



Call for Service: Office supplies ordering and delivering

FSM-2025-03-03

Solidarity Fund PL in Georgia is seeking a reliable supplier to provide office supplies and deliver them promptly to support its activities and staff within the REDI project. The selected supplier will ensure timely and efficient delivery of high-quality products that meet the needs of our office operations.

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.

Services Requested:

- Supplying various office supplies, including but not limited to:
 - Toilet Roll 100m, size 9.1x16,5 cm
 - Antibacterial Wet Wipes, 100 pcs in Pack
 - Kitchen Rolls, 1 Pack - Each Containing 12 Pieces
 - Duracell AAA Battery, 1.5V, 12 pieces per pack
 - Staples, (12x6 mm), Stapling Capacity: Upto 25 sheets (80gr), Pack: Product comprises 1 pack - each containing 1000 pieces
 - Whiteboard Marker, Tip size: Bullet tip 2.0 mm for even lines, writing length 300m, Ink Type: Water based and low-odor ink, which won't bleed through flip chart paper, Pack: 10 pieces in a box
 - Lever Arch File A4 75mm, (hold up to 500 sheets of paper)
 - Copy Paper A4, 80gr, 500 sheets
 - Black Tea Bags, 100 bags
 - White Sugar, 1000 gr
- Ensuring timely delivery to the designated office location.
- Providing an invoice (without VAT) and delivery receipt upon completion of each order.
- Maintaining competitive pricing and high product quality.
- Offering flexible ordering options based on office needs.

1. Place(s) of Assignment:

Tbilisi, Georgia

2. Duration of the Assignment:

Throughout the year, with the possibility of extension.

3. Minimum Requirements for the service to be provided:

3.1. Minimum of 3 years of experience in delivering office supplies within the Georgian Market.



- 3.2. A website that provides comprehensive information on available products.
- 3.3. The ability to place orders online through the website.

The offers that do not meet the minimum requirements will be excluded from the competition on a formal basis.

4. Assessment criteria for the selection of the most advantageous tender (max. 100 points):

- 4.1. Offering a selection of more than one alternative of the same product with different quality grades, 2 points for each one alternative (max. 10 points)

- 4.2. Providing free delivery service (max. 10 points)

paid delivery – 0 points

free delivery when the value of ordered should be 50GEL – 5 points, for every 10 GEL less than 50 GEL- “+ 1 points”, for every 10 GEL over than 50 GEL “- 1 points” – 1 – 9 points

Free delivery – 10 points

- 4.3. The most advantageous discount on bulk purchases (max. 10 points)

0% discount 0 points and for each additional 1% discount adds 1 point but not more than 10 points

- 4.4. Designated focal point fluent in Georgian and/or English languages (max. 10 points)

without focal point – 0 points

focal point fluent in Georgian or English – 5 points

focal point fluent in Georgian and English – 10 points

- 4.5. Time of delivery _ (max. 10 points)

More than 48 hrs. – 0 points

Within 48 hrs → 5 points

Within 24 hrs → 10 points

5. Financial Evaluation (50 points)



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:

$$P = P_{\min} / P_{\text{of}} \times 50 \text{ points}$$

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.

6. Settlements between the Contracting Authority and the Contractor will be conducted in GEL based on the contract signed with the winning applicant.
7. The contracting authority may select one or several bidders to provide the requested services.
8. As part of the performance of the Order, the Contractor will be required to issue a monthly transfer invoice with deferred payment;
9. Deliveries will be made upon request until 31 December 2025, with a possible extension, subject to the terms and conditions of the agreement to be signed between the parties.
10. The Contractor undertakes to sell and deliver office supplies and chemical products in the quantities specified each time in the Ordering Party's request and at the prices included in the Contractor's submitted bid.

11. Requested Documentation

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

12. SUBMISSION



Application for participation in the tender must be submitted by fully sending the requested documentation no later than **April 25, 2025, until 23:59 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.

- 13.** The contracting authority will reject any tenders/questions submitted after the deadline for submission of tenders.
- 14.** 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 website <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).

- 15.** A contract will be signed with the selected contractor.
- 16.** 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.
- 17.** 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.
- 18.** 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.
- 19.** 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.
- 20.** 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.
- 21.** Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowska 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.