

## REQUEST FOR EXPRESSIONS OF INTEREST

### GEORGIA

#### Rehabilitation and Increasing Energy Efficiency measures for Public Schools in Tbilisi

Loan/Grant No. LD 1885

#### Detailed Design Preparation for the Construction and Increasing Energy Efficiency measures for #114 Public School in Tbilisi

Reference No: CEB/EE/CS/QCBS/02-2020

Georgia (hereinafter referred to as "the Borrower") has received a loan from the Council of Europe Development Bank (hereinafter referred to as "CEB") and grant from E5P towards the cost of the **Rehabilitation and Increasing Energy Efficiency measures for Public Schools in Tbilisi** (Project).

The main Objective of the Project is the comprehensive rehabilitation of public schools in Tbilisi and the introduction of energy efficiency in the education sector infrastructure. The project activities should include improvement of safety measures, strengthening and full energy-efficient rehabilitation/construction of school buildings and facilities in compliance with modern standards.

The Municipal Development Fund of Georgia is a legal entity of public law responsible for implementation of various infrastructure projects financed by International Financial Institutions and Government of Georgia.

The Municipal Development Fund of Georgia, in the capacity of Client, seeks for consulting services for **Detailed Design Preparation for the Construction and Increasing Energy Efficiency measures for #114 Public School in Tbilisi**.

The purpose of this assignment is to develop the detailed design, cost estimation and full set of standard bidding documents for procurement of works, ready to tender in line with the CEB Guidelines for Procurement (2011 edition), for Detailed Design Preparation for the Construction and Increasing Energy Efficiency measures for #114 Public School in Tbilisi.

The specific objectives provided in this assignment include, but are not limited to:

- Prepare detailed designs (architectural, engineering, structural, interior, electrical, plumbing, technological, heating, ventilation, organization of construction etc.) and technical specifications including all necessary data collection, surveys and analysis to cover all aspects of detailed design;
- Technical specifications, taking particular account of the seismic characteristics of the project;
- Technical reports;
- Bills of quantities – BoQs (priced and unpriced);
- Work schedule and bidding documents preparation etc.

Estimated budget available for the Assignment is **GEL 196,800 Excluding VAT**.

The tentative duration of Detailed Design Preparation is **18 weeks** and of Author's Supervision - **18 months** (the exact duration of Author's Supervision will be specified at the design stage).

The Municipal Development Fund of Georgia as an Implementing Agency now invites eligible consulting firms ("Consultants") to express their interest in providing the Services. Interested Consultants should provide **information/evidences** demonstrating that they have the required qualifications and relevant experience to perform the Services. Expression of interest should cover, but not limited to: corporate profile, years in business, experience relevant to the project activities, key staff resources, and core business.

Consultants will be short-listed in accordance with the Restricted Procedures for Consultancy services specified in the CEB's Guidelines: Guidelines for Procurement of Supplies, Works and Services, September 2011.

The short list shall comprise from 3 to 6 candidates.

No more than one application can be submitted by a legal person whatever the form of participation (as an individual legal entity or as leader or member of a Joint Venture submitting an application). In the event that a legal person submits more than one application, all applications in which that person has participated will be excluded.

**Documentation to be submitted:** Information, formalities and documents necessary for an appraisal of the minimum economic and technical standards required from the Consultant:

— Candidate details stating corporate name, legal status, address, telephone and fax numbers, e-mail address, contact person, VAT number (should a grouping be involved, each member of the grouping must be clearly identified). Furthermore in the case of a group EOI (whether via JV or sub-contracting, clearly indicated in the EOI), the aforementioned document must be included for each member of a group of firms and the name of the lead company must be stated. (Form 1).

— A statement of overall annual turnover for consultancy services in the past 2 financial years since January 2017. Candidates who came into existence after this date shall submit a statement covering the period since the commencement of their activities (Form 2),

— A list of completed projects in the past 5 years involving detailed design projects (contracts) for public/educational buildings construction/reconstruction. (Use Form 3).

Interested consulting firms must submit the Reference Letters from the employers for all completed projects submitted in Form 3.

The Reference Letter shall include the following information:

- Project name;
- Description of the consultancy services carried out by the consulting firm;
- Implementation period of the consultancy service;
- Value of the Consultancy Services provided by the consulting firm.

— Signed Covenant of Integrity (Form 4).

— Current Contract Commitments (Form 5).

*Note: the MDF reserves it's right to verify submitted references and use obtained information for evaluation purposes.*

Interested Consultants may obtain Standard Forms at the following link:

<https://drive.google.com/file/d/1a3WVBXEaugQhw4FabUo2DF9mhtSrShZ9/view?usp=sharing>

**The shortlisting criteria are:**

The following selection criteria will be applied to all candidates. In the case of applications submitted by a joint venture, the lead partner shall meet not less than 50 per cent of the qualifying criteria for technical capacity. The joint venture must satisfy collectively all the criteria, for which purpose the relevant figures for each of the partners shall be added to arrive at the consortium's total capacity:

a) Financial capacity of candidate:

- The average annual turnover of the candidate must exceed 100,000 (One Hundred Thousand) GEL for the last 2 financial years (2017 and 2018).
- Available Annual Capacity (AC) should be not less than 0,5 which will be calculated according to the Additional shortlisting Criterion.

b) Technical capacity of candidate

- The candidate should have successfully completed at least 2 (two) detailed design projects (contracts) for public/educational buildings construction/reconstruction for the last 5 (five) years (before submission deadline of EOIs).

### **Additional shortlisting Criterion**

The Consultant shall demonstrate that it has the capacity to handle the contract for the proposed services, while executing any outstanding services the Consultant has already committed with the Client or any other agencies. The Consultant shall submit the outstanding services In the Form 5 (Current Contract Commitments/Services in Progress) with the proposal.

The Consultant's capacity must satisfy the following criterion:

$$AC=AT/OS\geq 0.5$$

Where:

AC – The Consultant's Available Annual Capacity

AT - Average Annual Turnover of the Consultant as submitted in Form 2

OS – Annual Value of Outstanding Services including contracts awarded but services not yet started as submitted in Form 5.

*Note: For those contracts, which planned completion dates don't exceed 12 months, and/or which planned completion dates for remaining services don't exceed 12 months, during calculation of the consultant's cumulated annual capacity (AC), only cost of remaining services will be taken into consideration.*

*For those contracts, which planned completion dates exceed 12 months, and/or which planned completion dates for remaining services exceed 12 months, during calculation of the consultant's cumulated annual capacity (AC), only annual cost of remaining services (cost of remaining services divided by the remaining number of months and multiplied by 12) will be taken into consideration.*

**If the consultant's qualification is non-conformitive to the mentioned criteria (i.e.  $AC < 0.5$ ), the Client has right to reject submitted EOI.**

**The selection criteria are:**

On the basis of the applications received, at least 3 and at most 6 candidates will be invited to submit detailed proposal for this contract.

If more than 6 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the 6 best applications for the tender procedure. The only factor which will be taken into consideration during this re-examination is:

The cumulative value of the contract amounts of the completed service contracts (proportion carried out by the candidate) of the projects (in GEL) fulfilling technical capacity criterion.

**Note: the MDF reserves it's right to verify submitted references and use obtained information for evaluation purposes.**

Consultants may associate with other firms (Please take into account that form of association shall be either sub-consultancy or Joint-Venture and submission must clearly indicate the nature of the association. The experience of sub-consultants will not be taken into account while evaluating the corporate experience of the consultant).

The consultants are strongly recommended to limit their Expression of Interest to 30 pages. Company brochures may be included as an Annex, and will not be affected by the limit of 30 pages.

A Consultant will be selected in accordance with the Selection Based on the Quality and Cost Based Selection (QCBS) method. Under this method, the evaluation of the proposals shall be carried out in two stages: first the quality, and then the cost. Proposals, to be submitted in two envelopes, will be invited from a short list. Technical proposals will be opened first and evaluated. The minimum qualifying mark for each stage shall be 75% out of 100%. Those securing less than the minimum qualifying mark will be rejected, and the financial proposals of the rest shall be opened. The proposal with the lowest offered total price may be given a financial score of 100 (one hundred) and other proposals given financial scores that are inversely proportional to their prices. The total score shall be obtained by weighting the quality and cost scores and adding them. The weight for cost shall be 10 (ten) points out of a total score of 100 (one hundred) and the weight for quality shall be 90 (ninety) points out of total score. The firm obtaining the highest total score shall be invited for negotiations.

The Client reserves the right to make an addendum to the contract that will be signed as a result of the tender and under the same conditions (price, duration, etc.) as the current tender. In case there are additional assignments for the project “Detailed design assignments under the Rehabilitation and Increasing Energy Efficiency measures for Public Schools in Tbilisi”, those will be limited to a value and duration equal to the current contract.

Expressions of interest must be delivered in English in a written form to the address below (in person, by mail, or by e-mail) by **May 20, 2020, at 15:00**.

**Municipal Development Fund of Georgia**  
**Attn: Mr. George Shengelia, Executive Director of MDF**  
**150 David Agmashenebeli Av., 0112, Tbilisi, Georgia**  
**Tel.: +99532 2437001 or/02/03/04**  
**E-mail: [procurement@mdf.org.ge](mailto:procurement@mdf.org.ge)**

More detailed information about the assignment and services to be carried out is provided in the draft “Terms of Reference” at the following link:

[https://drive.google.com/drive/folders/1cvS8-Zpmt-qAaw4Bxqd4UB5wN\\_0ZMEOV?usp=sharing](https://drive.google.com/drive/folders/1cvS8-Zpmt-qAaw4Bxqd4UB5wN_0ZMEOV?usp=sharing)

***Note: In case of any complaints regarding the tender, please, address this issue directly to the Tenders Dispute Board under MDF.***