



# Call for Service Transportation Service

FSM-2025-04-06

*\*The initiative is financed by the European Union.*

Solidarity Fund PL in Georgia is looking for a company to provide transportation service in Tbilisi and the regions of Georgia for individuals and small groups as a part of Solidarity Fund PL field activities in Georgia, and is seeking to cooperate with a responsible, professional, and punctual service provider committed to reliability and quality in all transportation-related tasks.

**Service requested** - transportation services on the territory of Georgia, Tbilisi and regions:

- 1.1. Transportation (including airport transfer) within Tbilisi.
- 1.2. Transportation throughout Georgia (regions).

## **1. Duration of the assignment:**

Upon request during the year of 2025, December 31<sup>st</sup> (including), including with possible term of extension, subject to terms and conditions of the agreement to be signed between parties.

## **2. Place(s) of Assignment**

Tbilisi and Georgian regions.

## **3. Minimum requirements:**

- 3.1. The fleet should not be older than 12 years of age.
- 3.2. The fleet must be available at 48-hour notice and on the start point at least 10 minutes before agreed departure time.
- 3.3. There should be no gas or alternative fuel installed in vehicles.
- 3.4. The car must have valid technical inspection.
- 3.5. All drivers should have driving licence active for at least 3 or more years.
- 3.6. The applicant must provide a minimum of two (2) letters of recommendation from previous clients or partners.
- 3.7 All vehicles must be clean prior to providing the service.
- 3.8 All vehicles must be equipped with up and running seat belt fastening system for each driver and each passenger.

*\* Offers from service providers that do not meet the minimum criteria will be rejected for formal reasons.*



*\*The condition of the car(s) must be available for inspection should such a request be presented from the Contracting Authority.*

#### **4. Criteria for selection of the Applicant (max. 100 points) for a short list.**

##### 4.1. Year of production (15 points)

- 4.1.a – The vehicle(s) is not older than 5 years (since the production date) à 15 points
- 4.1.b – The vehicle(s) is 6 to 8 years old (since the production date) à 10 points
- 4.1.c – The vehicle(s) is of 6-12 years old (since the production date) à 5 points.
- 4.1.d – The vehicle(s) is older than 12 years old (since the production date) à 0 points

##### 4.2 Capacity to provide various types of vehicles upon request depending on the requirement of Solidarity Fund PL (10 points)

- 4.2.a – The applicant has the capacity to provide sedans, SUVs, minivans, and minibuses, and can assign them appropriately based on the task à 10 points
- 4.2.b – The applicant can provide sedans and two additional types (e.g., SUV and minivan or SUV and minibus) à 8 points
- 4.2.c – The applicant can provide sedans and one additional type (e.g., SUV, minivan or minibus) à 6 points
- 4.2.d – The applicant can provide only sedans à 4 points
- 4.2.e - The applicant can't provide different vehicles à 0 points

##### 4.3. Quickest response time for change of vehicle in case of mechanical problem (15 points)

- 4.3.a – The applicant can provide a replacement vehicle within 30 minutes à 15 points
- 4.3.b – The applicant can provide a replacement vehicle within 60 minutes à 10 points
- 4.3.c – The applicant can provide a replacement vehicle within 120 minutes à 5 points
- 4.4.d - The applicant can provide a replacement vehicle in more than 120 minutes à 0 points

##### 4.4. Price (60 points)

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

$P_{\text{of}}$  – 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.

\*Comparison of weight of Price and other criteria (p4.1, p4.2, p4.3) is 60%



## 5. Information about price:

5.1. The price should be specified in GEL. The price should be given in the following values:

- a) 1 km rate within Tbilisi.
- b) 1 km rate throughout Georgia.
- c) fixed price for one way airport transfer.

5.2. The price 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).

5.3. 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 Euro exchange rate of the National Bank of Georgia.

## 6. Requested Documentation:

- 6.1. **Fiscal Statement** filled in Georgian and English languages signed and scanned in PDF format. [To download click here](#).
- 6.2. **Application FORM** filled in Georgian or English language signed and scanned in PDF format. [To download click here](#)

## 7. SUBMISSION

Application must be submitted by **May 4<sup>th</sup>, 2025, 23:59 Tbilisi time** to the address: [redi@solidarityfund.pl](mailto:redi@solidarityfund.pl)

8. 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 in Georgia's official website <https://participatoryhub.ge/>

9. Please be advised that by applying you agree to share the content of the application with other applicants who could submit an appropriate request to the SF PL (except for personal data, which will be anonymized).

10. 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.

11. 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



Solidarity Fund PL

FSM-2025-04-06

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.