

## Call for Service: to Purchase the Civil works (Planning/Renovation) and Furniture

FSM-2025-02-04

The Solidarity Fund PL in Georgia is looking for a company that will provide quality civil works, namely: architectural assessment, planning, interior dismantling, and rehabilitation (hereinafter referred to as "civil works"), as well as relevant furniture, for the Digital Rural Hubs (DRHs) in the Guria and/or Racha regions of Georgia.

**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 is looking to renovate **7 (seven) Digital Rural Hubs (DRHs)** in the villages of the Guria and Racha regions of Georgia. Each DRH will be set up in a single room, (approximately 30 cubic meters in size), within existing community/municipal or other available buildings in each village (If deemed necessary, the renovation of bathroom facilities may be included). The selected rooms designated for the DRHs will require immediate civil (renovation) works to render them suitable for the establishment of the hubs. Additionally, DRHs should be equipped with furniture specifically designed for their operational use. Accordingly, the REDI team is seeking a qualified renovation service provider company with extensive experience in this field, who can also offer the provision of furniture designed for the hubs.

**Service Requested:** Provision of high-quality architectural assessment, planning, interior dismantling, and rehabilitation works and furniture for the establishment of seven DRHs within community/municipal or other available buildings in the villages of the Guria and/or Racha regions.

### 1. Place(s) of Assignment:

For the establishment of the DRHs in Guria and Racha regions of Georgia the following villages were selected (For Tcherebalo village the building and the room for the DRH is already selected by the project team):

#### ➤ **Racha**

- Village Tcherebalo (Ambrolauri Municipality) – Village Club building, specifically a room on the second floor and the wet area on the first floor;
- Village Glola
- Village Utsera

#### ➤ **Guria**

- Village Mziani
- Village Bzholieti
- Village Silauri
- Village Likhauri

*\* The list of villages is not final and may be amended. The inclusion of villages in the Call for Service document serves to an informational purpose. Both the villages and specific buildings will be selected and assessed architecturally in collaboration with the winning bidder.*

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

During the year 2025 (until 31.12.2025), with the possibility of an extension based on contractual negotiations between the parties.

## **3. The brief description of requested works:**

In case of **Village Tchrebalo** - The rehabilitation facility is located in 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. 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. The attached project documentation represents the architectural assessment and provides a detailed description of the building, rehabilitation space, and a comprehensive list of the requested works ([see \*\*დანართი 1. საპროექტო დოკუმენტაცია Annex 1. Project Documentation\*\*](#)). Furthermore, the project documentation outlines the recommended materials for the work, as well as the preferred furniture and their sizes for the DRHs. 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.

In the case of other villages in the Guria and Racha regions, the selected applicant will be required to conduct an on-site visit to assess the building, examine the room designated for the establishment of the DRH, and prepare the architectural assessment document. This documentation must include a detailed description of the building, the rehabilitation area, and a comprehensive list of the required works (including planning, interior dismantling, and rehabilitation). The project documentation must also include recommendations for the materials to be used during the execution of the works. Additionally, the document should provide a list of the furniture and their dimensions, specifically tailored to the rooms designated for the establishment of the DRHs.

The list of furniture for DRHs include:

- Computer Desk/Table
- Printer Table
- Office Chair
- Soft Sofa
- Closet
- Shelves

*\*The quantities and dimensions of furniture will vary based on the size of the selected room.*

## **4. Minimum requirements of the services to be provided:**

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

4.2 The technical and professional ability to provide all requested services, including architectural assessment and civil works (planning, interior dismantling, and rehabilitation) in the selected villages of the Guria and/or Racha regions of Georgia. Kindly submit at least two reference letters or reference contacts from previous clients included in the bidder's portfolio.

4.3 Ability to provide and install the furniture specifically tailored to the rooms designated for the establishment of the DRHs.

4.4 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. Additional requirements 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

$P_{\text{of}}$  – 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.

All prices must be submitted in GEL, excluding VAT, and should cover all expenses necessary for both the preparation of the architectural assessment and the execution of the works including costs for planning, interior dismantling, rehabilitation, construction materials and equipment, transportation, furniture, and other related expenses. The costs for the aforementioned services and equipment should be calculated (an average cost and range may be provided) for a single room in one village designated for the establishment of the DRH.

5.3 Period of the service provision **(max. 30 points)**

(The assessment will be based on the proposed timeline for establishing one DRH in a single village, ensuring it is both adequate and minimum for the thorough and high-quality completion of the required civil works. The timeline should be provided for each individual service, along with the overall timeline for the complete establishment of one DRH).

**5.4 The quality of construction materials and furniture to be used for the establishment of DRHs (max. 20 points)**

(Will be assessed based on following scheme: No indication – 0 points; Standard Quality (Basic) – 10 points; Good Quality (Medium)- 15 points; High Quality (Premium) – 20 points).

For the assessment of additional requirements under articles 5.2, 5.3. And 5.4, Please use the template file annexed [HERE](#). You can add additional files if required.

**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:

Longest Warrantee term for maintenance and support of completed works- 10 points

Fastest Response time to remedying discrepancies– 10 points;

*\*To be provided within the application form.*

**5.6 Interview (max. 20 points)**

\*Only shortlisted bidders will be invited to the interview. The purpose of the interview is to further evaluate the bidders' understanding of the requested service and their ability to meet the requirements. The interview will be used to negotiate and select the best offer from the shortlisted candidates.

The assessment will be based on the following scheme: Understanding of the requested service – 5 points; Ability to meet project timelines – 5 points; Quality of proposed offer- 10 points.

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 signed and scanned in PDF format. To download the file please click [HERE](#).

7.2 **Application FORM** filled in Georgian or English language signed and scanned in PDF format. To download the file please click [HERE](#).

7.3 **Annex 1** in Microsoft Excel format that should include information on the proposed prices and terms for establishing one Digital Rural Hub in a single village, along with details on the quality of the construction materials and furniture. To download the file please click [HERE](#).

## 8. SUBMISSION

**Application for participation in the tender must be submitted by sending the requested documentation in full no later than April 10, 2025, until 23:59 Tbilisi time to the email address [redi@solidarityfund.pl](mailto:redi@solidarityfund.pl)**

**Questions regarding the call for proposals can be directed to [redi@solidarityfund.pl](mailto: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](mailto:georgiarep@solidarityfund.pl) – we are committed to protecting your rights to the best of our ability.