Service provider’s application form**[[1]](#footnote-2)** for Meeting Facility service

FSM-2025-06-02

1. **Economic Operator/Applicant:**

…………………………………………………………………………

*(Full name (Physical person)/company(name, address, e-mail, phone number, tax identification number if relevant)*

represented by:

…………………………………………………………………………

*(Name, surname, position/the basis for representation)*

by joining the public procurement procedure conducted by Solidarity Fund PL in Georgia **for the selection of meeting facility service provider** submit the following offer and:

1. I declare that I have read the requirements of the Contracting Authority regarding the subject of the order, included in the Call for Service and I do not raise any objections to them.

2. I undertake to perform the subject of the contract on the financial conditions specified in the request for proposal.

3. I declare that I have fulfilled the information obligation on the protection of individuals with regard to the processing of personal data and on the free movement of such data towards natural persons from whom personal data (employees, associates) or indirectly (third parties) have been acquired and made available in order to apply for the award of a public contract in these proceedings.

4. I declare that I consider myself bound by this offer for a period of 30 days from the deadline for submission of tenders.

5. I declare that I am not subject to exclusion due to the fact that I haven’t been convicted for a crime of:

1. participation in an organized criminal group or association aimed at committing a crime or a fiscal offense
2. human trafficking
3. supporting terrorist offences
4. money laundering
5. crime against credibility of documents
6. tax offence

6. I declare that I am not subject to exclusion due to the fact that I am not a person against whom a final court judgment or a final administrative decision has been issued in arrears with the payment of taxes, fees or social or health insurance contributions and who and who has not complied with the above indicated judgments or administrative decision.

7. I declare that I am not subject to exclusion due to the fact that I haven’t been legally prohibited from applying for public contracts.

8. I declare that I am not subject to exclusion due to the fact that in relation to the entity I represent, liquidation has been opened, bankruptcy has been announced, assets are managed by a liquidator or court, an arrangement with creditors has been concluded, business activity is suspended or the entity is in a different situation of this type resulting from a similar the procedure provided for in the provisions of the place of initiation of this procedure.

I declare that I am not:

a) Russian or Belarusian citizen or a natural or legal person, entity or body based in Russia or Belarus;

b) legal person, entity or body whose ownership rights are directly or indirectly more than 50% owned by the entity referred to in point a) of this paragraph;

c) natural or legal person, entity or body acting on behalf of or under the direction of the entity referred to in points a) or b) of this paragraph, including a subcontractor, supplier or entity on whose capacities are relied upon within the meaning of the Public Procurement Directives, where they account for more than 10% of the value of the contract. Legal basis: Council Regulation (EU) 2022/576 of the European Union amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's actions destabilizing the situation in Ukraine (OJ EU No L 111, 8.04.2022, p. 1) and Act of 13 April 2022 on specific arrangements to counter support for aggression against Ukraine and to protect national security.

9. In the event of the offer being secret, the Contractor shall be able to demonstrate that the proprietary information is a trade secret not later than on the submission date. A trade secret is specific information if it meets 3 conditions in total:

9a. is technical, technological, organizational of the enterprise or is other information of economic value,

9b. has not been disclosed to the public,

9c. the necessary measures have been taken in order to maintain confidentiality.

**10. Minimum requirements:**

**10.1. Capacity of Meeting Facility**

*Please indicate the types of meeting spaces your facility can offer based on participant capacity. Mark X in the Availability column for each room size your venue supports. Use the Notes column to provide any relevant details (e.g., number of rooms of that size, setup limitations, exact number of participants the suggested room can accommodate etc.).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Capacity Range** | **Location -**  **(Tbilisi - *Minimum criteria*; Regions - *Optional*)** | **Confirmation on Sanitary conditions (X)** | **Availability**  **(X)** | **Notes** |
| Large Room (50 or more participants) |  |  |  |  |
| Medium Room (Up to 30 Participants) |  |  |  |  |
| Small Room (Up to 15 participants) |  |  |  |  |

**10.2** **Technical Equipment, simultaneous translation services & Setup provided by the Economic Operator:**

*Please indicate which technical equipment and room setup (including translation equipment) options your meeting facility offers. Put X in the appropriate box.*

|  |  |  |
| --- | --- | --- |
| **Equipment & Setup Elements** | **Available (X)** | **Notes** |
| Projector and screen / LED display |  |  |
| Flipcharts or whiteboard |  |  |
| Audio system (speakers + microphones) |  |  |
| Power supply (sockets, extension cords) |  |  |
| On-site technical support during events |  |  |
| Multilingual staff, with English proficiency |  |  |
| Room arrangement flexibility (e.g., Theater/U-shape/Classroom) |  |  |
| Interpretation booths, headsets, receivers |  |  |

**10.3. Catering Services**

*Please indicate the level of catering services you can provide during events. Put X in the relevant boxes.*

|  |  |  |
| --- | --- | --- |
| **Catering Offer** | **X** | **Notes (optional)** |
| Full Course meal Lunch/Dinner/Coffee break etc. (including water and beverages). |  |  |
| Two Meal Services (1 or two courses) |  |  |
| |  | | --- | | Basic offer (Coffee break) | |  |  |
| Menu flexibility (vegetarian/gluten-free) |  |  |

***Attach sample menu(s), including coffee break lunch/dinner options with beverages. Menus should indicate variety, options (e.g., vegetarian), and structure of meals. Please make a note of all stype of services if you offer all three types.***

**11. Booking and Cancellation Policy Applicable to meeting facilities**

*Please indicate your cancellation and modification terms. Put X in the appropriate box.*

|  |  |
| --- | --- |
| **Free cancellation/modification available…** | **X** |
| …up to 3 days before the event |  |
| …up to 5 days before the event |  |
| …up to 7+ days before the event |  |
| Not available |  |

**12. Accommodation Services and Location**

*Accommodation services are not a minimum requirement but will be assessed based on grading system below (up to 10 points) based on their availability in Tbilisi and/or Georgian regions and inclusion of breakfast.*

Please complete the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accommodation Available (X)** | **No. of Room Types** | **Cancellation Policy (N of days prior)** | **Breakfast Included (X)** | **Locations available**  **Tbilisi and/or outside (Please, indicate the region(s));** |
|  |  |  |  |  |
|  |  |  |  |  |

***Attach hotel brochure, room descriptions, or photos.***

**13. Price**

*Please fill in the price per service offered. If multiple pricing options exist (e.g., different room sizes or meal tiers), specify clearly.*

|  |  |  |
| --- | --- | --- |
| **Conference Room Service (Please indicate price for the full day of usage including the equipment)** | **Price (GEL, NET)** | **Notes (optional)** |
| **Small Meeting facility** |  |  |
| **Medium Meeting facility** |  |  |
| **Large Meeting Facility** |  |  |
| **Accommodation (if applicable)** (single room per night with breakfast) |  |  |
| **Lunch/Dinner etc.** (including water and beverages). |  |  |
| **Coffee break** |  |  |

***You can additionally attach a detailed price list for requested services in your own format.***

**14. Regarding the price offer**

*Please mark the option bellow:*

I declare that the price 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),computer equipment, cellular communication and software (word processor / spreadsheet) 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).

15. I declare that all information and statements given in the above offer are up to date

and truthful and have been presented with full awareness of the consequences of misleading the ordering party in presenting the information.

16. The attachments to this form, which form an integral part of the offer, are:

1) Service Provider Fiscal Form

2) Photocopies of document(s) confirming a detailed description of the hotel service and meeting facility with pictures.

3) Links for the website or social media of the hotel.

4) Catering Menus.

|  |  |  |
| --- | --- | --- |
| *(place, date)* |  | *(Signature of an applicant, or authorized representative*  *to represent the applicant)* |

1. Failure to provide the information requested on this application, or late submission, may result in not considering your application. [↑](#footnote-ref-2)