

## Call for Service – Civil (Design/Renovation) Works and Furniture Procurement

FSM-2026-01-02

Solidarity Fund PL is looking for a company to provide high-quality civil works and appropriate office furniture for setting up Digital Rural Hubs (DRHs) in Georgian regions of Racha-Lechkhumi and Kvemo Svaneti, Guria, Imereti and/or Kakheti .

Rural Empowerment through Digital Inclusion (REDI) is an EU-funded project implemented by Solidarity Fund PL (SFPL) since December 1, 2023, in partnership with the Estonian e-Governance Academy (eGA). The REDI project aims to reduce the digital divide between rural and urban areas in Georgia by improving connectivity infrastructure and developing digital literacy. Within the project, internet access points will be installed in public spaces in about 200 villages, and Digital Rural Hubs will be created.

The project team plans to set up **approximately 15 Digital Rural Hubs (DRHs)** in villages of Racha, Guria, Imereti, and possibly Kakheti regions. Each DRH will be in a public/municipal or other existing building, in a room of about 30 sq. meters (rehabilitation of sanitary facilities may also be required). Selected rooms will need renovation to meet the functional criteria of the hubs. The scope of civil works to be performed will include: architectural assessment, design works, dismantling and rehabilitation of existing interiors (hereinafter referred to as “civil works”).

Additionally, DRHs must be equipped with furniture tailored to the dimensions of the selected rooms.

### Requested Services

- (a) High-quality architectural assessment, (b) design works, (c) dismantling of existing interiors, (d) rehabilitation works and (e) provision of furniture necessary for setting up approximately 15 DRHs in public/municipal or other buildings in villages of Racha, Guria, Imereti, and/or Kakheti regions.

**Note:** *The space selected for the hub may require one, several, or all the above-listed services.*

### 1. Place(s) of Assignment

Digital Rural Hubs will be set up in the following regions:

- Racha-Lechkhumi and Kvemo Svaneti
- Guria
- Imereti

- Kakheti

*(Specific villages and buildings will be selected and assessed architecturally in cooperation with the winning bidder.)*

## **2. Duration of the assignment**

Upon request, during the years of 2026-2027, until November 30, 2027.

## **3. The tasks under planned assignment are as follows:**

The selected applicant is obliged to visit the site to assess each pre-selected building, check the room allocated for the DRH, and prepare an architectural assessment document. This document should include a detailed description of the building and the space to be renovated, as well as a complete list of works (including design works, dismantling of existing interiors, and rehabilitation). It should also include recommendations on materials to be used. Additionally, the document must contain a list of furniture and their dimensions tailored to the DRH rooms.

After the document is approved, the selected applicant will be responsible for conducting agreed civil works services with agreed time schedule and materials. After rehabilitation/civil works are completed, the selected applicant will be responsible for delivering a full set of furniture to the newly renovated space.

### **Furniture list for DRHs includes:**

- Computer desk
- Printer table
- Office chair
- Soft sofa
- Wardrobe
- Shelves

*(Quantity and dimensions depend on the size of the selected room.)*

**Note:** *The selected applicant shall be required to provide documented evidence demonstrating its capability to deliver all the specified services directly, or through duly engaged subcontractors (e.g. furniture supply, architectural assessment etc).*

## **4. Minimum Requirements**

**4.1** At least 3 years of experience in construction (design/renovation) works, proven by a portfolio or other documentation.

**4.2** Technical and professional capacity to provide architectural assessment and construction works (planning, dismantling, and rehabilitation) in selected villages justified through the document “description of the working group”;

4.3 Ability to supply relevant furniture.

4.4 Full submission of all requested tender documentation.

*Offers that do not meet these minimum requirements will be disqualified.*

## **5. Evaluation Criteria for selection of the Applicant (Max. 120 points)**

### **5.1 Experience in civil works (Max. 10 points)**

- 5 and more years of experience – 10 points
- 3–5 years of experience – 5 points
- 3 years of experience – 2 points

### **5.2 Price – (Max. 20 points)**

Assessment under the criteria “Price” will be based on the following formula:

$$P = P_{\min} / P_{\text{of}} \times 20 \text{ points}$$

Where:

$P_{\min}$  – The lowest proposed price

$P_{\text{of}}$  – price presented in the examined offer

$P$  – The number of points awarded to the examined offer under the price criterion.

*Prices should be specified in **EUR**, excluding VAT, and include all costs incurred by the bidder (architectural assessment, civil works, design, dismantling, rehabilitation, materials, equipment, transportation, furniture, etc.).*

*Priority will be given to the most precise and sustainably presented costs that will fit project budget.*

*(However, tender committee will take into consideration that bidders will present cost estimates based on market prices (and not precise prices based on individual specification of hubs).*

### **5.3 Service period – (Max. 30 points)**

(The assessment will be based on the proposed timeline for the construction of one DRH in one village, which should be adequate and minimal for the thorough and quality

completion of construction works. Timelines should be proposed for the complete construction and renovation work of one DRH, including the delivery of furniture.

- Within 20 calendar days – 30 points
- Within 21-25 calendar days – 20 points
- Within 26-30 calendar days – 10 points

#### **5.4 Quality of materials and furniture while maintaining the competing price (Max. 20 points)**

(The evaluation will be based on the following scheme: no specification/low quality (inconsistent with market standards)– **0 points**; standard quality while maintaining the competing price (basic) – **10 points**; average quality while maintaining the competing price - **15 points**; high quality while maintaining the competing price (premium) – **20 points**.)

#### **5.5 Warranty Terms (Max. 20 points)**

(Will be evaluated based on a detailed description of the warranty conditions for the works performed, which includes information about response services for technical defects identified after the completion of the work and the timeframe for eliminating the problem.)

##### Warranty Period:

- 5+ years – 10 points
- 3–5 years – 5 points
- 1–3 years – 2 points

##### Response time after defect/problem detection:

- 0–5 days – 10 points
- 6-15 days – 5 points
- More than 15 days – 0 points

*\*Please provide the above information in the application form.*

#### **5.6 Interview (Max. 20 points)**

\*Only selected applicants will be invited to the interview stage. The purpose of the interview is to assess the ability to perform the requested work. Within the framework of the interview, based on negotiations, the best offer will be selected.

The evaluation will be based on the following scheme:

- ability to provide flexible price schemes that can be adjusted to the project budget while maintaining quality services-5 points;
  - Guarantees to complete the work within the project deadlines – 5 points;
  - Team Capacity (capacity to work on several hubs simultaneously, as well as experience implementing similar projects) 10 points.
6. Settlement between the contracting authority and the contractor shall be carried out on the basis of the Agreement signed with the winning applicant.

## **7. Requested Documentation**

7.1 **Fiscal statement** completed in Georgian and English, signed and scanned in PDF format.

7.2 **Application form** completed in Georgian or English, signed and scanned in PDF format.

7.3 **Attachment 1** fill in to submit information on additional requirements specified in Articles 5.2, 5.3 and 5.4. (You may submit additional files if necessary).

7.4 **Description of the working group (No more than 1 page)**- a document proposed from the bidder, describing the team (including description of professions and timetable of their occupation within the project) that proves technical and professional capacity to provide architectural assessment and construction works (planning, dismantling, and rehabilitation);

7.5 **Two recommendation letters** with contact information provided from former or existing clients, providing technical and professional capacity to implement given tasks.

7.6 **Portfolio** provides experience in requested services. (Format selected by the bidders will be accepted);

7.7 **Additional documents (optional)** - illustrating material quality, experience, and other prove of compliance;

## **8. SUBMISSION**

The application for participation in the tender must be submitted by sending the all required documentation, no later than March 1<sup>st</sup>, 2026, 23:59 Warsaw time, to the following address:

[redi@solidarityfund.pl](mailto:redi@solidarityfund.pl)

Questions regarding the tender can be sent to: [redi@solidarityfund.pl](mailto:redi@solidarityfund.pl) before the deadline.

**Online Q and A session will be organized for all interested parties on:**

9. The contracting authority will not accept any tender documentation or questions submitted after the deadline for tender submission.

10. Information on the outcome of the procedure will be published on SFPL website:

<https://solidarityfund.pl/> and send the applicants to the specified e-mails.

Please, be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SFPL (except for personal data, which will be anonymized).

11. A contract will be signed with the selected bidder(s).

12. The contractor(s) whose tender is considered the most advantageous will be informed by the contracting authority about the place and date of contract signing.

13. Prior to signing the contract, the contractor is obliged to provide all necessary information required to complete the content of the contract, upon the request of the contracting authority.

14. If the economic operator(s) whose tender was considered the most advantageous avoids to conclude the contract, the contracting authority may reconsider and evaluate the tender results based on the remaining economic operators' offers or cancel the procedure.

15. At the time of signing the contract, the representatives of the economic operator must present documents confirming their authorization to represent the economic operator, if such authorization is not verified by the documents attached to the tender.

16. Solidarity Fund PL provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.

17. Please, be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw ul. Tadeusza Czackiego 7/9/11 Str., 00-043 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. C of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the office for Personal Data Protection. The data controller is Solidarity Fund PL ul. Tadeusza Czackiego 7/9/11 Str., 00-043 Warsaw, Poland. To exercise your rights, please contact the SFPL directly at email address: [iod@solidarityfund.pl](mailto:iod@solidarityfund.pl) – we are committed to protecting your rights to the best of our ability.

