***Dear Applicants,***

The ***Danish Refugee Council (DRC)***is inviting all legally registered companies/organisations in Georgia to participate in tendering for Supply of the Services: Provision of the Trainings and workshops to pre-school education institutions on identified topics in 7 targeted Municipalities of Georgia in support of the efforts made by the Government of Georgia since 2016 to upgrade standards in this field in line with recently adopted legislation in 2 phases. Duration of Services should not exceed 10 months starting preferable in August 2020 and ending in April 2021.

The Present Invitation to Bid (ITB) falls under the project ***“Economic Participation, Housing and Social Infrastructure for IDPs and Host Communities”*** executed by DRC as an Implementing Agency with funds from the German Bank KfW (Kreditanstalt für Wiederaufbau) in the framework of the German financial cooperation with the Republic of Georgia. The whole project is implemented under the auspices of the Georgian Ministry of IDPs from the Occupied Territories, Health, Labor and Social Affairs, through its LEPL ‘IDPs, Eco-Migrants and Livelihoods Agency’.

Specifically, the present Call complements the construction and rehabilitation works which is currently being performed by DRC in the 7 targeted Municipalities of Georgia, in successive phases till the end of June 2021.

Please submit your bid(s) for the supply of the above-mentioned services as per the attached Invitation to Bid (ITB) package in compliance with the Instructions and Conditions stipulated thereafter.

The interested applicants should provide the ITB package containing the following documents:

\*\* ITB Invitation to Bid - Instructions and Conditions for Invitation to Bid (for guidance)

\*\* Annex A 1. Technical Bid form (to be filled in)

\*\* Annex A 1.1 CVs of trainers/other staff indicating at least two references with contact information (to be submitted in free format)

\*\* Annex A 1.2 technical proposal that covers (to be submitted in free format):

* The applicant’s suitability for the assignment
* Suggested process, approach, methodology and trainings modules
* Timeframe: indicating activities separately under phase 1 and phase 2

\*\* Annex A 2. Financial Bid **in EUR including VAT** (to be filled in)

\*\* Annex A 2.2 Detailed Budget **in EUR including VAT** (to be submitted in free format)

\*\* Annex B Tender and Contract Award Acknowledgment Certificate (to be filled in, signed and stamped, *attached to the ITB invitation to Bid*)

\*\* Annex C Supplier Profile Registration Form (to be filled in, signed, and stamped)

\*\* Annex D Supplier Code of Conduct (to be signed and stamped)

\*\* Annex E DRC General Conditions for Service Contracts (for guidance)

\*\* Annex F Statement of Work (SoW) (for guidance)

The ITB package must be submitted by mail on in hand delivery in a sealed envelope (the envelope must show the title of the company submitting the bid(s) and the ITB Number and name **PR\_00106217**-**Provision of the trainings and workshops to pre-school education Institutions in 7 municipalities of Georgia** as per the requirements of the ITB form Article V, Paragraph A

Due to Covid-19 pandemic, it is acceptable to receive the whole tender packages from bidders on electronic mail (e-mail) to the following address: [tender.geo.wg@drc.ngo](mailto:tender.geo.wg@drc.ngo) Please indicate ITB number and Tender Name **PR\_00106217-Provision of the trainings and workshops to pre-school education Institutions in 7 municipalities of Georgia** in the e-mail subject field as per the requirements of the ITB form Article V, Paragraph B

***The Bids submitted will be evaluated as per Administrative, Technical and Financial criteria. Only bids passing the Administrative evaluation will be evaluated against technical criteria and only successful bidders as result of technical evaluation will be evaluated financially.***

***Please refer to Invitation to Bid (ITB) form Article III for details on Evaluation process and criteria.***

**Announcement of Invitation: 3 July 2020**

**The deadline for receipt of the bid(s): 21 July 2020, 17:00**

**The address for Hand and mail delivery: DRC West Georgia Office, Zugdidi 8 March Street # 1**

**Any Bids received with delay will not be considered**.

If you have any questions related specifically to ITB, you can submit your questions by e-mail only to [**GEO-ZUG-Procurement@drc.ngo**](mailto:GEO-ZUG-Procurement@drc.ngo) before **15 July 2020, 18:00**

Please see attached ITB package.

No phone calls please.