**Request for Quotation (RFQ)**

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| RFQ: Procurement Service for the Tbilisi Mall Shopping Center | Date: October 10, 2022 |

**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 Procurement Services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

**Section 1: This request letter**

**Section 2: RFQ Instructions and Data**

**Annex 1: Schedule of Requirements**

**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:

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Aleksei Meshcheriakov | Zurab Gachechiladze |

**SECTION 2: RFQ Instructions and Data**

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| **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** | 10 business days upon announcement |
| **Method of Submission** | Quotations must be submitted through e-tendering through [www.tenders.ge](http://www.tenders.ge)  Attention: Physical delivery of quotations will NOT be accepted.  File Format: 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:   1. They have at least one managing partner, director or shareholder in common; 2. 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 2: Quotation Submission Form duly completed and signed * Company Profile (Extract from the Public Registry) * List and value of top 10 largest procurement projects and clients’ contact details who may be contacted for further information on those contracts * Statement of satisfactory Performance (Reference Letter) from largest clients * Annual Turnovers of the Company for the last five (5) years |
| **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](mailto:n.ksovreli@tbilisimall.com); Mobile: 555 12 23 23 |

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.

**ANNEX 1: SCHEDULE OF REQUIREMENTS**

Note: The list includes but is not limited to:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Procurement Needs** | **Segment of Procurement** | **Expected Turnovers of RUD (USD, exclusive VAT)** |
| 1 | Technical goods | Facility Management | 1’100’000.00 |
| 2 | Technical services | Facility Management |
| 3 | Cleaning services | Facility Management |
| 4 | Security services | Health & Safety & Security | 400’000.00 |
| 5 | HSS goods | Health & Safety & Security |
| 6 | Marketing goods | Marketing | 700’000.00 |
| 7 | Marketing services | Marketing |
| 8 | CAPEX Projects | building, construction and etc | As per approved Budget |

In accordance with the business needs RUD reserve the right to add / remove some procurement needs.

**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are required to complete this form, including the Company Profile, sign it and return it as a part of this quotation. No alterations to it’s format shall be permitted and no submissions shall be accepted.*

|  |  |
| --- | --- |
| Name of Bidder: |  |

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal Name of bidder |  |
| Legal Address |  |
| Bidder ID Code |  |
| Year of Registration |  |
| Years of Experience in required field |  |
| Service Fee Structure  GEL exclusive VAT |  |
| Turnovers for the last five (5) years, GEL exclusive VAT | |
| 2021 |  |
| 2020 |  |
| 2019 |  |
| 2018 |  |
| 2017 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Relevant experience: largest purchase projects** | | | | | |
| **No** | **Name of Contractor Company (to whom the purchase was provided)** | **Client & Reference Contract Details including e-mail and mobile number** | **Purchase Value (GEL, exclusive VAT)** | **Date** | **Description of purchase** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

|  |  |
| --- | --- |
| **List of Largest Customers** | |
| No |  |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the Company below in event that the quotation is accepted. | |
| Company Name:  Company Address:  Contact Mobile No:  Contact e-mail address: | Authorized Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name / Surname  Date: |