted by sending the requested documentation in full no later than November 20, 2024, until 18:00 Tbilisi time to the email address redi@solidarityfund.pl.

Questions regarding the call for proposals can be directed to redi@solidarityfund.pl before expiration of the deadline.

9. The contracting authority will reject any tenders/questions submitted after the deadline for submission of tenders.

10. 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 <https://participatoryhub.ge/>

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. A contract will be signed with the selected contractor/contractors.
12. The Contractor(s) whose tender was selected as the most advantageous shall be informed by the Contracting Authority about the place and date of signing the contract.
13. Prior to concluding the contract, the Contractor shall provide all information necessary to complete the content of the contract at the request of the Contracting Authority.
14. If the Economic Operator(s) whose tender(s) was selected as the most advantageous evades the conclusion of the contract, the Contracting Authority may re-examine and evaluate the tenders from among the tenders of the remaining Economic Operators in the procedure or cancel the procedure.
15. Persons representing the Economic Operator at the time of signing the contract should present documents confirming their authorisation to represent the Economic Operator, if such authorisation does not result from the documents attached to the tender.
16. 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.
17. 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 – we are committed to protecting your rights to the best of our ability.