Call for Proposal

May 31, 2023,– Tbilisi

The Austrian Development Agency (ADA), with the financial support from the Delegation of the European Union (EU), Government of Sweden and the Federal Government of Austria, implements the “Green Economy: Sustainable Mountain Tourism and Organic Agriculture (GRETA)” project.

The project implements activities to [1] Improve the business environment for organic agriculture and mountain tourism; [2] create new and improved income opportunities in sustainable mountain tourism and organic agriculture and [3] strengthen the capacity of stakeholders active in these sectors. GRETA is implemented between 2019 and 2023 in selected regions of Georgia covering the Mestia, Lentekhi, Tsageri, Oni, Ambrolauri, Sachkhere, Chiatura and Tkibuli municipalities.

The Austrian Development Agency (ADA) within the GRETA project is announcing **CFP**- **Organizing Logistics of Study Tour for Svaneti DMO to Austria, North Italy and Slovenia.** The services to be performed and the results/outputs to be achieved under this service contract are summarized in the attached Terms of Reference.

The purpose of the assignment is for a tour agency or a concierge company to organize and conduct a study tour of 15 days (14 nights) in Austria, Italy and Slovenia for the members Svaneti DMO “Shanland” and other stakeholders of ADA/GRETA Project.

The study tour will encompass three European countries with which Svaneti DMO already has established contacts: Austria, Italy and Slovenia.

The responsibility with selection and renting of the hotel rooms, lunch venues, dinner venues, all transportation, as well as a guide(s)-facilitator(s) and necessary accompanying tour technical staff, flight tickets, shuttle tickets, all museum and planned venues’ entry tickets, rests with the service provider and should be envisaged in the budget.

Should you/your organization/company be interested in this assignment, we would invite you to provide us with your offer in English language. Your offer should contain:

**1.** **The TECHNICAL PROPOSAL should comprise of:**

1. Business Profile;
2. Minimum two events conducted outside borders of Georgia
3. Minimum 5 years in tourism operation
4. Proven experience of working with international firms, international organizations and/or donor projects
5. Proposed detailed tour plan – description of how each day will be structured and what activities will be included in each of the activities (meetings, seminars, tourism experiences)
6. List of similar projects
7. Detailed timeframe for the implementation
8. Team composition with indication of roles and CV(s) of the project implementation team
9. CV of guide-interpreter-facilitator(s) with justification of the experience
10. Two reference letters from clients for whom the applicant organized similar tours
11. Should be a tour operator or any other form of a company that is legally allowed to organize such study tour in EU
12. One (1) representative of the Company who will accompany the tour and provide physical logistic assistance during the entire tour (could be the same as the guide-facilitator-interpreter).

**2. The FINANCIAL PROPOSAL in EUR (excluding VAT\*) \*\*:**

* Should comprise of a detailed breakdown of fees per person

Should you/your organization/company be interested in this assignment, we would invite you to fill in the budget template as below **(please do not use any other format for budget or your application will not be considered):**

**Applicants submitting proposal via Cloud Base sources (e.g Wetransfer) will not be considered eligible for evaluation process.**

\*You can check the VAT exemption status effective within Georgia at RS.GE (ID: 205305560)

\*\*\*The percentage of the administrative costs must be applied to the sum as follows: (Subtotal - Phase 1 + Subtotal - Phase 2 + Subtotal - Phase 3)

 **Questions for clarification** can be addressed to **irakli.kutsia@ada.gv.at** before **04.06.2023 18:00**.

Non-binding offer free of charge in the English language should be submitted via E-mail to **mariam.tsereteli@ada.gv.at**before **07.06.2023 17:00** in the form of two separate, signed, documents in pdf format. One document clearly marked **TECHNICAL PROPOSAL** and one document clearly marked **FINANCIAL proposal**. Please indicate “**CFP-Organizing Logistics of Study Tour for Svaneti DMO to Austria, North Italy and Slovenia ”** in the subject line.

The GRETA project/ADA, its donors and implementing company reserve the right to reject all proposals and cancel, reschedule and/or stop the call for Expression of Interest and/or Tender at any time.

**Processing of personal data**

During initiation and performance of contracts, ADA may process personal data of natural persons that are collected by ADA or transferred or disclosed to ADA by prospective contractors or third parties under their instruction, e.g., personal data of employees, legal representatives, agents or other partners of the prospective contractors or such third parties.

By submitting information to ADA, you, as a prospective contractor, acknowledge:

* + to have taken note of ADA’s Privacy Notice <https://www.entwicklung.at/en/media-centre/privacy-notice> (’ADA Privacy Notice’);
	+ to ensure that each direct or indirect transfer or disclosure of personal data to ADA during the initiation or performance of a contract is lawful pursuant to applicable data protection law;
	+ to ensure that all persons, whose personal data are transferred or disclosed to ADA, were promptly and demonstrably provided the ADA Privacy Notice; and
	+ that if a contract is concluded and in accordance with its terms, ADA publishes, in particular on the ADA website, information about the contract and the contracting parties.