

Request for Quotation (RFQ)

RFQ: Marketing (Creative) Agency Service	Date: December 02, 2022
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SECTION 1: Request for Quotation (RFQ)

Rakeen Uptown Development LLC (“RUD”), which owns the Tbilisi Mall Shopping Center kindly requests the quotations for the provision of full-service marketing agency service as detailed in Annexes of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: List of Requirements - BOQ

Annex 2: Quotation Submission Form

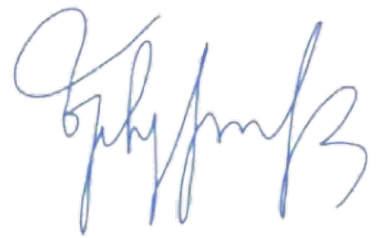
When preparing your quotation, please be guided by the RFQ Instruction and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form by the method and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:



Aleksei Meshcheriakov



Zurab Gachechiladze

SECTION 2: RFQ Instructions and Data

Introduction	Bidders shall adhere to all the requirements of this RFQ. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by RUD. RUD is under no obligation to award a contract to any Bidder as a result of this RFQ. RUD reserves the right to cancel the tendering process at any stage without liabilities
Deadline of Submission of Quotation	December 23, 2022, 18:00
Method of Submission	Quotations must be submitted through e-tendering through www.tenders.ge Attention: Physical delivery of quotations will NOT be accepted. Format: Annex 1: List of Requirements – BOQ – Excel Annex 2: Quotation Submission Form – PDF Company Profile (Extract from the Public Registry) – PDF Reference Letter – PDF Portfolio - PDF
Currency of Quotation, taxes	Quotations should be quoted in Georgian Lari (GEL) All prices must be exclusive VAT
Only one Bid	The Bidder shall submit only one Bid. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: They have at least one managing partner, director or shareholder in common; They have a relation with each other, directly through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;
Language of quotation	English and/or Georgian
Documents to be submitted	Bidders shall include the following document in their quotation: Annex 1: List of Requirements – BOQ Annex 2: Quotation Submission Form duly completed and signed Company Profile (Extract from the Public Registry) Statement of satisfactory Performance (Reference Letter) from largest client Company Portfolio
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rate, or any other market factors shall be acceptable at any time during the validity of the quotation after the quotation has been received.

Payment Terms	Post payment. The payment will be performed after receipt of goods/services, works and/or services and submission of payment documentation (subject of negotiation)
Contact Person	Nina Ksovreli E-mail address: n.ksovreli@tbilisimall.com ; Mobile: 555122323 Nata Gogoladze E-mail address: n.gogoladze@tbilisimall.com ; Mobile: 599035181

Attention: Quotations shall not be submitted to Contact Person but to the www.tenders.ge online platform. Otherwise, offer shall be disqualified. Any delay in RUD's response shall not be used as a reason for extending the deadline for submission, unless RUD determines that such an extension is necessary and communicated a new deadline to the Proposers.