

Tender Package — Request for Bid (RFB)

1. Invitation to Tender

Tender Name:		Tender No: 01
Location: Tbilisi, Georgia	Correspondence Language(s): English	
Brief Summary Description of Project: The USDoS-funded project Women’s Initiative for Security and Equality (WISE) is implemented by Sapari in Georgia and two partners IMINI in Armenia and WARD in Azerbaijan with support from Mercy Corps. The Goal of the project is to understand and address GBV as it intersects with violent extremism (VE), including but not limited to racially and ethnically motivated VE through locally designed and led initiatives to address physical, technology-facilitated, and related violence that negatively impacts gender equality and inclusive, democratic societies.		

Tender Package Available from: 07.12.2022	Tender Package Pickup Location: Tbilisi
Deadline for Offer Submission: 19.12.2022	Submit Offers to: Akaki Gakhokidze str 11 a

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: gvritishvili@sapari.ge	
Last Day for Questions: 15.12.2022	Questions will be answered by: Natia Gvritishvili
Questions will be answered through: E-mail	

Documentation Checklist		
These documents are contained within this tender package:	✓	Invitation to Tender
	✓	General Conditions for Tender
	✓	Criteria and Submittals
	✓	Price Offer Sheet
	✓	Supplier Information Form

2. General Conditions for Tender

Sapari invites offers for the goods, services and/or works described and summarized in these documents, and in accordance

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with procedures, conditions and contract terms presented herein. Sapari reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offer shall be valid for the period of [20 days] from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Sapari in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Sapari may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Sapari or its designated representative.
- This Tender does not obligate Sapari to execute a contract nor does it commit Sapari to pay any costs incurred in the preparation and submission of bids. Furthermore, Sapari reserves the right to reject any and all offers, if such action is considered to be in the best interest of Sapari.

2.3 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered companies
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes
- Are guilty of serious misinterpretation in supplying information
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

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Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

2.4 Response Documents

Offerors must submit an offer in their own format and ensure it contains all the required documents and information specified in this tender. Where an itemized Price Offer Sheet is included in the tender package, the offeror must complete and submit it with the rest of their offer.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Sapari. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

3. Criteria & Submittals

3.1 Contract Terms

Sapari will work closely with selected company.

3.2 Specific Eligibility Criteria

Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

Eligibility Criteria:

- The offeror must be Georgian citizen or resident/The offeror must be legally registered (in case of company)
- The offeror must be in good standing with its governing tax authority
- Should not be bankrupt or in the process of going bankrupt.
- Should not be convicted of illegal/corrupt activities, and/or unprofessional conduct.
- Should not be guilty of grave professional misconduct.
- Should not be guilty of serious misinterpretation in supplying information.
- Should not violate policies outlined in Sapari Anti Bribery or Anti-Corruption Statement;

3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to impact the technical evaluation of an offer severely and negatively.

Documents supporting the Eligibility Criteria:

- Local Bank account
- All legal documentation of the vehicle
- Photos of the vehicle

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Price Offer:

The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. **Per-unit Fixed-Price contract will be used.**

Offerors must show unit prices, as displayed in the Offer Sheet in Section 4. All Services must be clearly labeled and included in the total offered price. Offerors **must not** include VAT and customs duties in their offer

3.4 Currency

Offers should be submitted in: **GEL or USD**

Payments will be made in: **GEL**

3.5 Tender Evaluation (LPTA Selection Method)

Based on the above submittals, a Sapari Tender Committee will conduct a tender evaluation process. Sapari reserves the right to accept or reject any or all bids, and to accept the offer(s) deemed to be in the best interest of Sapari. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Technical Evaluation

Lowest Price, Technically Acceptable (LPTA)

Sapari Tender Committee will conduct a technical evaluation which will grade technical criteria on a pass/fail basis. Supplier's bids **must meet the minimum technical standard** established here in order to receive a passing mark. Any offerors who receive a failing mark on any criteria will be automatically disqualified from the tender process.

Only offerors who pass all criteria will move on to the next round of evaluation.

Pass/fail technical criteria are as follows:

Technical Criteria	Pass or Fail?
Vehicle Technical Specifications: <ul style="list-style-type: none"> • Second-hand vehicle • Automatic gear box • Fuel type: Hybrid/Petrol • All wheel drive • Electric windows • Engine capacity: 2.0 and above • AC • Minimum airbags 8 • ABS • Rear view camera 	
Delivery Time	

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Resources (state the required resources a supplier must have in order to pass -i.e. key personnel qualifications, certain equipment, etc.)	
Corporate Capabilities (years in industry)	
Warranty conditions: N/A	
Payment method: After delivery	

3.5.2 Financial Evaluation and Price/Cost Analysis

All suppliers who passed all technical criteria will move on to the financial evaluation where the lowest price offer(s) will be accepted as the winning offeror(s) assuming the price is deemed fair and reasonable and subject to the additional due diligence in [section 3.5.3](#).

3.5.3 Additional Due Diligence

Upon completion of both the technical and financial evaluations Sapari may choose to engage in additional due diligence processes with a particular offeror or offeror(s). The purpose of these processes is to ensure that Sapari engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Supplier’s facility visits
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors

4. Offer Form

Offerors must submit their own independent offer including at least (but not limited to):

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Bid” section below

Documents Comprising the Bid

The following information must be included in the offer of any potential offeror:

- A detailed specification of the offered goods (bid)
- Warranty (if necessary and appropriate)
- Delivery time

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- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 20 working days)
- A Price Offer detailing the unit price only using the **Price Offer Sheet**
- Other important documents offeror feels need to be attached to support their bid

The original bid shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

6. Attachments to the Tender Package

Attachment 1 -Supplier Information Form template

Attachment 2 -Price Offer Sheet template