

Letter–invitation to tender participation

The administration of “Rakeen Uptown Development” LLC is announcing a closed tender: for the provision of security services for “Tbilisi Mall” shopping center. This letter-invitation to participate in the tender is the only way of notification. Information on the tender will not be published anywhere else (neither in the media, nor on the internet), including its results.

“Rakeen Uptown Development” LLC is a company with foreign capital, therefore all documents sent to our address must be made in two copies: in English and Georgian.

The office of the company is located at: D. Agmashenebeli Highway, 213. Telephone of the contact person responsible for the tender: 599 885 455.

"Tbilisi Mall" shopping center is located at the address: Tbilisi, D. Agmashenebeli Highway 213. Website address: TbilisiMall.com

Functionally: it is a shopping and entertainment center with an area of 250,000 sq/m. It is considered one of the largest in the Caucasus. It is an eight-storey building, four floors of which is an underground parking.

Rules for holding a closed tender for the provision of security services for “Tbilisi Mall” shopping center.

The objectives of the tender:

- + Corporate requirements;
- + The company's need to obtain a profitable proposal, in order to get the optimal solution to the challenges of protecting the shopping center, for a good price.

In accordance with the rules for conducting a closed tender, only legal entities that have received this invitation letter are eligible to participate in it. Information about the tenderer is not disclosed and is not published anywhere.

The tender rules include competent registration and timely provision of all necessary documentation to the organizer. All documents and proposals from the tenderer must be submitted to the official responsible person for organizing the tender, in two envelopes, in English and Georgian languages, with the attached list of included documents, stamped by the company's seal and signed by its owner. Both sealed envelopes will be opened by the representative of the tender commission, in the presence of the owner of the private security company or his authorized representative, after that all included documents are checked according to the list of documents necessary for taking part in the tender. In the event that the list of documents is incomplete or does not comply with the competition rules, the representative of the tender commission must refuse to accept the documents and return envelopes to the applicant.

All the requirements presented for the tenderers are the same for all and contained in the documents sent to your address. The administration of “Rakeen Uptown Development” LLC, within two weeks, after submitting an application for organizing a tender, can change the conditions in relation to the tenderers or completely cancel the tender. The notification of the tender cancellation happens in the same way as the applicants were informed about the tender start. If the tender organizer has received only one application for participation in the tender, he will have to cancel it and announce the start of a new tender.

The tender will be held in three stages:

- Preparation (presentation);
- Selection of companies (issue of technical task);
- Final choice (rating).

At the first stage (preparatory): By the Head of “Rakeen Uptown Development” LLC order, a commission is appointed to organize the preparation and coordination of a closed tender for the provision of security services for “Tbilisi Mall” shopping center. The Commission will identify companies - potential participants of a closed tender for the provision of security services for “Tbilisi Mall” shopping center. Potential closed tenderer must have a good business reputation. Then, the so-called tender letters-invitations (this document) are distributed to potential closed tender participants, which have proved themselves in the Georgian market, in the field of providing services for protecting real estate (objects), from the positive side.

The list of documents, criteria, and qualification requirements at this stage, on the basis of which the service provider will be selected to protect “Tbilisi Mall” shopping center:

To participate in the tender, you need to submit an application, issued in accordance with the established procedure, using the form attached to this letter (Form 1). By submitting an application for participation in the tender, the applicant confirms that he is familiar with the rules of participation in this event and agrees to follow them. If, in the process of the competition, a participant deviates from the established order, he is automatically excluded from participation, and his application and documents submitted by him will not be considered by the relevant commission.

The following documents should be attached to the application, with the help of which, a private security company plans to participate in a closed tender:

1. The questionnaire of the legal entity-tenderer, which must comply with the existing requirements for its completion (Attachment 1).
2. Copies of the constituent documentation. All changes related to these documents should be attached here.
3. A certificate confirming the registration of a legal entity and its entry into the unified registry of companies in Georgia. Extract from the above registry - either its original, or a notarized copy, the period of which must not exceed one month at the time of application to participate in the tender.
4. A copy of the license for the right to engage in security activities. The original document is presented at personal contact with the applicant, at the second stage of the tender.
5. Table of qualification (Attachment 2).
6. Table of prices for security services (at the second stage, Attachment 3).

Explanations on the company presentation:

- ❖ You will need to present your company, take into account our wishes, provide us with a list of necessary documents and answer a number of questions. The company-participant should present its service in such a way that the tender organizer is convinced that the company is ready to perform the necessary work and to provide high results. It is no secret that due to such presentations it is possible to obtain voluminous information about the enterprise of your future business partner and consciously make the right choice.
- ❖ You need to detail the functional duties and rights of your company employees for the protection of real estate.
- ❖ You need to detail about the actions and procedures of your company employees, in the event of emergency situations at the protected facility.
- ❖ We are also interested in:
 - ✓ What tasks are you going to solve, in the exercise of your authority to protect the Tbilisi Mall shopping center;
 - ✓ What special means and personal protective equipment are your employees equipped with to perform their duties? Do your employees have the right to bear arms?;
 - ✓ Samples of uniforms for security and monitoring workers;
- ❖ Our wishes:
- ❖ We would like your employees to be above average height, polite, neat, fit, physically healthy young people, athletic, with possessed professional skills, with sufficient level of knowledge of English (Russian) language for communication.
- ❖ If necessary, the commission for holding a closed tender has the right to demand from tenderers to clarify any information in the submitted documents or correct inaccurate (unreliable) data or formulations found in them. If the tenderer refuses to comply with the requests of the organizers, then he is removed from the competition.
- ❖ The deadline for submitting documents is 7 working days from the moment they are sent.

At the second (selection) stage: After viewing and studying the presentation documents (programs) and analyzing the collected data, three companies will be selected based on the materials submitted by you. The Heads of selected companies will be invited for the interview and will receive a technical assignment (with attachments) for Protection of "Tbilisi Mall" shopping center. Simultaneously with the technical task, you will also be provided with a Request for the cost of the security service for "Tbilisi Mall" shopping center, as well as the existing tariffs for employees in your company, which must be filled in the attached form. The documents prepared by you, indicated at this stage, should be sent to our address in the above stated order and not later than 7 working days from the moment of their receipt by you.

At the third (final) stage: The tender commission will evaluate the applicants. This process, first of all, is based on the analysis of the documents received from the applicants, tender documents and interviews. To make a final decision, the tender organizer may require additional information from the applicants.

Procedure of making decision:

1. Decisions will be made only at a closed meeting of the tender commission. During the meeting, there may be at least half of its main staff. The decision will be made by voting.
2. If the members of the tender commission vote equally, the chairman's vote will be decisive.
3. Any decision of the tender commission must be officially registered, with the help of a protocol. It is signed by all present members of the commission, who take part in the voting.

If, after summarizing the results of the competition, any inconsistencies or hidden facts that contradict the rules of the tender are found, then the winner is removed from participation. The new winner of the tender will be determined within five working days.

Evaluation and summarizing of the tender, is performed without the presence of participants.

The winner of the tender is the candidate who, in the opinion of the commission, was able to provide the best security services offer for „Tbilisi Mall“ shopping center. With the owner of the company that won the tender, within 5 working days, a meeting will be organized with the management of “Rakeen Uptown Development” LLC for the interview and discussion of contract terms.

Important criteria for selecting the winner of the tender

The best offer should correspond to the collection of the following parameters:

- Good business reputation of the company;
- High level of company potential;
- Experience, length of service, scope of work in the market for security services;
- Qualification, professionalism of company employees;
- Presence of social insurance for employees;
- Schedule, mode of work, number of employees;
- The company's capabilities and equipping employees;
- List of assigned tasks;
- Tariffs, price;

Authorized representative of the company:



_____ A. Meshcheriakov

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« _____ » _____ 2023

Tender Application

« ____ » _____ 2023

Closed tender on the choice of the company for the provision of security services for "Tbilisi Mall" shopping center "Rakeen Uptown Development" LLC.

Dear applicants,

Having examined the tender documentation and accepting the requirements and conditions for the organization and holding of the tender established in it, we

(Full name and legal address of the tenderer)

We offer our participation in a closed tender for the provision of security services of "Tbilisi Mall" shopping center "Rakeen Uptown Development" LLC, under terms and conditions in accordance with the price table and other documents included in this tender application, as well as other conditions and requirements established in tender documentation.

We agree to follow the terms of this tender application not less than 30 days from the documentation acceptance deadline. This tender application will remain binding for us and may be accepted for execution at any time before the expiry of the above-mentioned period.

Attachments:

1. Tenderer questionnaire - ____ pages.

2. Table of qualification - ____ pages.

3. Table of prices - ____ pages.

List Of Documents* - ____ pages.

(Surname, name, patronymic of the signatory)

(Position)

(Signature)

Stamp

*In the "List of Documents - ____ pages " all the documents, included in the application with the number of pages.

Attachment 1. Questionnaire of the potential tenderer

№	Name	Information about the tenderer (To be completed by the tenderer)
1.	Trade name of the tenderer	
2.	Organizational legal form	
3.	The founders (list all the founders, whose share in the authorized capital exceeds 10%)	
4.	Certificate of registration (date and number, by whom issued)	
5.	Legal address	
6.	Actual address	
7.	Branches: list names and location	
8.	Bank requisites (name of the bank, BIC, TIN)	
9.	Contact numbers (with code)	
10.	Fax (with code)	
11.	E-mail address	
12.	Employee responsible for the tender application	

(Surname, name, patronymic of the signatory)

(Position)

(Signature)

Stamp

Attachment 2. Table of Qualification

№	Qualification parameters	Tenderer Information
1.	Number of Staff	
2.	Availability of own qualified specialists with experience	
3.	Technical equipment of the company and employees	

(Surname, name, patronymic of the signatory)

(Position)

(Signature)

Stamp

Attachment 3. Table of prices

Name of the object to protect	24 hour guard cost	12 hour guard cost	24 hour Shift supervisor cost		24 hour Deputy shift Supervisor cost	Head of security cost	Deputy Head of security cost			
"Tbilisi Mall" Shopping Center										

(Surname, name, patronymic of the signatory)

(Position)

(Signature)

Stamp