

**Request for Proposals to Procure Medical Devices and Furniture**

Published:  **September 27** / Deadline: October 12**, 2021**

Attached File: application form, declarations, budget form

**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 has been implementing the project “Establishment of Children’s Long Term and Palliative Care Services in Georgia” since 2017 with the financial support of Czech Development Agency. The aim of the project is to develop special long term care service for children with disabilities (severe and mind) under the state care who need such care. The achieve the aim the standard of service and the study program was designed in the frame of the project which also encompasses provision of medical devices and furniture for setting up the new service.**

**The project is initiated by The Ministry of IDPs, Labour, Health and Social Affairs of Georgia and is being implemented in partnership with TSMU Zvhania children’s hospital.**

**Under the project,** CCRG is issuing a Requests for Proposal N1 **to Procure the Medical Devices and Furniture for Pediatric Long-Term Care Unit.**

**Annexes to RFP:**

* Application form in Georgian/English;
* Declaration of the interest;
* Budget form.

**Estimate cost:**

Requested budget shall not exceed USD 25 000 including all taxes set forth in Georgian legislation, transportation, training and installation of the order.

**Payment:**

The payment will be done within 5 business days after delivery, inspection of the order and signing of the act of delivery by both parties. Payment will be done in Georgian National Currency by exchange rate of National Bank of Georgia.

**Estimated time:** the delivery shall take place before the end of 2021.

**Assessment criteria and criteria value:**

* Quality of submitted application - 20%
* Experience and qualification of the bidder - 20%
* Cost of the proposal - 20%
* Deliver time - 20%
* Warranty period -20%

**Submission of the bid - required documents:**

* Completed Annex - Application form in Georgian and English (annex #1);
* Completed and signed Declaration of the conflict of interest (annex #2);
* Completed and signed budget form in Excel (annex #3) providing detailed specification of medical devices and furniture, manufacturer, prices, delivery time, warranty period.
* CVs (in English) of the director of the company and the sales manager showing the qualification and the experience in the field;
* Extract from the public register (for the last 6 months) Georgian and English versions.

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

**The deadline for the submission of proposals**: **October 12, 2021** at 18:00 (Georgian time)

electronically to ccrg.vacancy@gmail.com and tamar.kurtanidze@caritas.cz

*Please indicate in the subject line “RFP - Medical Devices”*

**The proposals will be reviewed on an ongoing basis. Shortlisted applicants will be invited for interview within 3 business days after expiration of the bidding process. CCRG retains the right to withdraw RFP any time without any feedback to applicants.**