



**Call for Service:
Supplying and Delivering IT Equipment and Peripherals
FSM-2024-10-23**

Solidarity Fund PL in Georgia is looking for a company to supply and deliver IT equipment and peripherals throughout the year

CONTRACTING PARTY:

Solidarity Fund PL in Georgia,
20 Ilia Chavchavadze Avenue, Vake District, Tbilisi
ID: 404577203

Service Requested:

Provision service of IT peripheral devices for various projects of the SFPL-GEO office.

1. The tasks under planned assignment are as follows:

- 1.1. Provide IT peripheral devices when requested;
- 1.2. Deliver them timely and to the venue free of charge;
- 1.3. Provide support services when required, including response times for troubleshooting and repairs;
- 1.4. Ensure devices meet specific industry standards and certifications;
- 1.5. Satisfy the requirements for energy efficiency and environmental compliance;
- 1.6. Include detailed documentation for each device, having user manuals and warranty information in product packagings;
- 1.7. Provide Quality Assurance certifications along with products.

2. Duration of the assignment:

Upon request during the year, including, with possible provisions of extension, subject to terms and conditions of the agreement to be signed between parties.

3. Place(s) of Assignment:

Tbilisi, Georgia

4. Minimal requirements:

- 4.1 Holding a minimum of 5-year-operating experience in the field of provision of IT peripheral devices;
- 4.2 Ensuring that pricing adheres to relevant regulations and staying competitive and valid throughout the contracting period;
- 4.3 Offering a selection of alternatives with different quality grades;
- 4.4 Guarantee period for all IT peripheral items should be a minimum of 12 months;
- 4.5 A dedicated focal point for SFPL speaking at least one of the following foreign languages (English and/or Russian).

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

Criterion	Maximum score
1. Price and quality of services: - Competitive prices on items (max. 60 points); - Free-of-charge delivery of the items to the requested venue (max. 10 points).	70
2. Offering a selection of alternatives with different quality grades: - At least 3 options of the same product is offered - max. 5 points, less than 3 options - 3 points; - The options comply with safety, performance, environmental, security, and interoperability standards and regulations (max. 5 points); - Internationally recognized brands with a warranty period at least 12 months (max. 5 points), if the warranty is shorter or not available - 0 points.	15
3. Time of delivery (If you are able to provide the order within 48 hrs - 10 p., within 72 hrs - 7 p., within a week - 3 p., 7 days or more - 0 p.) (max. 10 points)	10
4. 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
Total	100

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:

$$P = P_{\min} / P_{\text{of}} \times 60 \text{ points}$$

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.

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 40/60 basis.

The final score will be calculated using the following formula:

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

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 60/40%



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 FORM and Application FORM (templates attached), signed and scanned in PDF format.

8. SUBMISSION

The application must be submitted by the November 20, 2024, 21:00 Tbilisi time, to the following email address: georgiarep@solidarityfund.pl

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

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 - we are committed to protecting your rights to the best of our ability.