



Tender on Reconstruction/rehabilitation of a residential house

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Attached File: **Annexes to the construction tender – CCRG**

Caritas Czech Republic (CCR) is an international NGO working in several countries to implement developmental projects. In Georgia CCR has been working since 2008 and in 2015 it established its branch office in Tbilisi (CCRG) through which it implements various donor funded projects in the field of Social care, Healthcare, Environmental Care and Rural development. For more information visit our pages:

<https://www.facebook.com/CCRGeorgia2015/>

<https://georgia.charita.cz/>

Caritas Czech Republic in Georgia (CCRG), in partnership with **the Agency for State Care and Assistance for the (Statutory) Victims of Human Trafficking and project partner NGOs “New Alternative – Georgia”, with the financial support of the donor - Czech Development Agency**, is implementing the project “A way to home: Development of Adult Alternative Care services in Georgia”. One of the aims of the project is to create infrastructure for social services, namely small size family style homes for persons with disabilities.

CCRG is inviting interesting parties to the **tender #2 for the reconstruction/renovation of the second facility for setting up the service in Dusheti municipality. For the specification see annexes below:**

1. Annexes to the announcement:

To be completed by the bidder:

Annex 1. Application form

Annex 2. Schedule form

Annex 3. Budget form

Annex 11. Declaration of the conflict of interest (Annex to Contract)

Guidelines (obligatory):

Annex 4. Construction project

Annex 5. Construction permit

Annex 6. Explanatory note

Annex 7. Draft contract

2. Estimate cost of the project:

Requested budget shall not exceed 163 000 GEL including all taxes set forth in Georgian legislation.

3. Tender committee:

The tender committee will be composed of at least of 5 persons - the representatives implementing organization and partners.

4. Assessment criteria and criteria value:

- Quality of submitted application 10%
- Experience and qualification of the bidder (including the qualification of the chief construction supervisor) 25%
- Cost of the proposal - 20%
- Quality of the building material 20%
- Timeline of the construction 20%
- % of hired local employees 5%

5. General requirement towards the contractor:

Application process:

- To comply with the construction project of CCRG;
- To hire at least 30% of workforces from the local residents of Dusheti municipality;
- To sign declaration of conflict of interest stating any relationship with the CCRG's staff. The presence of such relation doesn't exclude the interested party from the bidding process.

Implementation process:

- To start implementation of the work no later than September 15, 2021;
- To provide insurance policy for its employees and ensure safety in the construction site;
- To finalize works no later than November 20, 2021;
- To cooperate with CCRG management and monitoring team, to ensure their accessibility to the construction site;
- To ensure safety in the construction site in compliance with the national law;
- To ensure the smooth construction process and respect towards the neighborhood in the construction are.

6. The qualification requirements:

- The construction company shall have at least 3 years of experience in carrying out similar construction works. The experience should be proved by the relevant documents (see chapter on the submission of the bid);

- The hired construction manager shall have at least three years of experience in implementing similar projects. Preference will be given to the candidate with formal education in civil engineering and familiarity/experience in disability related construction process;
- The applicant shall have relevant capacity and express commitment to complete the obligations in due manner and timely;
- The application should be able to do financial management and reporting to CCRG in professional manner, in compliance with National legislation in the field.

7. Reporting and payment methods:

- The advanced payment will be done in the amount of 10% of the total amount of the contract;
- The contractor will be required to submit the financial report on expenses on a monthly basis for reimbursement;
- The reimbursement will be done based on the monitoring report provided by CCRG consultants proving the compliance of the work with the timeline and the budget and the submitted report by the contractor.

8. Submission of the bid - required documents:

- Completed Annex 1. Application form, annex 2. Schedule form, Annex 3. Budget form;
- Completed and Signed Annex 11. Declaration of the conflict of interest;
- CVs (in English) of the director of the company and the construction manager showing the qualification and the experience in the field. Proof of qualification and education (copy of diploma);
- Portfolio of similar construction projects implemented within the last 3 years;
- Copies of acts of deliveries proving the experience and performance of similar works;
- Extract from the register of public or taxpayers (for the last 6 months)/copy of ID card (for individuals) Georgian and English versions;
- Bank guarantee 2% of the contract cost (will be requested upon selection);
- Certificate from the tax authority on the absence of debt to the budget.

Please note, that incomplete application will not be considered. The proposals (annexes 1,2,3,11) should be submitted both in Georgian and English language.

9. Consultations and application process:

The online consultations with the interested parties will be held on August 31, at 16:00 (Georgian time). For registration to the consultations, the interested party shall send the notification to e-mail ccrg.vacancy@gmail.com no later than August 27 with the subject "Tender Online Consultations".

The deadline for the submission of proposals: September 7 at 18:00 (Georgian time) electronically to ccrg.vacancy@gmail.com (Indicating in the subjectline "Tender proposal) and a hard copy of full bid signed and sealed to the address: 8 Kartoziya Str., Block 4, Ent. 1, floor 9, flat 24. Tbilisi (*building elevator code will be sent to bidder's mobile phone and e-mail*).

Note: CCRG will not receive phone calls regarding the tender.

The proposals will be reviewed on an ongoing basis. Shortlisted applicants will be invited for interview within 3 business days after expiration of the tender bidding process.

CCRG retains the right not to provide any feedback to applicants who were not shortlisted for interview.